

## The Assembly Commission

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Meeting Venue:  
**Presiding Officer's office, 4th floor - Ty  
Hywel**

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Meeting date:  
**22 September 2011**

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Meeting time:  
**11:00**

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Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



For further information please contact:

**Helen Finlayson, 029 2089 8705**  
Secretariat

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**Agenda**  
AC(4)2011(4)

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### **1. Introduction**

**Introduction and apologies**

**Declarations of interest**

**Minutes of meeting on 14 July 2011 (Pages 1 - 5)**

**2. Draft budget 2012-13 (Pages 6 - 27)**

**3. Assembly Commission rolling programme (Pages 28 - 30)**

**4. Any other business**



## Comisiwn y Cynulliad Assembly Commission

**NAFWC 2011**

**Minutes of 14 July 2011 meeting**

**Date:** 14 July 2011

**Time:** 12:00

**Venue:** Conference room 4B

### **Minutes of 14 July 2011 meeting**

**Present:**

Presiding Officer, Chair

Peter Black AM

Angela Burns AM

Sandy Mewies AM

Rhodri Glyn Thomas AM

**Officials present:**

Claire Clancy, Chief Executive and Clerk

Dianne Bevan, Chief Operating Officer

Keith Bush, Director of Legal Services

Adrian Crompton, Director of Assembly Business

Craig Stephenson, Head of Commission and Member Support Service

Helen Finlayson, Secretariat

Steven O'Donoghue, Head of Assembly Resources – items 2 and 3

Non Gwilym, Head of Communications – item 4

**Independent Advisers:**

Mair Barnes

**Others:**

David Melding AM, Deputy Presiding Officer

## **NAFWC 2011 Minutes of 14 July 2011 meeting**

### **1. Chair's introduction**

The Presiding Officer thanked Assembly staff, particularly Claire Clancy, Keith Bush and Adrian Crompton, for the support and advice provided in relation to the election of two individuals to the Assembly whilst disqualified. The Commission was grateful for officials' support in enabling a complex and unprecedented situation to be resolved as expeditiously as possible, through a fair and legally robust process.

The Presiding Officer noted that the new arrangements for answering Oral Assembly Questions to the Commission had worked well on 6 July, and that feedback from Members had been positive.

The Commission agreed that Member briefing sheets would, in future, be circulated following meetings.

### **Apologies**

No apologies were received.

### **Declarations of interest**

There were no declarations of interest.

### **Minutes of meeting on 29 June 2011**

The minutes were formally agreed.

### **Matters arising from the meeting on 29 June 2011**

There were no matters arising.

### **2. Revised draft Commission strategy 2011-16**

The draft strategy for 2011-16 had been updated to reflect comments from Commissioners about their priorities and ambitions for the organisation.

The revised draft statement of purpose and strategic goals were agreed, subject to further minor amendments requested by Commissioners to simplify the wording of the strategy.

### **3. Commission draft budget strategy**

Commissioners discussed the services required by the Assembly as a legislature with full law-making powers following the referendum. It was agreed that the Assembly, as a growing institution, required a high standard of appropriately resourced support services to enable Members to undertake their roles. Feedback was provided on the impact on Members of the reductions in the Research Service.

## **NAFWC 2011 Minutes of 14 July 2011 meeting**

Commissioners' priorities for core service delivery were discussed, including dedicated expert support for Assembly committees, a strong Research Service, legal services, and specialist ICT resource for the development of the ICT strategy. A steer was provided on the overall approach to the budget strategy for 2011-16, and on the preferred level of balance between improvements/growth and cost.

Commissioners felt it was important to present the combined total of the Assembly Services and Members' Budget ambitions together.

Detailed budget proposals, highlighting where savings could be made, and the level of resources required for each service, and draft communications strategies, would be brought to the next meeting.

**Action:** Officials to carry out detailed work over the summer, working with portfolio holders, for consideration by the Commission in September.

### **4. Bilingual services**

The Record of Plenary Proceedings was discussed, taking account of the report by the Welsh Language Board, representations that had been made by Members and stakeholders, the principle of access to Assembly proceedings via the medium of Welsh or English and the need to ensure value for money. The Commission agreed that investigations into the provision of a bilingual record should continue, and requested more detailed information on the likely total costs, including the charging structure of the Google Translate service from December 2011 onwards. They said that any arrangement needed to be sustainable but that, if a long term solution could be found at reasonable cost, then in principle they wanted to provide a fully bilingual Record of Proceedings. In the interim, current arrangements would continue. The Presiding Officer would write to the Welsh Language Board to this effect.

Subject to amendments to reflect these decisions, the draft National Assembly for Wales (Official Languages) Bill, the draft Official Languages Scheme and the consultation timetable were agreed. Commissioners requested that the public consultation included stakeholders from all across Wales, including local authorities.

**Action:** Officials to provide further details on the costs of using Google Translate from December 2011 onwards.

## **NAFWC 2011 Minutes of 14 July 2011 meeting**

The Presiding Officer to respond to the Welsh Language Board on behalf of the Assembly Commission.

### **5. Case management system**

Information was provided on the number of Members using the system; the costs of the system to date; resource, cost and data protection implications of Commission staff involvement in requesting and obtaining electoral register data; and the risks of the data being used for party political advantage.

Concerns were raised on the costs of the project to date, and requested that more detailed work was done on similar future projects to establish user requirements, estimate take up, and ensure that cost estimates were robust.

The Commission agreed to make a request for the Commission to become a named body within the Representation of the People (England and Wales) Regulations 2001.

**Action:** Keith Bush to request a change to the Representation of the People (England and Wales) Regulations 2001 to include the Assembly Commission as a named body.

### **6. Determination and report of the Remuneration Board**

The Remuneration Board made its first Determination in March 2011, but was unable at that time to make final decisions in respect of the additional salaries payable to some office holders at the Assembly. The Determination had now been updated to reflect decisions on additional salaries payable to Commissioners, party leaders, committee chairs and business managers, and was formally received at the Commission meeting. Commissioners expressed the view that the additional salary arrangements for party business managers did not sufficiently reflect differences in the number of seats held by each party.

Issues had been raised with the Presiding Officer and other Commissioners about the monthly cap on rented accommodation and on the distance criteria for eligibility for accommodation support based on the constituency or region the Member represented. The Commission agreed that the Presiding Officer would write to the Chair of the Remuneration Board.

## **NAFWC 2011**

### **Minutes of 14 July 2011 meeting**

**Action:** Secretariat to arrange laying of Determination and report, and communication of documents to Assembly Members and their staff.

Presiding Officer to write to Chair of Remuneration Board setting out Members' concerns about the restrictions on eligibility for accommodation support.

#### **7. Assembly Commission Audit Committee annual report**

The annual report was noted.

#### **8. Schedule of contracts**

The schedule of contracts was noted. Commissioners asked that the schedule be updated to reflect the awarding of the catering contract.

#### **9. Assembly Commission rolling programme**

The rolling programme was noted.

#### **10. Any other business**

There was no other business.

## Comisiwn y Cynulliad Assembly Commission

NAFWC 2011 (Paper 2 Part 1)  
Draft Budget 2012-13

Cynulliad  
Cenedlaethol  
Cymru  
National  
Assembly for  
Wales



**Date:** 22 September 2011

**Time:** 11:00-12:30

**Venue:** Conference Room 4B

**Author name and contact number:** Claire Clancy, ext 8233

### Draft Budget 2012-13

#### 1.0 Purpose and summary of issues

- 1.1 To approve the Commission's draft budget document for 2012-13, which we are planning to lay on 29 September. The proposed draft budget document is attached (Annex A).

#### 2.0 Recommendations

- 2.1 That the Commission agrees its Draft Budget for 2012-13, and indicative budgets for the following two years, as set out at Annex A.

#### 3.0 Discussion

- 3.1 The Commission agreed its budget strategy for 2012-13 and for the Fourth Assembly when it met on 29 June and 14 July. It was agreed that:

- the budget should include sufficient resources to allow the Commission to provide the services required by the Assembly as a legislature with full law-making powers following the referendum;
- the Assembly, as a growing institution, required a high standard of appropriately resourced support services to enable Members to undertake their roles; and
- delivering efficiency and value for money would continue to be vital.

- 3.2 The draft budget document is based on the direction set by the Commission. The funding for these priorities has been arrived at through a mix of savings, reallocating existing resources and budget growth that has been phased over the next two years. We believe that this combination will help to demonstrate proper use of public funds in a period of continuing financial restraint for public services. It will also enable us to make the necessary new investment over the course of the Fourth Assembly to confirm the Assembly as an unequivocally strong legislature and parliament. The result is a budget of £47.7 million, which is a 6.6 per cent increase compared to 2011-12 (with 5.1 per cent being required to cover unavoidable additional costs). Within the total budget, £13.5 million will fund the salaries and allowances payable to Members and their staff and the other £34.2 million will cover the cost of the services delivered by the Assembly Commission in order to support Members in their work.
- 3.3 The style of the draft budget document is different to those prepared during the Third Assembly. The aim this time is to communicate the Commission's vision for Assembly Services and to set out the resources required to achieve that vision in broad terms, but with less detail than previously.
- 3.4 In accordance with Standing Orders, the Draft Budget must be laid by 1 October (SO 20.13). It will be scrutinised by the Finance Committee on 6 October.

This paper has been deemed not suitable for publication in line with the Commission's rules for conduct of business.

Document is Restricted

## Comisiwn y Cynulliad Assembly Commission

Cynulliad  
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**AC(4)2011(4) (Paper 3)**

**Assembly Commission rolling programme**

**Date:** Thursday 22 September 2011

**Time:** 11:00-12:30

**Venue:** Conference Room 4B

**Author name and contact number:** Commission Secretariat, ext 8705

### Assembly Commission rolling programme

Meeting date	Agenda item	Portfolio holder/lead official
<b>20 October 11</b>	UNO benefits and savings six monthly review	Peter Black/Dianne Bevan
	Bilingual services	Rhodri Glyn Thomas/Non Gwilym
	Improving access support for Assembly Members	Sandy Mewies/Steve O'Donoghue
	Portfolio holder updates	Portfolio holders
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
<b>24 November 11</b>	Bilingual services	Rhodri Glyn Thomas/Non Gwilym
	Finance Committee report on draft Commission budget	Angela Burns/Steve O'Donoghue
	Carbon management strategy annual report	Peter Black/Connie Cockburn
	Options for ICT services after 2014	Peter Black/Connie Cockburn
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
<b>2 February 12</b>	Assembly staff remuneration?	Peter Black/Steve O'Donoghue
	Equalities scheme 2012-16	Sandy Mewies/Steve O'Donoghue

AC(4)2011(4) (Paper 3)

Assembly Commission rolling programme

Meeting date	Agenda item	Portfolio holder/lead official
	Review of Freedom of Information processes?	Sandy Mewies/Non Gwilym
	Reviewing the effectiveness of the Commission	Presiding Officer/Ian Summers
	Procurement and contract management	Sandy Mewies/John Grimes
	ICT strategy?	Peter Black/Connie Cockburn
	Portfolio holder updates	Portfolio holders
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
<b>8 March 12</b>	Assembly staff remuneration?	Peter Black/Steve O'Donoghue
	UNO benefits and savings six monthly review	Peter Black/Connie Cockburn
	ICT strategy?	Peter Black/Connie Cockburn
	Framework for annual report and accounts 2011-12	Angela Burns/Rhodri Glyn Thomas/Non Gwilym/Steve O'Donoghue
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
<b>May 12</b>	Draft budget strategy 2013-14	Angela Burns/Steve O'Donoghue
	Review of Assembly Commission effectiveness	Presiding Officer/Claire Clancy
	Portfolio holder updates	Portfolio holders
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
<b>July 12</b>	Sign off annual report and accounts 2011-12	Presiding Officer/Claire Clancy
	Draft budget strategy 2013-14	Angela Burns/Steve O'Donoghue

**AC(4)2011(4) (Paper 3)**

**Assembly Commission rolling programme**

<b>Meeting date</b>	<b>Agenda item</b>	<b>Portfolio holder/lead official</b>
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat