

## National Assembly for Wales: 2016–2021

### Climate Change, Environment and Rural Affairs Committee

The Climate Change, Environment and Rural Affairs Committee was established by the Assembly on 28 June 2016 with the remit:

*'To examine legislation and hold the Welsh Government to account by scrutinising expenditure, administration and policy matters encompassing (but not restricted to): climate change; energy; natural resources management; planning; animal welfare and agriculture.'*

This 'welcome pack' includes information for Members of the Committee on the support available from Assembly Commission staff, sources of advice and guidance, and includes details on some of the general procedures and practice for Assembly Committees.

The areas covered include:

1. Integrated Team Support
2. Continuous Professional Development
3. Operation of Committees
4. Contact Details

## **1. Integrated Team Support**

The Committee is supported in its work by an integrated team of Assembly Commission staff made up of clerks, researchers, lawyers, outreach and communications staff and translators who provide different aspects of specialist advice.

The integrated team is led by the Clerk who has overall responsibility for the support provided to the committee.

### **a) Clerking Team**

The clerking team supports the day-to-day work of the Committee, planning and organising the business of the Committee. The Chair and Members drive the Committee's work; the Clerks and their team assist this. This work focuses on providing timely, accurate and relevant information and advice as well as managing Committee inquiries and drafting reports or other written documents.

The clerking team also ensures that information about the Committee's work is published to the Committee's web page and on relevant social media sites.

### **b) Legal Services**

The Committee is supported by a legal adviser from Legal Services. They assist the Committee by advising on the legal aspects of any Committee work. In terms of legislation they support the Committee in helping to understand the technical and practical implications of legislation and the drafting of amendments for committee members.

### **c) Research Service**

The Research Service and the EU Office provide specialist policy advice.

Further details can be found in the [Research Service Guide](#).

#### **d) The Outreach Team**

The Outreach Team provide support to Assembly Committees by facilitating engagement opportunities with a range of diverse citizens from across Wales, which specifically encourages and includes contributions from those who are otherwise unheard in the scrutiny process.

They do this by tailoring engagement programmes and activities, which complement committee consultations, to suit the availability of Assembly Members and participants, in an engaging and comfortable environment.

Further information on the support available can be found on the [Outreach and external engagement web page](#).

#### **e) Translation and Reporting Service**

The Translation and Reporting Service (TRS) provides text translation and simultaneous interpretation services, as well as full transcripts of committee meetings. Staff are available to help Members make best use of the services which enable each member to be informed and contribute fully in their official language of choice – Welsh or English.

Committee Members will be consulted on their preferences for how they wish to manage their work on Committees (including, for example, how they wish to receive papers), and the TRS team will help achieve this.

## 2. Continuous Professional Development for Committee Work

To support the work of committees, the Members' Liaison and Professional Development team has prepared a brochure which gives a flavour of the CPD opportunities available for committee members, committee Chairs and Members' staff. This is designed to help develop the knowledge, expertise and skills needed to undertake the different aspect of committee work – the main elements of the brochure are set out below.

Members can discuss any requirements they have for CPD with the Members' Liaison and Development team, or with the Committee Clerk.

**Strategy and approach** – Developing committee objectives and purpose; Developing a shared vision; identifying priorities and developing a strategic approach; measuring progress; committee working as a team; timetabling and forward planning; evaluating impact.

**The committee's area of expertise / subject area** – Understanding the subject, policy, legislative, and financial context and key issues of relevance in Wales, the UK and beyond; getting to know the stakeholders and different methods of public engagement.

**Approach to evidence gathering and questioning** – Preparation; different questioning techniques and ways of following up responses; dealing with different types of witnesses; objective setting for each piece of work; Evaluating evidence (oral, written and other); follow-up and evaluating impact.

**Financial scrutiny** – The budget process; impact of tax/borrowing powers; in-year financial scrutiny (policy and legislation).

**Legislation** – Recognising the key features of effective legislation; drafting amendments and use of the amending stages; conducting pre- and post-legislative scrutiny; the scrutiny of subordinate legislation.

### 3. Operation of Committees

The operation of Committees is governed by the rules set out in Standing Order 17. Advice on any aspect of SO17 is available from Clerks, some of the key elements of SO17 are set out below:

- Declaration of Interests (SO17.24A) – Before taking part in Committee proceedings, a Member must declare any interest, financial or otherwise, that they, or to their knowledge, a family member, has or is expecting to have which is relevant to those proceedings, and might reasonably be thought by others to influence their contribution.
- Quorum (SO17.31) – A committee meeting must be declared inquorate if there are fewer than three Members, or less than one-third of the committee's members, whichever is the greater, present. A committee meeting must be declared inquorate if, at the beginning of the meeting, the Members present represent only one political group.
- Openness (SO17.40) – Committees must meet in public and broadcasting access for public meetings must be permitted in accordance with such arrangements as the Commission agrees. Committee meetings are broadcast on Senedd TV and transcripts of committee meetings are made available in draft form within three to five working days, with a final version published within 10 working days.
- Meeting in Private (SO17.42) – A committee may resolve to exclude the public from a formal meeting or any part of a formal meeting for a specified purpose. These Standing Orders do not apply to informal meetings.

- Substitution (SO17.48) – A committee member who has given advance notice to the chair may be represented at a meeting, or a part of a meeting, by another Member from the same political group who has been identified in advance.

## 4) Climate Change, Environment and Rural Affairs Committee

### Integrated Team - Contact Details

Alun Davidson <a href="mailto:alun.davidson@assembly.wales">alun.davidson@assembly.wales</a>	Clerk	6339
Catherine Hunt <a href="mailto:catherine.hunt@assembly.wales">catherine.hunt@assembly.wales</a>	Second Clerk	6347
Adam Vaughan <a href="mailto:adam.vaughan@assembly.wales">adam.vaughan@assembly.wales</a>	Deputy Clerk	6359
Hasera Khan <a href="mailto:hasera.khan@assembly.wales">hasera.khan@assembly.wales</a>	Team Support	6349

### Research Service

Andrew Minnis <a href="mailto:andrew.minnis@assembly.wales">andrew.minnis@assembly.wales</a>	Research Team Leader Environment and transport	6314
Nia Seaton <a href="mailto:nia.seaton@assembly.wales">nia.seaton@assembly.wales</a>	Senior Research Officer Agriculture, designated landscapes and access, animal welfare, nature conservation, marine and fisheries, and environmental assessment	6313
Elfyn Henderson <a href="mailto:elfyn.henderson@assembly.wales">elfyn.henderson@assembly.wales</a>	Senior Research Officer Land use planning, building regulation and control, water and sewerage, flooding and coastal erosion, forestry and food and drink	6317
Chloe Corbyn <a href="mailto:chloe.corbyn@assembly.wales">chloe.corbyn@assembly.wales</a>	Senior Research Officer Waste, climate change, energy and sustainable development	6316



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## Legal Services

Gwyn Griffiths <a href="mailto:ogwyn.griffiths@cynulliad.cymru">ogwyn.griffiths@cynulliad.cymru</a>	Senior Legal Adviser	6429
Lisa Salkeld <a href="mailto:lisa.salkeld@assembly.wales">lisa.salkeld@assembly.wales</a>	Legal Adviser	6437

## Translation and Reporting Service

Peter Hill <a href="mailto:peter.hill@assembly.wales">peter.hill@assembly.wales</a>	Senior Editor	6346
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## Education and Outreach Services

Celyn Cooper <a href="mailto:celyn.cooper@assembly.wales">celyn.cooper@assembly.wales</a>	Senior Outreach and Engagement Officer	6275
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