

14 July 2016

Dear Sir / Madam

Priorities for the Children, Young People and Education Committee

The National Assembly for Wales' Children, Young People and Education Committee (the 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 its expenditure, administration and policy, encompassing (but not restricted to): the education, health and well-being of the children and young people of Wales, including their social care'*.

More detail on the wider roles and responsibilities of Assembly Committees is set out in the report ['Committees in the Fifth Assembly'](#) laid before the Assembly on 23 June 2016.

Invitation to contribute to the consultation

In order to help inform its Forward Work Programme, the Committee is interested in hearing your views on what the priorities of the Committee should be during the Fifth Assembly. In-particular, the Committee is keen to learn what you see as the key priority areas that should be considered during the next 12 months.



Submitting evidence

General information regarding consultation procedures, which should be considered carefully before submitting evidence to the Committee, is set out in Annex. If you wish to respond to the Committee's consultation, please complete the attached form. An electronic copy of your submission form should be returned to: SeneddCYPE@assembly.wales.

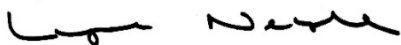
Alternatively, you can send a hard copy of your completed form to:

Sarah Bartlett
Deputy Clerk
Children, Young People and Education Committee
National Assembly for Wales
Cardiff Bay
CF99 1NA.

Submissions should arrive by **Friday 9 September 2016**. It may not be possible to take into account responses received after this date.

If you have any queries, please contact Marc Wyn Jones, Committee Clerk on 0300 200 6363.

Yours faithfully



Lynne Neagle AC / AM
Cadeirydd / Chair



Submitting Written Evidence to the Committee

Disclosure of Information

1. The Assembly's [policy on disclosure of information](#) is available; please ensure that you have considered these details carefully before submitting information to the Committee. Alternatively a hard copy of this policy can be requested by contacting the Clerk.

Submitting evidence

2. If you wish to submit evidence, please send an electronic copy of your submission form to SeneddCYPE@assembly.wales

3. Submissions should arrive by **9 September 2016**. It may not be possible to take into account responses received after this date.

4. When preparing your submission, please keep the following in mind:

- your response should address the issues before the Committee, and should be limited to the consultation questions.
- the National Assembly normally makes responses to public consultation available for public scrutiny and they may also be seen and discussed by Assembly Members at Committee meetings. If you do not want your response or name published, it is important that you clearly specify this in your submission; and
- please indicate whether you are responding on behalf of an organisation, or as an individual.

Guidance for witnesses providing written evidence for committees

5. The Assembly is committed to providing accessible information to the widest audience possible. This short guide is to assist witnesses who produce written



information for committees. This will enable the Assembly to provide information submitted by third parties in an accessible manner.

- Use plain English and plain Welsh – avoid unnecessary jargon.
- Use a minimum of font size 12.
- A clear sans serif typeface, such as Lucida Sans.
- Do not have writing over graphics, pictures or watermarks.
- Colours and contrast – writing should have maximum contrast to the background: dark on light, light on dark.
- Do not use block capitals, and minimise use of bold, underlining and italics.
- If you wish to refer to a published document, please include a hyperlink to that document.

6. Where possible, information should be provided in Microsoft Word (and on the form provided) to ensure accessibility. Where a scan or Pdf is provided, particularly in the case of signed letters or tables of information, the original Word document should be provided along with it.

7. For your information, the Committee has invited submissions from a wide range of organisations, a list of which is available on request. A copy of this letter has also been placed on the National Assembly's website with an open invitation to submit views. However, the Committee would be grateful if you could forward a copy of the consultation letter and annex to any individuals or organisations that you believe might wish to contribute to the inquiry.

