

Assembly Commission

Meeting Venue: Conference Room 4B – Tŷ Hywel

Meeting date: 5 December 2016

Meeting time: 13.00

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Agenda AC(5)2016(6)

1 Introduction

Introduction and apologies

Declarations of interest

Minutes of the previous meeting (Pages 1 – 3)

2 Update on strategic issues

Oral items

Assembly estate

Name Change consultation

Expert panel on constitutional reform

Digital task force

3 Update on outcome of review of security of Members' offices

Oral item



- 4 New Diversity and Inclusion Strategy for the Fifth Assembly and Annual Equality Report (Pages 4 – 95)**

Paper 2 and annexes

- 5 Contracts and procurement (Pages 96 – 101)**

Paper 3

- 6 Corporate Key Performance Indicator Report (Apr–Sept 2016) (Pages 102 – 117)**

Paper 4

- 7 Highlight report to the Commission (May–December 2016) (Pages 118 – 159)**

Paper 5

- 8 Update on ACARAC meeting 21 November**

Oral item

- 9 Any other business**

Agenda Item 1.3

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Agenda Item 7

Comisiwn y Cynulliad
Assembly Commission

Cynulliad
Cenedlaethol
Cymru
National
Assembly for
Wales



Highlight report to the Commission – May to December 2016

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November 2016

Highlight report to the Commission – May to December 2016

1.0 Introduction

- 1.1 This is the first highlight report of the Fifth Assembly, presenting an update on progress towards the Commission’s strategic goals and key activities and projects since May 2016. It provides a record of the Commission’s work and achievements and aims to supply Commissioners with useful information as part of the role of oversight and holding management to account.
- 1.2 The report has been produced previously on a termly basis, drawing from all service areas in the Assembly Commission to provide a substantive and broad view of activities, together with progress updates on strategic issues that Commissioners have discussed. The report is subsequently published externally on the Commission webpages and promoted to Members and staff through the news page and monthly Chief Executive’s updates, as a useful means of communicating projects, activities, performance and achievements.

A. Strategic Goal – provide outstanding parliamentary support

2.0 Constitutional change

Wales Bill 2016 – changing the devolution settlement

2.1 On 7 June 2016 the Wales Bill was introduced into the House of Commons by the Secretary of State for Wales, Alun Cairns. It follows the draft Bill published last October, which was the subject of pre-legislative scrutiny by both the previous Constitutional and Legislative Affairs (CLA) Committee and the Welsh Affairs Select Committee in Westminster. That scrutiny identified a range of concerns particularly regarding the number and complexity of tests to assess the Assembly’s legislative competence and apparent roll-back on its current competence.

2.2 In summary, the Wales Bill:

- recognises the permanence of the National Assembly and Welsh Government;
- formalises the Assembly’s legislative consent procedure in statute;
- changes the devolution settlement to a reserved powers model;
- gives power to the Assembly to control its own arrangements – name, size, electoral systems, internal make-up; and
- gives further powers and functions to Welsh Ministers in areas including energy, transport and marine licensing.

2.3 On introduction, the Bill reflected several changes to improve the restrictions placed on the Assembly’s legislative competence, which were raised as concerns during pre-legislative scrutiny.

2.4 The timetable for Commons scrutiny of the Bill was tight. The Llywydd took the innovative step of publishing suggested amendments to the Bill in respect of key areas of concern. These included, the way in which the Assembly would have responsibility for its own affairs; and how the legislative competence of the Assembly

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would be determined. The Llywydd wrote to all Welsh MPs and to the Secretary of State for Wales with proposed amendments that were also published on the Assembly's web pages and she gave evidence to the Constitutional and Legislative Affairs Committee inquiry on the Bill. Almost all of the amendments published were subsequently tabled by MPs and discussed during committee day debates in July 2016.

2.5 The Commons scrutiny process concluded with report stage on 12 September and has the Bill has now completed four days of committee scrutiny in the House of Lords. The Llywydd took the opportunity to publish further amendments to highlight the roll-back of the Assembly's powers through the changing Ministerial consent requirements still present within the Bill.

2.6 The UK Government has responded to some of the Llywydd's points on the workings of the Assembly and, in particular, the Bill was amended to:

- transfer the power to the Presiding Officer to vary the date of an ordinary general election and to fix the date of an extraordinary general election;
- to extend the time in which the Assembly must meet and elect a Presiding Officer from 7 to 14 days;
- to remove the requirement for Secretary of State consent to amendments to financial provisions in Part 5 and section 159 of the *Government of Wales Act 2006* relating to the Assembly's own budgetary procedures; and
- to ensure that funds drawn from the Welsh Consolidated Fund can only be utilised for the purposes for which they were authorised.

2.7 The Constitutional and Legislative Affairs Committee began scrutinising the Bill immediately after its introduction, building on the work of the predecessor Committee. They have taken oral evidence from a range of politicians, legal experts and academics, including the Llywydd, and held a public consultation over the summer and

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early autumn. The Committee reported on 5 October, welcoming elements of the Bill but recommending further amendments to achieve the significant improvement still needed. The report particularly endorsed the amendments proposed by the Llywydd. The Assembly debated and moved the motion to note the report and recommendations on 19 October.

2.8 The Welsh Government laid a Legislative Consent Memorandum on the Bill and is expected to submit a supplementary memorandum once the Bill completes report stage in the House of Lords. Report stage is anticipated to take two days with day one scheduled for 14 December and day two expected early in January. It will then be for the Assembly to consider whether to give its consent to the Bill.

3.0 Remuneration Board

3.1 The Board has been focusing on understanding the needs of Members in the new Assembly and getting to know new office holders and the constitutional challenges facing the Board and the Assembly in the future.

3.2 The Board has been considering its governance and defining principles and setting its strategy for work during the Fifth Assembly, in preparation for creating a Determination fit for the Sixth Assembly.

3.3 The Board also made a number of decisions relating to Assembly Member Support Staff (AMSS) salaries for 2016–17, the total allowance for Political Party Support and office rental costs across Wales. More information can be found [here](#). In relation to inflation, the Board agreed to increase the office costs allowance by 1%.

3.4 The Board finalised the pension scheme for Assembly Members, which was formally approved by HM Treasury in May 2016, and formally appointed the new Board of trustees, with Jill Youds as independent Chair.

3.5 Roger Williams stood down from the Board in May 2016 to pursue political interests.

3.6 Over the coming months, the Remuneration Board will focus on delivering its strategy, beginning with an exercise to conduct

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research into the incentives and barriers to entering the National Assembly for Wales. The Board will also review the principles that underpin the Determination and evaluate the effectiveness of the current provisions in the Determination.

4.0 Welcome and Induction / Continuous Professional Development programme

Welcome and induction arrangements

- 4.1 A comprehensive programme of welcome and induction activities were put in place for the start of the Fifth Assembly. Welcome arrangements were set up around an oath taking event, taking place over the three days immediately following the election. This ensured that new and returning Members could take their oaths or make the affirmation quickly, enabling them and their staff to then access Assembly Commission services. The majority of Members took the Oath in the Chamber. Provision was made for Members in north or west Wales if they preferred, with several taking up this opportunity, some of whom then took the opportunity to have their oath filmed in the Chamber on their first visit to the Assembly.
- 4.2 The following services were on hand to provide advice over the three days and Members were encouraged to have early discussions with each one on their first visit. Representatives from the political groups were also encouraged to be on hand to meet Members on arrival.

Registrar of Members' interests	Advice on registering interests
ICT	Activating ICT account; advice on and provision of ICT equipment
Estates and Facilities Management	Office allocation
Security	Issuing passes, high level security briefing
Members' Business Support	Advice on pay and allowances,

including taking on staff and
constituency/regional offices

- 4.3 Staff guides from across the organisation were on hand to help those newly elected to access the support and advice they needed early on, and to make sure returning Members were able to get set up quickly.
- 4.4 Feedback on the arrangements in place for welcoming Members has been extremely positive. Some Members with experience of other legislatures have been extremely complementary, suggesting that the arrangements here were significantly better than in other institutions.
- 4.5 Newly elected Members were encouraged to attend induction sessions. All 22 new Members attended the following sessions:
- Chamber and early business (including training on the Chamber ICT system);
 - Standards of conduct briefing; and
 - Setting up your office – advice on staffing, allowances and the legal parameters around handling casework.
- 4.6 A tailored programme of follow-on sessions was also available. The content and schedules varied according to the needs of each political party, with each party and individual Members having a significant amount of input into the content. The programme aimed to give those newly elected relevant information at the right time – mirroring the activities and priorities Members were likely to be facing in the first few weeks. These were identified during discussions with the political groups during the planning period, as follows:
- Week 1: Getting started and understanding how the Assembly works (see above);
 - Weeks 2–4: Setting up an office (induction sessions on support for dealing with casework, information governance, working bilingually, tabling business and chamber business);
 - Weeks 5–8: Business as usual (sessions included subject briefings for casework, Members’ Bills, security).

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- 4.7 The follow on sessions held during weeks 2–8 were flexible. They were arranged for individual or small groups of Members, according to specific needs, including briefings on security and working safely, tabling business, chamber business, research and legal support for dealing with constituency issues, research briefings on issues that arise as part of casework (for example, housing, planning and health) legislation and making laws, and bilingual working.
- 4.8 Alongside these sessions, regular induction briefings were arranged for any staff appointed by Members. These were delivered on a cross party, and on a party group basis, depending on the number of attendees and the requests received. They continue to be delivered regularly, in addition to more detailed training or briefing sessions on relevant issues.

Continuous Professional Development Programme

- 4.9 Following on from the induction work, a programme of Continuous Professional Development is in place, with levels of Member and AMSS engagement during the first few months of this Assembly. Since May 2016, 44 of the 60 Members and 139 of the approximately 250 AMSS have participated in some form of CPD. The programme will evolve according to the needs identified by individual Members, groups or AMSS, and will reflect the changes that Members will face in carrying out their work in the Fifth Assembly.
- 4.10 The type of support delivered to date or planned for the coming months includes Members' bills, scrutiny of legislation, scrutiny of tax legislation, communications and public engagement, leadership, topical briefings (for example, Wales Bill and Brexit briefings), ICT training and Welsh tuition.
- 4.11 Delivery is tailored and flexible, with short one-to-one briefings in person or using technology such as skype, committee sessions and sessions for groups of Members, groups of staff or both. Any sessions aimed at the Assembly's committees tend to happen during committee time and are rarely longer than two hours. They are delivered by in-house or external experts as appropriate.

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4.12 Feedback is generally very positive and there is support across all parties for the programme. In the small number of instances where Members have felt that they haven't gained a significant amount from participating in a session, feedback is taken on board and shapes future support and delivery. The induction period was a key opportunity to flag up the type of support available and develop relationships with Members and their staff, but the programme builds on the momentum gained during the previous Assembly.

5.0 How Members and their staff have been using the Research Service

5.1 As part of Commission services co-ordinated approach to induction, the Research Service offered a comprehensive range of welcome and induction products and topical policy sessions for new and returning Members. All Members received a copy of [Key Issues for the Fifth Assembly](#) setting out a selection of key articles on policy issues likely to matter to Members. This was very well received, both by Members and by key stakeholders.

5.2 Constituency maps were delivered to all Members in their first few days and drop-in sessions arranged in the library and the Cwrt. Members asked for subject reading lists on different topics and new constituency guides and a 'constituency hub' were developed to help Members deal with constituency work. Overall the induction programme in the first four weeks of term ensured that the Service reached 23 Members and 26 AMSS, with only four new Members not able to take part in any of the early induction activities.

5.3 Since the start of this Assembly, Members and their staff have made good use of the Library and Research Services:

51 Members (85%) have asked at least 5 enquiries

54 Members (90%) have asked at least 3 enquiries

56 Members (93%) have asked at least 2 enquiries

5.4 The most popular subjects the Research Service is asked about are:

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	<u>Number</u>	<u>%</u>
Education and Skills	186	16.8
Health	142	12.8
Economy	98	8.8
Transport	66	6.0
Environment	56	5.1
Housing	56	5.1

- 5.5 The Research Service has continued to use social media to promote factual and topical briefings to Members, their staff, key stakeholders and the wider public. The approach to publishing information via the In Brief/Pigeon blog, and promoting via Twitter, has received some very positive feedback from stakeholders in particular. Blog articles are directly linked to Assembly business and topical issues, with 142 articles published since 1 May 2016, totalling 66,922 views. Forty Members follow the [@SeneddResearch](#) and 15 follow [@SeneddYmchwil](#). The top tweet promoted a blog article ahead of a plenary debate on hate crime.

Top media Tweet earned 2,656 impressions

What is being done to tackle [#hatecrime](#)?
Ahead of the [@WelshGovernment](#) debate,
read our blog to find out more:

wp.me/p3yqr2-1V7

pic.twitter.com/vO2IRsAdzx



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- 5.6 The Research Service also worked with the House of Lords Library to produce a briefing on the Wales Bill which was well received, and the BBC presenter, Huw Edwards, re-tweeted the blog article on the [CLA Committee report on Wales Bill](#)

Top mention earned 26 engagements



Matthew Purvis

@HLLibResearch · Oct 4

Lords Library briefing on the **#WalesBill** now available, with thanks to **@SeneddResearch** for assistance researchbriefings.parliament.uk/ResearchBriefings

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6.0 Engagement and the work of the Assembly on EU affairs

Vote to leave the EU

- 6.1 The work on EU affairs during the Fifth Assembly has been strongly shaped by the EU Referendum and the vote to leave the EU.
- 6.1 A research paper on the implications of the EU Referendum outcome to Wales was published on 24 June, within hours of the result being declared. This publication received wide coverage in Welsh media, generating by far the largest reach of any of the Assembly's publications on Facebook and Twitter. It was used to brief Members, their support staff and Assembly officials in the week following the referendum, as well as providing a useful information source for the UK Parliament, Scottish Parliament and Northern Ireland Assembly in contextualising their reactions to the Brexit vote.
- 6.2 Members and officials have participated in a number of Brexit-related events and seminars, since the vote in Wales and other parts of the UK.

Brexit and Assembly Committees

- 6.3 Following the EU Referendum vote the Business Committee agreed to designate the new ‘reserve’ committee as the lead committee for Brexit-related matters, with the title of External Affairs and Additional Legislation Committee (EAAL).
- 6.4 During the autumn term EAAL has undertaken a series of thematic seminars drawing on academic and other expertise on EU affairs from Wales, the UK, Ireland and EU level. This has focused on developing the understanding of committee members and the wider public of what the Brexit negotiations and post-Brexit arrangements within the UK and with the EU could mean for Wales. This Committee has also undertaken two scrutiny sessions of the First Minister, as well as a fact-finding visit to Brussels in September and to North Wales in November (meeting with Welsh businesses).
- 6.5 The Committee plans to report on this initial piece of work in January and will follow up with further sessions on the Welsh preparations for the Article 50 negotiations and the UK Government’s planned Great Repeal Bill, anticipated in the Queen’s Speech in mid-2017.
- 6.6 To keep Members and wider stakeholders updated on Brexit-related developments, the EU Office is producing a new ‘Brexit Update’, with information on the latest news at Welsh, UK and EU level.
- 6.7 Climate Change, Environment and Rural Affairs (CCERA) Committee is undertaking an inquiry to consider what a post-Brexit policy for agriculture and rural development could look like. A number of other committees are also exploring Brexit-related work.

Visits to Brussels

- 6.8 There have been three visits by Assembly delegations to Brussels during the Fifth Assembly: the EAAL visit, Plaid Cymru, and Andrew RT Davies AM.

Committee of the Regions

- 6.9 There has been no activity on the Committee of the Regions since the election. The First Minister is yet to nominate the two representatives for the Assembly on this EU body, which is the first stage in the

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process of members being appointed – the nominees would formally need to be approved by the UK and submitted to the Council (in Brussels) for final endorsement.

CALRE

6.10 The Llywydd attended the Standing Committee and Plenary meeting of CALRE, the EU network of sub-national legislatures and parliaments, which was held in Varese, Italy in November.

7.0 Member and AMSS satisfaction survey review

7.1 A working group was set up in the summer of 2016 to carry out a review of the Member and AMSS satisfaction survey. The group are not proposing any drastic changes to the existing survey and instead are looking at ways to improve it.

7.2 The main recommendations are to:

- adjust the timing so that it can be used to inform the KPIs and the Commission's annual report. The launch is proposed for February 2017 and will be reported on in April 2017;
- improve engagement levels with constituency office staff;
- restructure the questions in line with the Assembly Commission's strategic goals; and
- provide the opportunity for Members and support staff to raise issues and concerns in a face to face interview should they wish.

8.0 Security Review

8.1 Since August 2016, qualified officers have been visiting Members' offices to assess their requirements to improve security and identify measures that 'must', 'should' or 'could' be taken to enhance security. The Remuneration Board agreed funding for Members, provided centrally, for the equipment that 'must' or 'should' be installed to help them secure their Cardiff accommodation or main homes as well as their offices, with a case being made by Members for funding the measures that 'could' be installed.

9.0 Review of Assembly Events

9.1 The objective of the review of Assembly events is to deliver ‘a world class parliamentary events service’. Whilst there is general consensus that the Assembly delivers polished events, it is also accepted that the system is inefficient, repetitive and does not provide the best customer service. It also misses opportunities to engage people with Assembly business.

9.2 The aims of the review are to:

- a. increase the engagement of the people of Wales with the Assembly, through the delivery of world class parliamentary events, by:
 - raising the profile of the Assembly, Assembly Members and their work across Wales and further afield;
 - encouraging and facilitating participation in the work of the Assembly by maximising the opportunities that events provide;
 - raising the profile of the Senedd and the wider estate through adopting a strategic approach to events; and
 - providing a positive impression of the Assembly and its staff.
- b. ensure that all events are managed strategically and delivered with common goals and priorities;
- c. create an efficient and effective events system that will:
 - provide a single, common and simple process for all customers of Assembly events; and
 - be delivered through systems that are streamlined and efficient.

9.3 The review will conclude before Christmas.

B. Strategic goal – engage with all the people of Wales and champion the Assembly

10.0 Youth Parliament and Digital taskforce

- 10.1 Commissioners offered their unequivocal support for two major public engagement initiatives – the establishment of a Youth Parliament for Wales, supported and funded by the Assembly Commission, and the development of a Digital Information and News Task Force.
- 10.2 Following the Assembly’s unanimous agreement in October, Commissioners agreed to progress plans to develop a new Youth Parliament for Wales informed by the views of specialists in the field and a wide range of children and young people. These plans will build on the work of the Campaign for a Young People’s Assembly for Wales (CYPAW) that is expected to report before the end of 2016. The Commission will consult on plans for a Youth Parliament early in 2017 with a view to identifying the first youth parliamentarians in the second half of the year and the first meeting of the Youth Parliament in 2018.
- 10.3 Following the Llywydd’s announcement at the National Eisteddfod in August, the Digital News and Information Taskforce, chaired by Leighton Andrews, started work on 21 November 2016. The membership discussed new ideas about how the Assembly can deliver more engaging and accessible news and information about its work and will report back to the Commission in the spring of 2017. The other members of the taskforce are as follows:
- Cath Allen – Board Member of BBC Wales and former BBC Journalist
 - James Downes – Head of Product at Companies House
 - Ifan Morgan Jones – Lecturer in Journalism at the School of Creative Studies and Media, Prifysgol Bangor University
 - Valerie Livingston – Runs political information company, [newsdirect wales](#)

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- Hannah Mathias – Learning Technology and Resources expert
- Emma Meese – Cardiff University's Centre for Community Journalism
- Gareth Rees – Software Developer at MySociety
- Iain Tweedale – Head of Online and Learning at BBC Wales
- Andy Williamson – founded research and consultancy practice [Future Digital](#)

11.0 Public engagement with committees

11.1 Throughout all their work, Assembly committees have incorporated a variety of public engagement activities to broaden the range of people contributing to their work. Examples include:

Committee	Event / activity
Constitutional and Legislative Affairs Committee	<p>The Committee held a stakeholder debate as part of their inquiry into the UK Government's Wales Bill on 11 July, where they launched a loomio discussion. This was an opportunity for the Committee and stakeholders to discuss, debate and share ideas on the Wales Bill as it progressed through the UK Parliament.</p> <p>The Committee reported on their inquiry in October and a spark report was created as a summary version of the report.</p>
Economy, Infrastructure and Skills Committee	<p>The Committee held a short inquiry into Business Rates in Wales, which saw the Outreach team conduct video interviews with small to medium sized businesses from across Wales. The final video was shown to the Committee during a business breakfast on 5 October. More about the event and the short inquiry can be seen on the Assembly's blog.</p>
Culture, Welsh Language and Communications Committee	<p>Over the summer, the Committee held a public consultation on their priorities for the Fifth Assembly. In July the Chair of the Committee, Bethan Jenkins AM, discussed her aims for the future work of the Committee</p>

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	<p>through Facebook live, and sourced ideas for what the Committee should prioritise through Facebook, Twitter and at an event at the National Eisteddfod for Wales.</p> <p>From these discussions, the Committee launched a poll that gave the people of Wales the opportunity to vote on what a future inquiry to be undertaken by the Committee might be. The poll closed on 14 November and received 2660 responses.</p> <p>As well as discussing their priorities, the Committee asked the people of Wales to propose ideas for questions ahead of their meeting with Tony Hall, the Director General of the BBC. Questions have been collated through #AskBBC / #HoliBBC and through comments on the Assembly’s Facebook page, which informed the Committee’s meeting on 2 November.</p>
<p>Health, Social Care and Sport Committee</p>	<p>The Committee held a scoping exercise over the summer on the Sustainability of the Health and Social Care Workforce. The Outreach team helped to share and publicise a survey that was filled in by staff working for the Health and Social Care workforce in Wales.</p> <p>The Committee received a total of 856 responses to the survey.</p>
<p>Equalities, Local Government and Communities Committee</p>	<p>The Committee have been undertaking a post-legislative inquiry into the <i>Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015</i>. As part of this inquiry the Committee visited four projects across Wales to discuss their work – BAWSO, Calan DVS, Rainbow Bridge Project and Newport Women’s Aid. A spark report was created as part of this inquiry.</p> <p>As part of the Committee’s inquiry into refugees and asylum seekers in Wales, members visited groups across Wales to speak about the inquiry. These groups include BAWSO in Wrexham, African Community Centre, Swansea</p>

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	and Oasis, Cardiff & Migrant Help, Cardiff.
Children, Young People and Education Committee	The Outreach team worked with the Committee to gather the views of young people for its inquiry into Youth Work by creating and promoting a survey, which received a total of 1,511 responses from young people across Wales.
External Affairs and Additional Legislation Committee	<p>Following the United Kingdom’s decision to leave the European Union, the Committee have been holding a series of themed expert seminars to provide the people of Wales with information through the Brexit process. Following each seminar a blog has been created discussing the main points.</p> <p>On 28 November the Committee held a stakeholder debate in Wrexham, north Wales to discuss the concerns and opportunities for Welsh businesses upon leaving the European Union.</p> <p>Their views will help inform the Committee as it continues to understand the full implications for Wales.</p>
Climate Change, Environment and Rural Affairs Committee	<p>As part of the Committee inquiry into the Future of Agricultural and Rural Development Policies in Wales, a dialogue discussion was launched in order for the people of Wales to share their views. The Committee will be using contributions to decide on their future work.</p> <p>The Chair of the Committee also held a Facebook Live discussion to answer questions and discuss concerns the people of Wales may have about the future of Agriculture in Wales.</p>

Understanding and engaging

11.2 Since May 2016, the Outreach team have delivered presentations and workshops on the work of the Assembly with groups from all over Wales, including DeafBlind Cymru, Evangelical Alliance Wales, Welshpool U3A, Disability Can Do and NEA Cymru.

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11.3 The team have further presentations and workshops scheduled, including sessions with the Evangelical Alliance Wales in Wrexham and TPAS Cymru.

12.0 Media coverage

12.1 Examples of the coverage

Month	Description	Coverage
Sept	Petitions	Wide-spread coverage, particularly among local media, concerning localised issues around Wales Wales Online , South Wales Echo, Tivyside Advertiser, Cambrian News, South Wales Argus , Daily Express, International Business Times Reach: 4,059,219 Advertising Value Equivalent (AVE): £76,317
	Homecoming for Welsh Olympic and Paralympic heroes	BBC News website (18 September) Wales Online , Western Mail, South Wales Echo, South Wales Argus , Abergavenny Chronicle
Oct	Aberfan	Wide-ranging coverage of Assembly's programme across BBC Wales, ITV Wales and many local newspapers
	Constitutional and Legislative Affairs Committee's report on Wales Bill	BBC Wales Today, Newyddion, ITV Wales News, Western Mail, Golwg, Good Morning Wales, South Wales Argus , BBC Wales online , The Wave/Swansea Sound , Wales Online Reach: 9,612,662 AVE: £136,090
	Economy, Infrastructure and Skills Committee's evidence session on steel industry	Extensive coverage on BBC Wales website, ITV news and Heart FM. Deeside.com Reach: 496,120 AVE: £16,823
Nov	Youth Parliament	BBC Wales website, South Wales Argus, South Cambrian News, Pontypool Free Press,

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Month	Description	Coverage
		Monmouthshire Free Press, Chester Chronicle, Carmarthenshire/Pembrokeshire Herald
	Culture, Welsh Language and Communications Committee's evidence session with Lord Tony Hall	Essay piece from Committee Chair in Western Mail and on Clic on Wales Coverage of Committee meeting in Western Mail, The Guardian, BBC Wales, The Times Reach: 2,903,955 AVE: £52,679

13.0 Digital Communications

13.1 Between 5 May and end of November 2016 the Assembly's Digital Communications team has continued to drive engagement through our online channels.

13.2 This has resulted in the following metrics for this period:

Website	An average of 41,221 visitors and 279,584 page views
Twitter	An increase of 1,285 (3%) followers across our two primary Assembly accounts (contributing to a total of 41,446)
Facebook	An increase of 663 (8%) page likes across our two primary Assembly pages (contributing to a total of 7,949).
Assembly Blog	6,998 views from 4,169 visitors across 66 blog posts
YouTube	17,948 minutes of our videos being watched, 107 shares, 26 likes

Website improvements

13.3 The following improvements have been made to the main Assembly website during the period.

Improved metadata entry to enhance social media sharing

13.4 SharePoint has been updated so that when pages are shared on social media, more meaningful information will be displayed. This step will

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allow us to implement a ‘Share This’ bar to various pages of our site. This work is currently in progress and is expected to be live in the coming months.

Petitions pages

- 13.5 There has been a reformat of the layout, simplification of the language used in headings, the addition of a graphic to indicate the status of each petition (this is a clickable graphic that links to a new page, created to provide further information about the journey of a petition) and an update of functionality to allow the addition of images to petition pages.

Members’ biography pages

- 13.6 A Twitter widget has been added.

Committee and inquiries pages

- 13.7 There has been a reformat of page layouts, including an update to functionality to enable the addition of images (including committee membership graphics and videos and twitter widget).

Digital campaigns

- 13.8 The Digital Communications Team has continued to engage the people of Wales in all areas of Assembly Business, developing a range of campaign styles that can be applied when projects require more substantial digital promotion. Outside of day to day content production and promotion, a campaign may require the creation of a suite of digital graphics, a Facebook Event, bespoke hashtag and messaging creation, creation of a video and a consistent, scheduled multi-platform approach usually lasting between 1 and 6 weeks. From May to November a number of successful digital campaigns have been delivered, detailed below.

Increased promotion of the estate

- 13.9 As well as securing the Senedd Twitter account (previously owned by another Twitter user) the Digital Team have placed a renewed focus on raising awareness of events held on the estate and the estate in general. The use of Facebook Events for public events has been

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increased on our estate, which will build awareness with our Facebook audience that events are regularly held in the Pierhead and Senedd. We are also increasing the use of #Senedd across our Twitter and Instagram pages and this is being adopted by social media users when talking about or visiting the estate.

Committee campaigns

13.10 Successful digital campaigns have been created for a number of pieces of Committee work including:

- Culture, Welsh Language and Communications Committee:
 - Call for questions from the public for the Director–General of the BBC session.
 - Call for questions for Bethan Jenkins Facebook Live.
 - Promotion of poll.
- Environment and Rural Affairs Committee:
 - Call to participate in Agriculture Dialogue project.
 - Call for questions for Mark Reckless Facebook Live.
- External Affairs and Additional Legislation Committee:
 - #BrexitinWales series of blogs and graphics to promote sessions.
- Children, Young People and Education Committee:
 - Promotion of online survey for Youth Services in Wales
- Finance Committee:
 - Promotion of Budget Dialogue project.
 - Promotion of Land Tax Dialogue project.

13.11 Digital campaigns have been created and run for:

- Llywydd: Call for questions and general promotion of ‘In Conversation With’ Facebook Live coverage.
- General awareness raising; #KnowYourAM campaign, which was used heavily throughout the summer shows.
- Diversity and Inclusion: promotion of participation in survey.

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Here are some examples:



“Following Brexit, decisions about the future of agriculture, the environment and rural development in Wales should now be made in Wales”

Mark Reckless AM
Chair of the Climate Change, Environment and Rural Affairs Committee

 National Assembly for Wales
Climate Change, Environment and Rural Affairs Committee

 @SeneddCCERA



How will the First Minister defend his **red lines on Brexit negotiations?**

 National Assembly for Wales
External Affairs and Additional Legislation Committee

@SeneddEAAL



How will the new BBC Charter impact Wales?

 National Assembly for Wales
Culture, Welsh Language and Communications Committee

Get your question to Tony Hall - #AskBBC

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Olympic homecoming promotion

13.12 This campaign included the creation of bespoke digital graphics used across all of our social media channels, the screens in the Senedd and the big screen present at the event – also being picked up and used by the other event partners. The campaign included a Facebook Live broadcast with Jason Mohammed and slides on the big screen and inside the Senedd during the event to encourage visitors to post photos of themselves at the event to their social media channels. As well as driving up audience numbers for the event, a key objective of the campaign was to raise awareness of the Senedd. In order to do this we ensured that #Senedd was a key part of all of our material. As a result #Senedd became a trending topic on Twitter for a number of hours and, on the day of the event, the estimated reach on Twitter alone was over 150,000 accounts resulting in over 203,000 impressions.

13.13 Other events promoted through digital campaigns include:

- the Royal Opening
- Remembrance Lecture
- Weeping Window announcement (shown below)
- Dippy announcement
- Shwmae Su’Mae Day
- Wales Football Team good luck video
- Summer family event

14-18-NOW
WW1 CENTENARY ART COMMISSIONS

 Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales

**POPPIES
WEeping WINDOW**
BY PAUL CUMMINS ARTIST AND TOM PIPER DESIGNER

**05 AUGUST - 25 SEPTEMBER 2017
SENEDD, CARDIFF BAY**



The digital promotion graphic created for Weeping Window announcement

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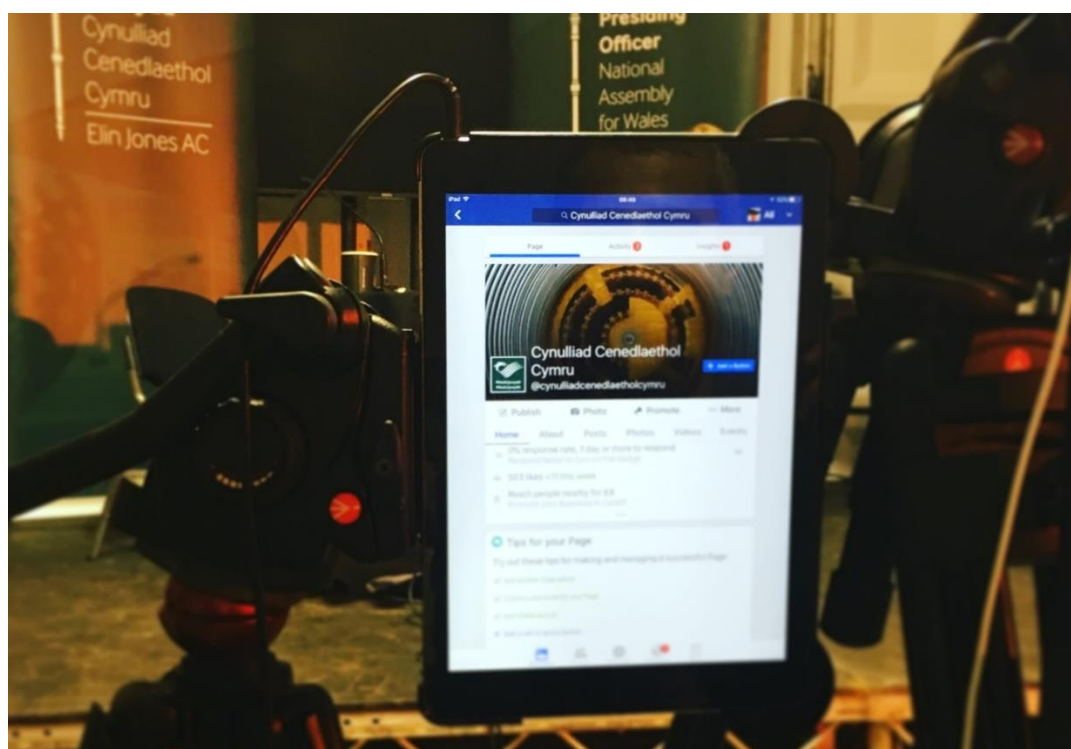
Digital Innovation

Facebook Live

13.14 Facebook Live has been introduced as a new digital engagement tool for the Assembly with the following three Facebook Live sessions held since August, all of which included an element of real time answering of questions sourced from social media:

- An introduction of the Culture, Welsh Language and Communications Committee with Bethan Jenkins.
- Live streaming of the ‘In Conversation with’ event with the Llywydd from the Eisteddfod.
- An interview with Mark Reckless AM in his role as Chair of the Climate Change, Environment and Rural Affairs Committee to discuss the Committee’s approach.

13.15 Use of this new format has been very well received by our audience. Comments on videos include “Great to see the Assembly on Facebook Live”, “This was great to see” and “Applaud the concept of this way of communicating with the rest of us.”



Llywydd 'In Conversation With' Facebook Live

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Digital extension to corporate brand

- 13.16 In late August an evaluation of how graphics for social media are produced was undertaken, which highlighted that the Assembly's corporate brand was not flexible enough for the creation of graphics that would appeal to our social media audience. An extension to the brand has been developed that facilitates online graphics that are more suitable for online use whilst also still being a reflection of the Assembly.

Clipping, branding and promotion of 90 second statements

- 13.17 Since the commencement of the 90 second statements in Wednesday Plenary, a work flow and template has been established that allows each 90 second statement from Plenary to be clipped out, have captions and a branded end card added before circulating the final edited video files to press and the Member who gave the statement, posting to YouTube and Twitter in the same day that the statements are made (often before Plenary has finished). This means that these topical statements are circulated to the wider public through online channels in an exceptionally timely way.

14.0 Involving young people in the work of the Assembly

Youth Engagement: reaching out

- 14.1 The Assembly's Education and Youth Engagement team has delivered 325 sessions, working with 212 different groups (schools/colleges/youth groups) and reaching out to 14,125 young people between 5 May and end of November 2016.

Youth Engagement and Assembly Business

- 14.2 The Children, Young People and Education Committee's legacy report was used in various events over the summer period as a way to further the engagement work conducted with over 1,500 young people. The main themes included mental health services for young people, the Welsh language and youth services. The various activities enabled us to highlight past engagement work whilst also empowering young people to participate in Assembly business.

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14.3 Examples of other engagement activities:

- 714 pupils attended the Assembly’s Welsh Bacallaureate Qualification workshops in partnership with Aberystwyth University and the National Library of Wales during the summer term. We also became part of the Cardiff University WBQ Advisory Group.
- On June 11 the Assembly bus welcomed aboard 1007 young people at the Royal Welsh Showground in Llanellwedd for the All Wales Cub Fun Day.
- A group of ten young people, supported by homelessness charity Digartref on Ynys Môn have been working with the team as a part of their Community Voice project. As part of the project the group, aged between 16–25 years old, took part in Wales 2016 election workshop, held a mock election, attended the polling station on election day and took part in two full-workshops at the National Assembly in Cardiff.
- Whizz kids received a youth engagement session in the community and subsequently submitted a petition to the Petitions Committee.



Whizz-Kidz submitting a petition to the Assembly, following a youth engagement workshop in Cardiff

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- Twenty girl guides completed the Young Ambassadors scheme in October.
- Ninety pupils at Ysgol y Friars spent the day learning about the role of their Assembly Members and took part in a school wide election.
- In October 2016 young people from Grangetown and Butetown Youth Pavilion visited the Assembly and spent time asking questions to the Llywydd.



The Llywydd, Elin Jones AM welcoming local students to the Assembly as part of Black History Month

- The Professional Train the Trainer programme, training to educate professionals who work with young people about the work of the Assembly, held two training sessions. These have been delivered throughout Wales since May 2016 and reach over 40 different youth organisations.
- Laura Jane Elliott was chosen to represent the National Assembly for Wales in Victoria, Canada for the Commonwealth Youth Parliament. She and others, including members of the Campaign

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for a Youth Assembly for Wales, will now work with Commission staff to help shape a future Youth Parliament for Wales.

- A programme of youth engagement has been carried out in Carmarthenshire with young mums from Plant as part of the drive to engage with diverse audiences.
- In November seven secondary schools across Wales were welcomed to the Senedd and Siambr Hywel. The young people took part in a debate on Brexit and young people and politics as part of S4C'S Hacio programme.
- The British and Irish Parliamentary Association was held in Cardiff in November. The Deputy Presiding Officer showcased the youth engagement work of the Assembly to over 100 parliamentarians.

YourAssembly

Improvements have been made to the Yourassembly site and the yourassembly Twitter followers have reached over 3,000.

15.0 Major Events

Official Opening of the Fifth Assembly

- 15.1 On Tuesday 7 June 2016 a ceremony to mark the Official Opening of the Fifth National Assembly took place at the Senedd attended by HM The Queen, Duke of Edinburgh and Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall. 328 guests representing Welsh civic society, the Welsh Judiciary, education organisations and school children from across Wales, sporting and creative industries, interfaith organisations, the media and Assembly Members all gathered to take part in this landmark event aimed at showcasing the Assembly and Wales.
- 15.2 A procession of Assembly Members, led by Mace-Bearer, Chetan Patel, from the security and ushering team started proceedings which culminated in the opening ceremony. For the first time in the history of the Senedd, musical performances from the Chamber floor brought the ceremony to life with performances from the Royal Harpist and the National Youth Choir, led by Professor Paul Mealor who had composed a piece specifically for the occasion to words

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gifted to the Assembly by Dr Grahame Davies. A reading of a poem commissioned from the National Poet of Wales, Ifor ap Glyn also featured in the ceremony that was led by the Llywydd as did speeches from The Queen and the First Minister. A luncheon was later held at the Wales Millennium Centre and other key partners, including the Royal Welsh College of Music and Drama, contributed to the day.

Summer events

15.3 The Assembly was represented across Wales over the summer, at events such as the Urdd Eisteddfod, Llangollen International Musical Eisteddfod, the Royal Welsh Show, the National Eisteddfod and Pride Cymru. The Llywydd and committees held events on the Assembly stand, giving people the opportunity to learn first-hand about the work of the Assembly and to directly contribute to it. Over 7,000 people in total visited the stand and the team made sure each of them left knowing who their Assembly Members are.

Partnership events

15.4 In September a staff session on the devolution of taxes was held in partnership with the Wales Governance Centre. The homecoming event for the Olympians and Paralympians at the Senedd was in partnership with the Welsh Government.

First World War Commemorative Programme 1914–1918

15.5 In November, the Llywydd invited Lieutenant-General Jonathan Riley to the Pierhead to deliver a lecture on The Royal Welsh Fusiliers and the great Christmas truce 1914 – 1915, as part of the Assembly's First World War commemorative programme. The lecture coincided with the launch of an exhibition to mark the centenary of the famous Christmas Truce of 1914 and Assembly Members and staff observed a two-minute silence to mark Armistice Day on Friday 11 November at 11.00 in the Senedd.

Family Fun Weekend

15.6 A family Fun Weekend was organised over the three days of the August Bank Holiday, which coincided with the Cardiff Bay Harbour Festival. Activities included face painting, crafting, lego building,

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tours, children’s entertainers and a soft play area. The event proved extremely successful with over 3000 people attending over the three days and through the tours and distribution of publications, we were able to engage with many of the visitors about the business of the Assembly.

Weeping Window

- 15.7 The Senedd has been chosen as one of three venues in 2017 to host the Weeping Window sculpture. A cascade comprising of several thousand handmade ceramic poppies, *Poppies: Weeping Window* was originally seen pouring from a high window to the ground below at the Tower of London in 2014 as part of the installation *Blood Swept Lands and Seas of Red*. The installation will run from 5 August to 24 September 2017 and the poppies will cascade from the top window of the Senedd and flow down and over the steps in front of the building.
- 15.8 Weeping Window forms part of the Assembly’s series of events honouring the centenary of the First World War over the four year commemorative period, contributing to the Cymru’n Cofio/Wales Remembers 1914–1918 national centenary programme of remembrance. There will be a full supporting programme of activities in the Senedd drawing people in to the building, which will be managed and developed in partnership with the Welsh Centre for International Affairs and their ‘Wales for Peace’ programme.
- 15.9 The installation at the Senedd is only the second venue in Wales to host the sculpture, with Caernarfon Castle presenting Weeping Window in October and November 2016 and attracting up to 4000 visitors each day.

Tours

- 15.10 The number of Senedd tours being booked continues to increase meaning a growing number of visitors are engaging with the business of the Assembly. This is a result of increased use of social media, additional events at the Senedd and ensuring that all event participants are invited to attend a tour.

C. Strategic goal – use resources wisely

16.0 Work on the Assembly estate

Ground floor, B block corridor refurbishment to provide additional committee rooms

16.1 In response to the increase in committee meetings for the Fifth Assembly, a need has been identified to refurbish the Tŷ Hywel ground floor, B block corridor to provide additional committee rooms and ensure a contingency facility. This work will commence in the Christmas recess and will be completed in readiness for the summer term 2017. The enhanced and refurbished facilities will provide two new committee rooms, including public galleries and broadcasting and interpretation booths, a waiting room and space for refreshment breaks as well as providing additional flexible meeting space. The other facilities currently located on the existing corridor, including the post office and security staff room will be moved to suitable locations elsewhere in the building as part of the project.

17.0 Information and Communications Technology

Chamber Refit

17.1 The project to update the technology used by Members in the Chamber was delivered ahead of the election. It provided a complete refresh of the ICT used for Plenary meetings, including new monitors and display screens. A new conference system with improved microphones, speakers, and voting panels was also delivered. The software applications used to deliver electronic papers and control voting was replaced with a new integrated system that is more resilient and easier to maintain. The system will continue to be developed and enhanced with new releases bringing additional functionality to Members.

Members ICT Equipment Refresh

17.2 Following the election all Members and their support staff in constituency offices and Tŷ Hywel were provided with new ICT equipment. Members were offered far more flexibility in their choice of equipment with an extended range of Apple equipment available.

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New Members and their staff were initially given a standard range of ICT equipment to ensure that they could access files and communicate effectively until they chosen equipment was delivered.

AV and Broadcasting Improvements

- 17.3 Improvements have been made to the broadcasting and AV systems on the estate, with the installation of new screens and an improved audio and translation system in the Chamber public gallery, brand new projectors and control equipment in the Pierhead main hall, and infrastructure to enable us to live stream events from the Pierhead and Senedd Neuadd. Working with the host broadcast contractor, committee meetings and events from remote locations have been streamed live on Senedd.tv for the first time during this period.

18.0 Equality and accessibility

Autism friendly award

- 18.1 The Assembly has been awarded The National Autistic Society's Autism Friendly Award for the third year running. Alongside the Scottish Parliament, the Northern Ireland Assembly, and Windsor Castle, the Assembly is helping to make the UK a more autism-friendly place by opening our doors to autistic people and their families whose lives are affected daily by businesses that do not understand their needs.

19.0 Staff updates

Apprentice Scheme

- 19.1 Earlier this year four individuals were appointed to undertake the third apprentice scheme at the Assembly starting their apprenticeship on 5 September 2016.
- 19.2 The Learning and Development team maintained regular contact with each of the apprentices over the summer months and, during that time, planned their formal welcome to the Assembly, a bespoke induction programme and their individual rotational work programmes.

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- 19.3 The rotational programme design is a new departure for us, as each apprentice is undertaking a 15 month programme comprising three, five-month placements in different service areas. As well as line management support, each apprentice has a designated buddy who provides additional informal support for the duration of their placement.
- 19.4 Currently under review is a further possible development for this Apprentice Scheme – undertaking the Duke of Edinburgh silver award. This would allow one of the apprentices to lead the other three to achieve the award. The award will involve four elements; Volunteering, Physical, Skills and Expedition and would be both an achievement and something to add to the CVs of all our apprentices.

Work Experience

- 19.5 Our work experience programme continues to expand so we can accommodate as many work experience placements as possible. We are currently collaborating with universities across Wales to provide practical work placements to students as part of their studies, and to help young people gain access to the workplace. In conjunction with Members' Liaison and Professional Development, the Learning and Development team have also been working to support David Melding AM to provide and host training opportunities for young people in care. This initiative will help support our commitment to social responsibility and the Learning and Development team are co-ordinating these work experience placements. This expands our work experience programme and will continue to build relationships with third party organisations. These initiatives coincide with our third apprenticeship scheme and, as a result, the Fifth Assembly will host more young people in the workplace than ever before.

Focus on Wellbeing

- 19.6 The Commission's Management Board dedicated a whole meeting on attendance and wellbeing in June 2016 to address the increase in our absence rates and to agree on a strategy to support attendance. The HR department developed and presented a paper that included details on the reasons for short and long term sickness, sickness by

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department and common reasons for absence. A number of actions and recommendations on how best to address the increase were put forward and agreed by Management Board. Activities are already underway.

Mental Health Awareness

- 19.7 During the week 10–14 October, the Assembly celebrated Mental Health Awareness week and, sponsored by Commissioner Joyce Watson, publicly signed the Time to Change Wales organisational pledge.
- 19.8 The Time to Change Wales pledge is a public declaration that an organisation wants to step up to tackle mental health stigma and discrimination. The campaign is delivered by a partnership of three leading Welsh mental health charities – Hafal, Gofal and Mind Cymru. The week was a great success and marks the beginning of a series of activities during the course of the Assembly Commission’s annual wellbeing calendar.

D. Financial Update

20.0 2016–17 Financial position

- 20.1 Our 2016–17 corporate financial targets are to:
- a. manage resources appropriately to deliver a year end underspend position within 0.5% of the operational budget;
 - b. deliver £500k Value for Money (VfM) savings; and
 - c. ensure our prompt payment performance remains within 10 days.
- 20.2 As at the end of September we have plans in place to utilise our budget for the year and are confident that we can deliver a position within the 0.5% target.
- 20.3 We have achieved £361k of our £500k Value for Money savings target as at the end of September, these savings will be delivered over five years.

2017–18 Budget

- 20.4 The 2017–18 budget was scrutinised by Finance Committee on 5 October and their report was published on 21 October 2016. The Finance Committee made four recommendations and these have all been accepted. The plenary debate on the budget took place on 16 November.
- 20.5 The budget has been prepared to ensure financial support is in place to meet the challenges faced by the Fifth Assembly. It also sets out indicative funding requirements for the remainder of the Assembly on the following basis;
- a. An increase to operational funding of 1% above inflation for 2017–18 and 2018–19 and a 0.8% below inflation increase for 2019–20 and 2020–21,
 - b. Fully funding the Determination on Members’ Pay and Allowances, in line with the changes made by the Remuneration Board, which take effect from the start of the Fifth Assembly (total estimated funding £15.5 million).

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20.6 Now that the budget has been debated and approved, work will start to deliver budget allocations and delegation letters to Heads of Service in readiness for the start of the new financial year.

21.0 The New Pension Board

21.1 The Remuneration Board (as part of its Determination for the Fifth Assembly) confirmed that, in line with the *Public Service Pensions Act 2013*, a Pensions Board should be established to replace the Trustee Board. The new Pensions Board is made up of:

- two representatives nominated by Assembly Members;
- two representatives appointed by the Assembly Commission; and
- a professional Independent Trustee to act as Chair.

21.2 The Member representatives are Mike Hedges and Gareth Jones (Pensioner Trustee and former Assembly Member). Both Mike and Gareth previously sat on the Scheme's Trustee Board and were appointed as the Member representatives on the Board.

21.3 The Commission representatives are Suzy Davies AM and Nia Morgan, the Commission's Director of Finance.

21.4 The professional Independent Chair of the Board is Jill Youds. Jill also chairs the Judicial Pensions Board and sits on the UK Government's pension auto enrolment provider, the National Employment Savings Trust (NEST).

21.5 Since its formation, the Board have undertaken training on the Scheme's investments. New Trustees have had induction training and all Trustees will continue to receive ongoing training to ensure they have the knowledge and understanding they need to carry out their role and meet the requirements of the Pensions Regulator and the *Public Service Pensions Act 2013*.

21.6 At their first meeting in September, the Board reviewed the governance arrangements for the Scheme, received a report on Scheme administration, reviewed the Scheme's investment performance and member communications and signed the annual

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Scheme Report and Accounts, a copy of which is available on the Members' Intranet site.

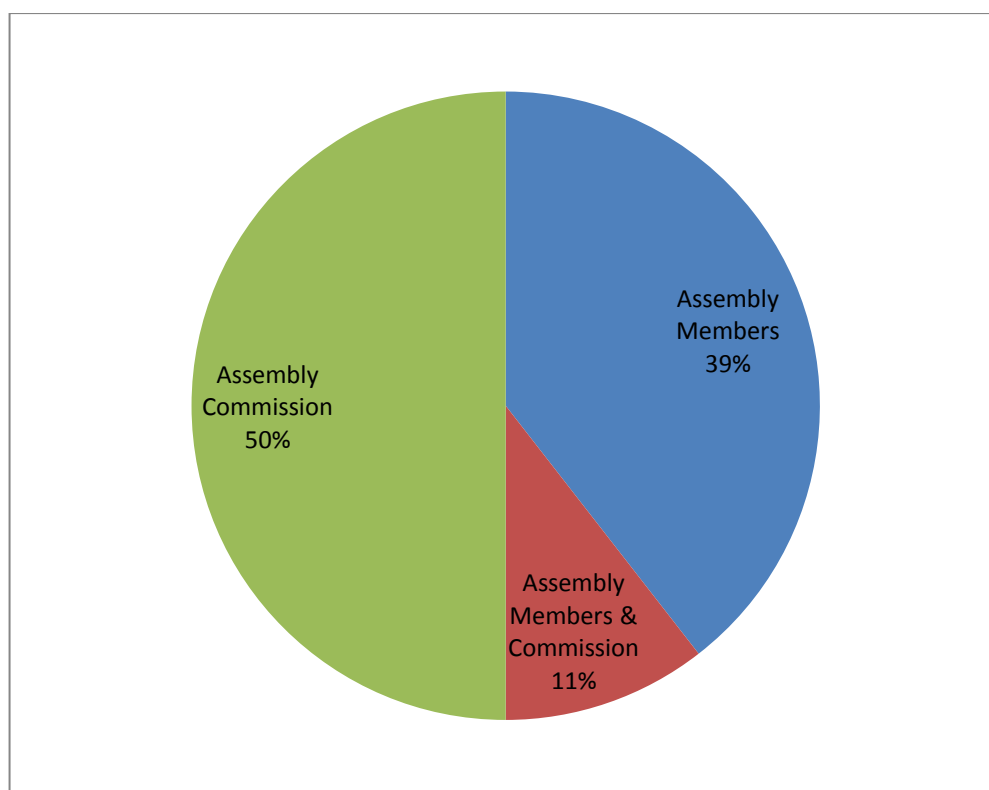
E. Freedom of Information (FOI)

22.0 FOI requests for the period April to September 2016

22.1 A list of information disclosed under the *Freedom of Information Act* for the six month period to September 2016 is shown below. This has been categorised to indicate the subject matter of FOI requests in the period. The list also includes details of information withheld due to FOI exemptions, those that have been partially released and those where no information is held.

22.2 The following chart shows the 38 requests as they have been categorised. There were no time and cost exemptions applied.

FOI requests by category (April to September 2016)



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Freedom of Information requests

April to September 2016

38 requests for information were received during the period April to September 2016. The categories are indicative of the nature of the request.

1. Information released following access to information requests	
Assembly Members	Recall of Assembly to debate TATA steel
	List of rulings made by PO/DPO of unacceptable behaviour in the Chamber
	Presiding Officer impartiality
	Members' salary increase
	Cost of refreshments provided during committee meetings
	Resettlement grants paid to departing Assembly Members
	IT costs for Members and AMSS since start of Fifth Assembly
	Emails between Member and Llywydd
	Number of AMSS employed by each Member
	List of Members who occupy two or more elected roles
	Dates of birth of Assembly Members. This information is already available. Relied on section 21 (Information accessible by other means).

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	Member salary and expenses. This information is already available. Relied on section 21
	Names, salary bands and job descriptions of AMSS. Some information released. Relied on section 40 (personal data) to withhold names
	Breakdown of Members’ expenses. This information is already available. Relied on section 21
Assembly Commission	Welsh language complaints
	Whistleblowing policy and number of complaints
	Number of zero hour contracts
	Bonus payments to Assembly Commission staff
	Shared parental leave
	Credit card spend
	Recruitment statistics
	Refurbishment costs in Tŷ Hywel and the Senedd in 2016
	Muslim facilities
	Prayer room facilities
	Temperature log in the Senedd
	Caring for Muslims. Some information released. Relied on section 40 (personal

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	data) to withhold number of Muslims employed at the Assembly Commission.
Assembly Members and Commission	IT Costs (desktops, laptops, software etc.)
	Travel expenses of Directors and Commissioners
	Top 100 websites accessed
2. Information held but not released	
Assembly Commission	Long term sickness. Relied on section 40 (personal data).
	Senedd protest. Relied on section 40 (personal data)
Assembly Members and Commission	Sexual harassment claims. Relied on section 40 (personal data)
3. No information held	
Assembly Members	Reporting in the Record of Proceedings
Assembly Commission	Open data
	Cases of libel or slander
	Nuclear bunker
	RIPA order
	Freemen of the land

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