

Assembly Commission

Venue: **Presiding Officer's office, 4th floor – Tŷ Hywel**

Date: **Thursday, 17 September 2015**

Time: **12.45 – 14.35**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: AC(4)2015(11)

Commission

Members:

Dame Rosemary Butler AM (Chair)

Peter Black AM

Angela Burns AM

Sandy Mewies AM

Rhodri Glyn Thomas AM

Officials present:

Claire Clancy, Chief Executive & Clerk of the Assembly

Craig Stephenson, Director of Commission Services

Dave Tosh, Director of Resources

Nicola Callow, Director of Finance

Nerys Evans, Head of Estates and Facilities Management

Sulafa Thomas, Head of Commission Secretariat

**Others in
attendance:**

David Melding AM, Deputy Presiding Officer

Mair Barnes, Independent Adviser

1 Introduction

1.1 Introduction and apologies

There were no apologies.

1.2 Declarations of interest

There were no declarations of interest.

1.3 Minutes of the previous meeting

The minutes of 9 July were agreed.

2 Budget 2016-17

Commissioners considered the final draft of the draft budget document for 2016-17. They felt that it reflected the strategy and approach they had agreed before summer recess.

Commissioners agreed the draft to be laid and thanked officials for the work that had been put into preparations.

3 SiambR Refresh update

The Director of Resources provided a brief update on progress that had been made on work to upgrade the SiambR over the summer recess.

Commissioners were particularly interested in the flexibility and benefits that would be gained from the new provisions. They welcomed the information and detail of the current plan leading up to the Dissolution/Easter recess period 2016.

4 CCTV replacement

Commissioners discussed proposals to replace the CCTV system on the Assembly Estate and asked for further information to enable them to come to a final conclusion.

5 Furniture replacement

The Commission reviewed information that had been provided regarding the need to refurbish offices in Tŷ Hywel used by Assembly Members.

Commissioners agreed that the refurbishment of Members' offices should be part of the on-going rolling maintenance programme for the Assembly estate.

6 Audit and Risk Assurance Committee update and Minutes – 9 July 2015

The Deputy Presiding Officer provided the Commission with an update about the most recent Assembly Commission Audit and Risk Assurance Committee meeting, which had taken place on 9 July.

He detailed that the main purpose of the meeting had been to agree the final draft of the Annual Report and Statement of Accounts. The committee felt that the Annual Report was an impressive, comprehensive document, and welcomed the final outturn figure of a 0.1% underspend.

The Commission noted the minutes.

7 Any other business

The following issues were considered, and agreed, by correspondence in the period prior to this meeting:

- The Commission report to Members 2014–15