



Venue: **Hybrid - Digital**

Date: **Monday, 9 May 2022**

Time: **12.30 - 13.50**

Minutes: SC(6)2022(3)

Commission  
Members:

**Rt. Hon. Elin Jones MS (Chair)**  
**Rhun ap Iorwerth MS**  
**Janet Finch-Saunders MS**  
**Ken Skates MS**  
**Joyce Watson MS**

Officials present:

**Manon Antoniazzi, Chief Executive and Clerk**  
**Siwan Davies, Director of Senedd Business**  
**Arwyn Jones, Director of Communications and Engagement**  
**Ed Williams, Director of Senedd Resources**  
**Nia Morgan, Director of Finance**  
**Matthew Richards, Head of the Legal Service**  
**Bedwyr Jones, Head of ICT Programme**  
**Sulafa Thomas, Head of Commission and Member Support**  
**Gwion Evans, Head of the Llywydd's Private Office**

Others in  
attendance:

## 1 Introduction

### 1.a Introduction and apologies

There were no apologies for the meeting.

### 1.b Declarations of interest

The Llywydd declared an interest (non-financial) in relation to Item 8, as the Chair of the National Eisteddfod for 2022, which would take place in Tregaron.

#### 1.o Minutes of the previous meeting

The minutes of the meeting on 14 March were agreed.

## **2 Supplementary Budget 2022-23**

Commissioners were updated on the 2022-23 financial position. They noted the information provided, and an oral update relating to the costs identified to support the administration of the Independent Remuneration Board (the drivers that have increased the Board's workload, and its strategy along with the outline work programme it has agreed for the 6th Senedd). Commissioners also requested additional information be prepared for them about the use of the 'pool car' and discussed encouraging EV usage with reference to that vehicle.

The Commission agreed the Explanatory Memorandum in order to submit a Supplementary Budget for inclusion in the Welsh Government's first budget motion for 2022-23. This would increase the 2022-23 laid Budget by £2.061 million, with a resulting increase of £0.325 million in the net cash requirement. Commissioners reflected that the next step would be for scrutiny of the Explanatory Memorandum by the Finance Committee.

Changes set out in the Explanatory Memorandum would relate to:

- an increase of £1.736 million in the overall budget, to reflect the new International Financial Reporting Standard (IFRS) 16 – Leases, that took effect on 1 April 2022. This would have no increase in the net cash requirement;
- changes to the budget identified for the Independent Remuneration Board's Determination on Members' Pay and Allowances. Changes proposed to the individual budget lines result in no overall increase;
- a net increase of £150k in the overall budget and net cash requirement, in light of costs to support the administration of the Independent Remuneration Board (an increase of £218k) and the Standards Commissioner's Office (a decrease of £68k), (with additional transparency on these costs in this and in future laid budgets);
- an increase of £175k in the overall budget and net cash requirement for staffing, to reflect the increase in employer National Insurance contributions.

Commissioners would receive a written briefing relating to support for the administration of the Independent Remuneration Board, with additional information to be included in the agreed letter to the Chair of the Finance Committee.

## **3 Ways of working**

Commissioners were provided with an update on progress in delivering the Ways of Working Interim Action Plan (IAP) and associated issues and risks.

Commissioners agreed that reasonable preparatory work and engagement activity, as set out in the report, be undertaken to inform decisions later in the year, and then for the medium-to-longer term, in relation to ways of working needs.

They supported that the wider engagement exercise be undertaken in coordination with the

Independent Remuneration Board.

Commissioners also noted information about the outline model through which EB had agreed the Commission staff's return to the estate would be managed. This set out organising principles of activity based attendance and a hierarchy of business needs.

#### **4 Commission Draft Budget 2023-24**

Commissioners considered background information to inform their thinking around preparation for its 2023-24 budget, and noted pressures which are likely to impact.

Further consideration is anticipated to take place in July. The Draft Budget will be presented to the Commission at its September meeting.

#### **5 Future Broadcasting Service**

Commissioners gave approval to proceed with the recommended model for delivering a future broadcasting service for the Senedd, through a like-for-like Host Broadcasting contract model, for a five-year term.

#### **6 Accreditation Framework / Strategic Partners**

Commissioners had requested work be undertaken to develop an accreditation framework for application to inform decision making.

Commissioners considered and approved a framework to be used by Commission Officials in determining whether to endorse or partner with an organisation that promotes a particular cause (or causes).

Their agreement included:

- that all purchased services continue under the Commission's procurement policies; and
- a general principle that the Commission should not endorse, accredit or partner with charities or other fundraisers unless in accordance with the framework.

They agreed exceptions to this general principle were the Poppy Appeal and small scale activities such as collections and bake sales.

Commissioners felt the framework would be a useful tool and asked to be sighted on the future assessment of any existing relationships if any did not meet the requirements of the framework.

#### **7 Commission Delegation Level**

Commissioners agreed to retain the existing delegation level for authorising capital expenditure for projects or contracts.

#### **8 Summer events**

Commissioners noted plans for returning to the Summer Shows for the first time since the pandemic in a face-to-face capacity.

This attendance would form one strand of a wider package of engagement activity as

identified in the agreed Communication and Engagement Strategy.

Commissioners noted plans for a stronger digital element to complement in-person presence and asked about other types of activities and major events which attract high attendance numbers and could be a route engagement with different audiences.

## **9 Papers to note:**

### 9.a Corporate Delivery Plan

Commissioners noted the Commission's 2022-23 Corporate Delivery Plan.

### 9.b ARAC Minutes 14 February

Commissioners noted the routine update of ARAC meetings.

### 9.c Executive Board update (RAD decisions)

Commissioners noted the routine summary of recruitment decisions provided to each Commission meeting.

## **10 Any other business**

None.