

Assembly Commission

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

Meeting date:
Thursday, 21 May 2015

Meeting time:
13.00

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



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Agenda AC(4)2015(7)

1 Introduction

Introduction and apologies

Declarations of interest

Minutes of the previous meeting (Pages 1 – 3)

2 Procurement Report (Jan–March) (Pages 4 – 8)

3 Highlight Report (Jan to March) (Pages 9 – 45)

4 Corporate Performance Report (Apr 14–Mar 15) (Pages 46 – 71)

5 Remuneration Committee Annual Report (Pages 72 – 81)

6 Audit Committee minutes 20/4/15 (Pages 82 – 88)

7 Any other business

Assembly Commission

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

Date: **Thursday, 23 April 2015**

Time: **13.00 – 14.30**

Cynulliad
Cenedlaethol
Cymru

National
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Minutes: AC(4)2015(6)

Commission

Members:

Dame Rosemary Butler AM (Chair)

Peter Black 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

Kevin Tumelty, Head of Security

Sulafa Thomas, Head of Commission Secretariat

**Others in
attendance:**

David Melding AM, Deputy Presiding Officer

Helena Feltham, Independent Adviser

1 Introduction

1.1 Introduction and apologies

Angela Burns AM had sent her apologies.

1.2 Declarations of interest

There were no declarations of interest.

1.3 Minutes of the previous meeting

The minutes of the 5 March meeting were agreed.

2 Draft Budget Strategy 2016-17

Commissioners considered a paper which outlined the suggested approach and budget options for the Commission's 2016-17 Budget.

They agreed to take a balanced approach in which: the Commission's operating budget for Assembly services will reflect the changes in the Welsh Block; the financial impact of decisions made by the Remuneration Board will be fully funded; and significant exceptional costs will continue to be treated separately, so for 2016-17 there will be funds for election related expenditure and the costs of dissolution.

2016-17 will be the first year of the Fifth Assembly, and Commissioners felt that the approach to the budget strategy needed to provide sufficient flexibility to ensure the new Commissioners have the financial scope to pursue their own goals and priorities when they take office.

The approach that Commissioners agreed included a focus for the Commission's funds in 2016-17 on the following areas:

- Programme of legislative work – the momentum behind the current legislative work load is not expected to diminish after the election. The volume of legislative activity is expected to remain high or even grow further as Assembly Member led legislation is introduced. This is a change compared to the early stages of the Fourth Assembly and will require support to be maintained.
- Members' professional development programme to meet the needs of new and changing membership. This builds on the previous programme providing appropriate induction and access to continuous professional development training for Members.
- The planning to support the anticipated scale of constitutional change, particularly stemming from the Wales Bill and the St David's Day announcements.
- Value for money – the Commission has a strong track record in delivering value for money in pursuit of its wider goals and priorities and we will want to build on this from the outset of the Fifth Assembly.

3 Security Service review briefing

Commissioners had asked for a full review of existing security arrangements. They considered the security strategy, the progress of current work, outstanding issues and future plans.

Commissioners sought assurance that the security arrangements are appropriate, effective and responsive to changing needs. Commissioners emphasised the importance of our security arrangements being deployed sensitively, given the status of the Assembly estate as open and welcoming public buildings.

Commissioners highlighted the significance of the role individuals need to take in their own security and stressed the importance of all AMs, AMSS and Commission staff attending a 'Stay safe' presentation.

4 Audit Committee oral update 20/4/15

David Melding updated Commissioners on the most recent meeting of ACARAC. Three audit reports had been presented:

- Review of the appointment of Expert Advisers to Committees. Recommendations focused on updating guidance, clear mechanism to identify and deal with conflicts of interest and clear evaluation of performance;
- Value for Money. The audit identified that the Assembly Commission had a well-developed VfM culture that is embedded throughout the organisation. Further work was necessary around identifying and recording non-financial VfM activities.
- Review of the Assembly Commission's Project Management Arrangements. The committee supported the approach being taken.
- ACARAC approved the Internal Audit Charter for 2015-16 which formally defines the purpose, authority and responsibility of Internal Audit.

Gareth Watts (Head of Internal Audit) had reported that he had successfully completed all planned activity for the 2014-15 Internal Audit programme, and the Committee approved the annual report. It will be presented to the Commission by Eric Gregory, the Chair of the Committee, at the July meeting.

The Committee had reviewed the Corporate Risk Register and discussed constitutional change, particularly to ensure that everything possible is being done to influence and be prepared for future changes. The Committee praised the

Commission's approach and the quality of work. They suggested further sources of independent challenge which Anna Daniel will explore.

5 Any other business

David Melding reported back to the Commission on the recent visit to Bosnia Herzegovina, which had been to mark the 20 year anniversary of events in Srebrenica. He highlighted that there will be an event held in the Senedd on 8 July.

The Presiding Officer indicated that the Assembly week events in Wrexham had been successful.

The Commission's next meeting will be on 21 May, when Commissioners will be holding one of their regular meetings to focus on performance.

Agenda Item 2

Document is Restricted

Comisiwn y Cynulliad
Assembly Commission

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AC(4)2015(7) Paper 3

Date: 21 May 2015

Time: 13:00–14:30

Venue: Presiding Officer’s office

Author name and contact number: Claire Clancy, ext 8233

Highlight report to the Commission

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Highlight report to the Commission

1.0 Introduction

1.1 The highlight report outlines work that has recently been undertaken, or is underway, to make progress towards the Commission's strategic goals. The report aims to provide Commissioners with useful information so that they can perform their role of oversight and holding management to account. This report gives an update on key activities and projects since January 2015.

A. Strategic Goal – provide outstanding parliamentary support

2.0 Reporting of Proceedings review

2.1 Consultations were held between November and January as part of the review to consider how we report proceedings. As a result, we have identified a number of ways to deliver a bilingual Parliamentary Record (RoP) that is fit for 21st century communication methods, is reusable, available earlier and accessible. Recommendations for changes are being developed in conjunction with a leading expert in digital democracy.

2.2 While we are considering the implications of a more significant investment, we are making incremental improvements where possible. For example, changes to patterns of working have enabled us to publish the early draft version of the RoP on the intranet in 15 minute chunks on the same day it was spoken, up to 17:30. Previously, parts of the early draft version were published the following morning.

2.3 In January, we changed the editing style of the RoP, moving towards a more verbatim style. The change means the written record aligns more closely with the audio visual record, while still being lightly edited to offer a better reading experience. Repetitions and

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redundancies are omitted and obvious mistakes corrected, while recording as closely as possible the words used.

2.4 In the first stage of the review, we identified significant efficiencies that could be made if Members shared electronic copies of their speeches or speaker notes with RoP staff via a dedicated email inbox. The speeches are treated with total confidentiality and amended according to delivery. We have spoken to Members and the office of the Cabinet about this approach but at present few speeches are being shared in this way. We are considering what further steps can be taken to facilitate and improve the response rate.

2.5 A full progress report and recommendations will be produced for the Commission in the Autumn.

3.0 Enhanced bilingual services

3.1 As part of the on-going development and promotion of the Microsoft Translator, the Translation Service are exploring ways to ensure that service capacity can meet increasing demands for bilingual services.

3.2 In accordance with the Commission's Official Languages Scheme priorities for 2014–15, our Bilingual Skills Strategy was launched in April 2015. The Strategy concentrates on four areas – raising awareness, existing skills, mapping existing capacity to deliver bilingual services and training. The Strategy will help us to demonstrate a continuous drive towards improving bilingual service delivery and to achieve our ambition to be recognised as a truly bilingual organisation.

3.3 An audit of Welsh language skills has also been undertaken, which will assist us greatly in terms of planning and enhancing bilingual customer service.

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4.0 Members' use of the Research Service

Making information more interesting and accessible

- 4.1 Following very positive feedback, we have produced more infographics that show budget and financial information and topical issues in a more engaging, visual and easy to understand graphic format. April's infographic and blog article on [General Election 2015: The Battleground in Wales](#) was particularly well received, has been viewed 2861 times so far, re-tweeted 19 times and received 418 'engagements' (the number of people who clicked on hashtags, links and the Twitter handle).
- 4.2 New [Constituency Support](#) internet pages now provide a range of useful constituent factsheets, interactive and static constituency and regional maps. The [interactive profiles](#) display 2011 Census data and show usual resident population, age, Welsh language skills and religion, amongst other categories and can be used to compare similarities and differences across Assembly constituencies and regions.
- 4.3 [Interactive maps](#) show the unemployment claimant count for Assembly Constituencies, making it easier to explore patterns in the data and see trends over time and unemployment data from [2012](#) to [2015](#) shows the rates for male and female unemployment.
- 4.4 A weekly and monthly newsletter sent to Members and AMSS, provides links to all Research Service publications and blog articles published during the previous week and month. These complement other weekly alert services disseminated using MailChimp, such as *Assembly Business*, *Westminster Business relevant to Wales* and *New Publications and Consultations*.

Members' use of the Research Service

- 4.5 Assembly Members and their staff are continuing to make regular and frequent use of the Research Service for confidential, individual research enquiries. The following figures are taken from the database where we record all 'formal' enquiries and they don't include all the

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quick enquiries we receive through the Library, or through informal phone calls. The figures are similar to those previously reported, and are proving to be consistent over time.

Period	No of AMs submitting an enquiry	Asked at least twice	Asked at least 3 times	Asked at least 4 times
Jan – April 2015	55 (92%)	48 (80%)	46 (77%)	41 (68%)

5.0 Remuneration Board

5.1 The independent Remuneration Board has considered every aspect of the Fifth Assembly Remuneration package for Assembly Members, including a full review of pension arrangements, changes to matters relating to the arrangements for AMSS, allowances for Assembly Members and Assembly Member salaries.

5.2 The Board published its final consultation on the draft Determination, which sets out these matters, on 3 March 2015 with a closing date of 8 April. It included, for the first time, consultation on the Board's proposals for Group support in the Fifth Assembly.

5.3 On 24 April the Board met to consider the consultation responses and make decisions on its final Determination, which it will launch on 22 May 2015, together with an accompanying report explain the methodology that it adopted in coming to its conclusions. The Board also published its Determination for the final year of the Fourth Assembly in April 2015.

5.4 Over the coming months, the Remuneration Board will discuss legacy issues for the successor Board and seek approval from HM Treasury for the Assembly Member pension scheme.

6.0 Constitutional Change

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- 6.1 Following the Scottish Independence referendum and the establishment of the Smith Commission in Scotland, the Secretary of State for Wales announced his intention to secure a similar cross-party consensus on future devolution for Wales, based on the second Silk Commission report. The Presiding Officer met with and wrote to the Secretary of State and Party Leaders regularly, presenting a series of proposals based on her submission to the Silk commission, incorporating additional elements arising from subsequent developments in Scotland.
- 6.2 In January 2015 the Commission published “The Future of the Assembly: ensuring its capacity to deliver for Wales”. The document set out the argument for a greater number of Members, and provided provisional costings for 80, 90 or 100 Members. It also gave support to the key principle that the Assembly should have greater autonomy to determine its own affairs, supporting the position of the Presiding Officer.
- 6.3 The St David’s Day announcement by the UK Government on 27 February set a baseline for the future of devolution in Wales. Key agreements on issues sought by the Presiding Officer and Commission, included:
- Legislative competence of the Assembly – a move from conferred powers model to a Reserved Powers model as Scotland enjoy;
 - recognition of the permanence of the Assembly and control over its own operations and organisation e.g. its name, committee structures etc; and
 - powers over electoral matters, including the size of the Assembly and voting age.
- 6.4 We are now working on the implications for the Assembly of the St David’s Day announcement, in particular seeking to influence the next Wales Bill and implementing any transfer of powers.
- 7.0 Supporting Committees**

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7.1 Finance Committee has now published two reports on Best Practice Budget Procedures in response to the recommendations made by the Silk Commission and plans for the future devolution of tax-raising powers. The second report, published in March 2015, provided a model budget process based on the best practice evidence the Committee received. The Committee recommended that the Assembly and the Government work together to implement a new budget procedure that meets the needs and requirements of both organisations. This work is now being taken forward.

8.0 Siambr Project

8.1 In early 2015 we experienced issues with a key supplier, which made them a critical risk to the project. The proposal to extend the project timeline into 2016 was agreed by the Commission in March 2015, to allow for procurement of an alternative system and all the original components of the project; software development, hardware selection and testing, desk design and improvements, are being progressed to the new timeline. Work has progressed well on the development of Siambr software to be used during Plenary.

8.2 As the major Siambr work is now not taking place this summer, we are exploring what interim improvements can be made.

9.0 Information and Communications Technology*Assembly app*

9.1 The app was officially launched at the end of March at the TEDx reception held in the Senedd. The bilingual app aims to make information on the Assembly and its work easily accessible to people on their mobile devices. It has been released in 'beta' versions that are compatible with iPhone, Android and Windows phones. The versions for tablet devices are yet to be developed.

Microsoft Office suite

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9.2 As part of a wider programme of ICT developments, we have upgraded the Microsoft Office suite of applications for all users in Tŷ Hywel and Colwyn Bay and upgraded the memory on all machines to improve performance. As part of the upgrade we have introduced Microsoft Lync 2013 (also known as Skype for Business), which will be the basis of the Assembly’s new telephony system covering the Assembly Estate and Colwyn Bay office.

New telephony system

9.3 Significant preparatory work has taken place to install and set up the infrastructure to run the new telephony system and, as part of the project, the ICT Account Managers have visited all Members’ offices to gather requirements and preferences for how each office would like the new system to work. ICT have also held a number of presentations and drop in sessions in Tŷ Hywel and the Senedd.

9.4 Unfortunately, due to supplier delays beyond our control, the rollout of the new telephony system can no longer take place over the weekend of 23 May. We are pressing the supplier to set a new rollout date but they are unable to give any confirmation, pending further technical work on the fibre network in the local area. We remain confident that the new telephony system will be available later in the summer and a specific date will be confirmed in due course.

9.5 As a result of this delay, the existing 02920 phone number and extension will remain live until the new rollout date.

9.6 We have successfully piloted new routers and connections in a number of constituency offices, to improve performance and enable wi-fi access for all devices at these locations. The aim is to roll out the solution to all offices in the next few months.

New host broadcasting contract

9.7 The initial evaluation stage of the tendering process for the host broadcasting contract has been completed and successful bidders invited to the formal tender stage. A decision on the successful

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supplier is expected in late June, with new contract starting in September.

10.0 Continuous Professional Development (CPD) for Members and AMSS

10.1 Between January and March 2015 a wide range of training interventions and development opportunities were attended by Assembly Members and support staff. Although no new Assembly Members participated in CPD activity during this period, a total of 88 opportunities were taken up by Assembly Members.

10.2 During the same period a total of 26 new AMSS participated in some form of CPD activity, with a total of 167 CPD opportunities undertaken. Activities included:

- Joint CPD initiative with the Northern Ireland Assembly for Committee Chairs
- Coaching for Committee Chairs
- Mindfulness for Assembly Members
- Assembly Member team building day
- Wales Bill 2014 briefing
- Ombudsman awareness
- Effective and rapid reading
- Advanced effective writing
- Media and social media training
- Manager and leadership diploma
- Assertiveness skills
- Intensive Welsh

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B. Strategic goal – engage with the people of Wales and promote Wales

11.0 Women in Public Life

11.1 The Women in Public Life campaign, now in its fourth year, has become a leading voice in the debate on gender equality and equal representation, nationally and internationally.

Women in Democracy caucus report

11.2 On 11 March the Women in Democracy Caucus, formed by one representative from each political party at the Assembly and chaired by the Presiding Officer, launched its [final report](#) with recommendations aimed at political parties, the Assembly and the Welsh Government. The Caucus aimed to seek and impart best practice, particularly from other parliaments around the world, to increase women's parliamentary representation.

Women in Public Life Development Scheme

11.3 The Presiding Officer's Development Scheme, which aims to help women take the next significant step into public life, is now at the half way point. Three out of the fourteen mentees have already successfully applied for a position in public life and another two are standing for elections, one for the Assembly elections and one for a town council.

International Women's Day 2015

11.4 To mark International Women's Day 2015 a number of events were organised in March on the Assembly estate and in Wrexham, as part of #SeneddWrexham. These were to encourage more women to apply for positions in public life and widen engagement in the debate on gender equality.

11.5 From 8–13 March the Senedd was lit up in purple lights as part of the global #PaintitPurple campaign to raise awareness of issues still surrounding gender equality.

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11.6 In addition to these activities the Presiding Officer was invited to speak at numerous other national and international events, attending a total of 14 International Women’s Day events throughout March, engaging with over 1,200 people.

11.7 Our corporate social media accounts also registered an increase in reach in March:

	Most popular tweet	Average of people who saw our tweets daily
January 2015	2,604 people saw the 3D printed replica of the black chair	1,300
February 2015	2,857 people saw the Vote@16 tweet	2,700
March 2015	6,083 people saw the #PaintitPurple tweet	3,000

12.0 Involving young people in the work of the Assembly

Youth Engagement: reaching out

12.1 Annex A lists the organisations that have been involved in our youth engagement activity since January, including inward visits, off-site visits or through establishing a means for sharing information.

Youth Engagement: enabling debate

12.2 In collaboration with four youth forums (Caerphilly, Torfaen, Pembrokeshire and Carmarthenshire), work has begun to design and test a ‘train the trainer’ pack for young people to deliver a workshop to their peers on ‘*What is the National Assembly Wales?*’, to be rolled out to youth organisations from September 2015. The activities are being developed, in collaboration with Welsh Universities and colleges and professional organisations, in a way that will also form the basis for training sessions to be included in CPD activity for youth

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workers. This work has also allowed us to develop training and informing programmes in conjunction with the ACT training academy in Cardiff and Portal Training, who deliver SWEET qualification (Succeeding in Education, Employment and Training) specifically targeting NEET groups.

Vote@16

- 12.3 Since December 2014, over 3,000 young people have contributed to the national conversation on lowering the voting age to 16. This consultation will run until 2 June 2015.



#Senedd Wrexham

- 12.4 During #SeneddWrexham week a youth engagement workshop, shaped by representatives from Wrexham Senedd Ni, was organised in the company of the Presiding Officer and Local Assembly Member, Leslie Griffiths AM.

- 12.5 Other activities in the area included a digital takeover day in Coleg Cambria, where over 300 students visited the Assembly bus and discussed their views on lowering the voting age.



13.0 Major Events

- 13.1 A number of major events were delivered during the quarter ending March 2015. Fuller details can be found at Annex B and include:
- Y Gadair Ddu – part of our four-year commemorative programme to mark a hundred years since the beginning of the First World War;

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- St David’s Day 2015 – a family day in the Senedd, with musical entertainment by local school children;
- TEDx Cardiff/NAfW mobile app launch with over 200 guests;
- #SeneddWrexham – a trial initiative to take the Assembly on the road, with a ‘pop-up Assembly’, outreach and engagement workshops and ‘Vote@16’, POWiPL and Democratic Deficit awareness raising initiatives, reaching nearly 2000 people and enjoying considerable coverage in the local press; and
- Wales Governance Centre staff sessions – four expert briefings for staff on subjects such as The Criminal Justice system in Wales and The General Election.

14.0 Public Engagement with Committees

14.1 Several public engagement activities to support committee work were aimed at involving a broader range of people in Assembly business, including:

- Members of the Health and Social Care Committee took part in the first of two reference group sessions with clients and frontline staff from different parts of Wales for the inquiry into Alcohol and Substance Misuse. The second session is in June ahead of the final oral evidence session. As part of the inquiry, the Committee also surveyed over 600 people, including members of the public.
- Tenants took part in a series of informal roundtable discussions with Members of the Communities, Equality and Local Government Committee to share their views on the Renting Homes Wales Bill, as part of the Stage 1 scrutiny of the Bill.
<https://www.youtube.com/watch?v=ViH0u6GFCpk>

15.0 Media coverage

15.1 In total, **48 press releases** were issued between Jan–April 2015.

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Media coverage of Assembly Committees

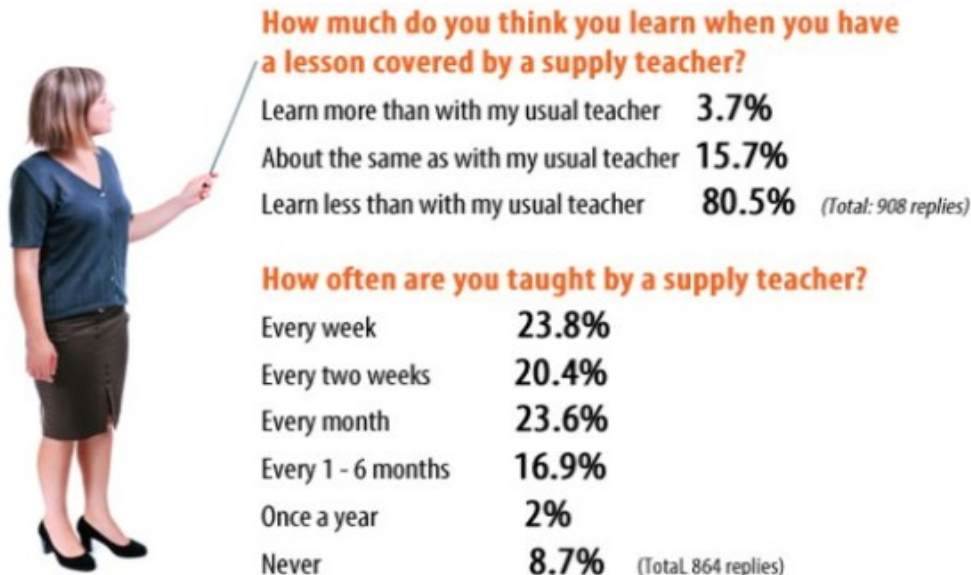
15.2 A number of committee related activities have received good coverage in the Welsh media during the period. They include the results of a survey on Supply Teaching as part of the Children, Young People and Education Committee’s inquiry, with responses from 900 school children. The data formed a substantial body of evidence on a niche subject that was widely reported on a number of BBC Wales outlets when launched, including the following item which was headline news on the day: <http://www.bbc.co.uk/news/uk-wales-31856638>

Wales | Wales Politics | North West | North East | Mid | South West | South East | C

80% 'learn less' with supply teacher - survey for AMs

By Arwyn Jones
BBC Wales education correspondent

🕒 12 March 2015 | **Wales**



More than 80% of pupils in Wales say they learn less when they are taught by a supply teacher.

Nearly a quarter of children reported being taught by a supply teacher every week, in a survey for assembly members.

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15.3 In addition, the following committee reports received considerable attention when launched:

Month	Inquiry	Coverage
January	Environment and Sustainability Committee inquiry into Planning (Wales) Bill	<i>BBC Wales, S4C and Western Mail</i>
February	Children, Young People and Education Committee inquiry into Educational Outcomes for Children from Low Income Households	<i>BBC Wales, S4C, ITV and Western Mail</i>
March	Enterprise and Business Committee inquiry into Assisting Young People into Work.	<i>BBC Wales, S4C, ITV, Western Mail, South Wales Echo and Walesonline</i>
	The Health and Social Care Committee inquiry into New Psychoactive Substances.	<i>BBC Wales, S4C, Western Mail,</i>
April	The Health and Social Care Committee inquiry into Ambulance Services in Wales	<i>Western Mail, BBC Wales and ITV</i>

Presiding Officer/Corporate Media coverage

15.4 Below are examples of the coverage received:

Month	Description	Coverage
January	4 th in Stonewall gay-friendly rankings	<i>The Independent, Wales Online/Western Mail, Human Resources Magazine, The Guardian, The Times, BBC News Channel</i>
February	Supreme Court Ruling on Asbestos Bill – PO response	<i>BBC Wales, S4C, Golwg 360, South Wales Argus, Daily Post, Western Mail, ITV Wales</i>
March	#SeneddWrexham week	<i>16 editorial pieces in Evening Leader (Wrexham & Flintshire editions), Daily Post</i>
	Women in Public Life – International Women’s Day and launch of Caucus report	<i>BBC Wales News, BBC Online, Wales Report, Golwg 360, Western Mail, ITV Wales</i>

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16.0 Social media

16.1 Since the New Year we have been working to consolidate our social media accounts, although we have been without a Social Media Manager during this period. The post has now been filled and the new manager is due to start in May.

16.2 The Assembly outreach and engagement week, held in Wrexham in March, generated the highest ever amount of social media activity at any Assembly event.

16.3 Further highlights during this period can be found at annex C

17.0 Promoting Wales Internationally

17.1 Annex D lists the main international events and visits, including diplomatic visits.

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C. Strategic goal – use resources wisely

18.0 Work on the Assembly estate – 10 year forward maintenance and refurbishment plan

18.1 As part of the long-term (rolling) prioritised investment programme for the estate the following projects have been completed over the past six months in the Pierhead and Tŷ Hywel Buildings.

Replacement of Air Conditioning in Members' Offices

18.2 As the units in Tŷ Hywel were 14 years old and approaching the end of their lifecycle, and taking into account analysis of feedback from the Members' survey, we have installed new units in Members' offices that are more sustainable in terms of the refrigerant gas used and energy efficient, effectively contributing to carbon reduction targets.

Refurbishment of Conference and Meeting Rooms

18.3 Following feedback from Commissioners and Members, the conference and meeting rooms throughout Tŷ Hywel have been redecorated, re-carpeted and fitted with low energy LED lighting. The refurbished rooms now project a more fitting impression of the Assembly for the wide range of visitors and organisations that use them.

Accessibility Improvements to the Tŷ Hywel Lifts

18.4 All lifts in Tŷ Hywel were upgraded during March 2015 in line with accessibility requirements, the Equality Act 2010 and building regulations. The alterations include lowering the control panels and buttons in the lift carts, visual and audible signals, hands free communication system, improved lighting, repositioning the handrails and new buttons and displays in the lift lobbies.

Redecoration of Stairwells and Lift Lobbies

18.5 We have recently refurbished the B/C block stairwell and all lift lobbies in the same style as the Atrium stairwell. The stairwells had

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not been refurbished since the building's construction in 1992 so have been redecorated, re-carpeted and fitted with low energy LED lighting to support our sustainability objectives.

Redecoration of Pierhead Main Hall

18.6 Recent feedback from the Broadcasting team indicated the green colour scheme in the Main Hall looked dull and dark when broadcast on television. To improve the image of Assembly broadcasts, we have repainted in a lighter colour that works well on camera.

19.0 Sustainability Initiatives

Conclusion of Five Year Carbon Management Strategy

19.1 This year, we reached a key milestone in our continued efforts to cut the carbon emissions from our estate's most significant impacts. Following over five years of hard work, investment and commitment, we concluded our Carbon Management Plan in December 2014 with a 35% reduction in energy emissions and 4% reduction in business travel emissions compared to the 2008/09 baseline. This reduction in energy emissions was acknowledged by the Carbon Trust as being public sector leading performance in Wales.

20.0 Staff Matters

HR policy and advice

20.1 We launched our HR Business Partner service model where identified Business Partners meet with each Head of service to discuss important management information relating to their area, including position of current staff, future structure and service planning, change management, performance and absence.

Shared Parental Leave Event –Working Families and Nafw

20.2 In January, the Working Families organisation, in partnership with us, hosted an event at the Pierhead to discuss Shared Parental Leave. This new piece of legislation is designed to give parents more

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flexibility in how to share a ‘pot’ of leave to care for their child in the first year following birth or adoption.

- 20.3 Public, private and third sector organisations from across Wales were present, with speakers from ACAS, Working Families, Admiral and our own Chief Executive and HR department. The event was an opportunity for the Assembly to showcase itself as a flexible, best practice organisation.

Youth Engagement and Safeguarding

- 20.4 To support our Youth Engagement strategy, two intensive Child Safeguarding workshops have been run. The workshops were designed and developed in conjunction with the NSPCC, with input from Commission staff who regularly work with children and young people, and was delivered by a specialist trainer from the NSPCC. Further work is underway to roll out safeguarding awareness for all staff.

Secondments

- 20.5 There were 21 secondments in the period 1 January to 31 March 2015, most notably we are currently supporting two year-long secondments; one to the House of Lords and one to the University of South Wales. We have also recently supported a 5 week-long secondment to our Brussels office.

Ensuring robust and value-adding Performance Management and Development

- 20.6 To improve our bi-annual performance and objective setting meetings and promote a culture of managing performance and recognising success, staff are being encouraged and supported (through presentations and drop-in sessions) to use the competence framework to assess how effectively actions have been completed and to understand how they can use this approach to improve their performance and enhance their development.

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- 20.7 The main project for the team during this quarter was working in conjunction with Pensions to support the smooth implementation of the new Civil Service Alpha pension scheme for all Commission employees in readiness for running the April payroll.
- 20.8 To drive continuous improvement in the new payroll system, payroll processes, technical payroll expertise and customer service, a suite of KPIs and other measures have been designed to enable us to measure monthly payroll performance, to demonstrate how we have performed during our first complete financial year using the new payroll system. For future financial years we aim use the KPIs to ensure that we understand what first class payroll service delivery mean, measure performance and consistently perform to the highest standards.

A Bilingual Human Resources and Payroll Management System

- 20.9 In March, the Assembly attained a long held ambition to provide the existing HR/Payroll system employee self-service (MyView) functionality bilingually to Commission staff.
- 20.10 Since the system's launch in March 2014, the HR team have been working with the Assembly's Translation and Reporting Services and our external supplier, to deliver a truly bilingual system that allows staff to work through their language of choice. MyView detects the language the internet browser is set to and displays all the MyView pages in that chosen language (Welsh or English). We understand this to be one of the first implementations of this type.

21.0 Equality and accessibility**Stonewall Workplace Equality Index**

- 21.1 The Assembly has again been listed in Stonewall's Workplace Equality Index, ranked fourth in the top LGB-friendly organisations in the UK, and was named the Top Public Sector Employer in Wales for the second year running. The success was recognised in a number of

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national publications including HR Manager magazine, the Equal Opportunities Review as well as mentions in the Guardian, Independent, The Times and Western Mail.

AM and AMSS Equality Training

- 21.2 We launched our online equality training for Members and their staff, which covers a range of equality topics including supporting staff, providing services, recruitment and unconscious bias. The training was supplemented by re-launch of our equality factsheets for Members.

Dementia Friends

- 21.3 Following a pilot training session, the Assembly has committed to working with the Alzheimer's Society to become a Dementia Friendly organisation. Sandy Mewies, Assembly Commissioner with responsibility for equality, made the commitment at an Alzheimer's Society event in the Pierhead. Volunteers will receive further training to enable them to train more staff in house.

Chwarae Teg

- 21.4 The Assembly's Committee Service is working with Chwarae Teg to look at the diversity of witnesses at committees and train a range of women to give evidence.

Equality Impact Assessments

- 21.5 The Management Board has approved the Assembly's approach to Equality Impact Assessments. Training will ensure that we embed the process in everything that we do.

Staff network activity

- 21.6 The staff BME network hosted a development workshop to inform its development and networking activities. A successful 'train the trainer' event was also held for 11 external organisations to help create job ambassadors and community advocates for the National Assembly as an employer of choice.

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- 21.7 The BME Action Plan Co-ordinator has continued external engagement and supporting a number of external initiatives to promote BME engagement which include the Black History Month Steering Group, Prince's Trust Cymru BME group, and the Cardiff Ethnic Minority Public and Emergency Services Association.
- 21.8 OUT-NAW, our LGBT Staff network, raised the rainbow flag and undertook some awareness-raising for LGBT History Month in February.
- 21.9 All of our networks worked together to collect donations for Cardiff Foodbank for Easter.

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D. Financial Update

22.0 2014–15 Financial year

22.1 Our corporate financial targets for the year were to deliver:

- a year end underspend position of less than 1% of the operational budget (less than £505k);
- £500k Value for Money savings; and
- Prompt payment performance within 10 days.

22.2 The year-end position is still being finalised as we produce the final accounts for audit. However, we are expecting the position will be an underspend of less than £50k (0.01% of the total budget).

22.3 The Value for Money programme delivered savings of £584k in 2014-15, which exceeded our target. £61k of this total was generated from procurement contract savings, which will deliver a further £495k in savings over the next 3 financial years.

22.4 Services have also been asked to provide more information on the efficiencies they have delivered during the year. Although these are not all cash-releasing, they clearly demonstrate that changes are being made to improve service delivery. One example of this is the use of Machine Translation which has delivered a 20% efficiency in terms of translation rates. The project was undertaken in partnership with Microsoft, which was mutually beneficial to both organisations and has released internal staff resource to be used in other priority areas.

23.0 2015-16 Financial Year and beyond

23.1 The final budget allocations for 2015-16 were approved in March and delegation letters issued at the start of the financial year.

23.2 There is an additional £500k budget specifically for one-off election related expenditure.

23.3 The Finance team will be continuing their work with budget managers to identify and develop opportunities for efficiency savings during the

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coming year, including further shifting the focus of value for money from staff savings to contract savings and service improvements.

23.4 The 2016-17 budget strategy has now been approved and work has started on the 2016-17 budget document. The focus will be on:

- supporting the increasing programme of legislative work;
- providing an extended, refreshed programme of professional development for Members, including new and returning Assembly Members, based on an evaluation of CPD outcomes to date;
- supporting constitutional change, the scale of which is expected to be significant following the Wales Act 2014 and the St David's Day 2015 announcements;
- continuing the Commission's engagement and promotion work, with additional emphasis to reflect new constitutional developments;
- Value for Money - the Commission has a strong track record in delivering value for money in hand with its strategic goals and priorities and we will want to build on this from the outset of the Fifth Assembly;
- technological service development – continuing to change and improve Assembly services and the ways we support Assembly Members in carrying out their roles.

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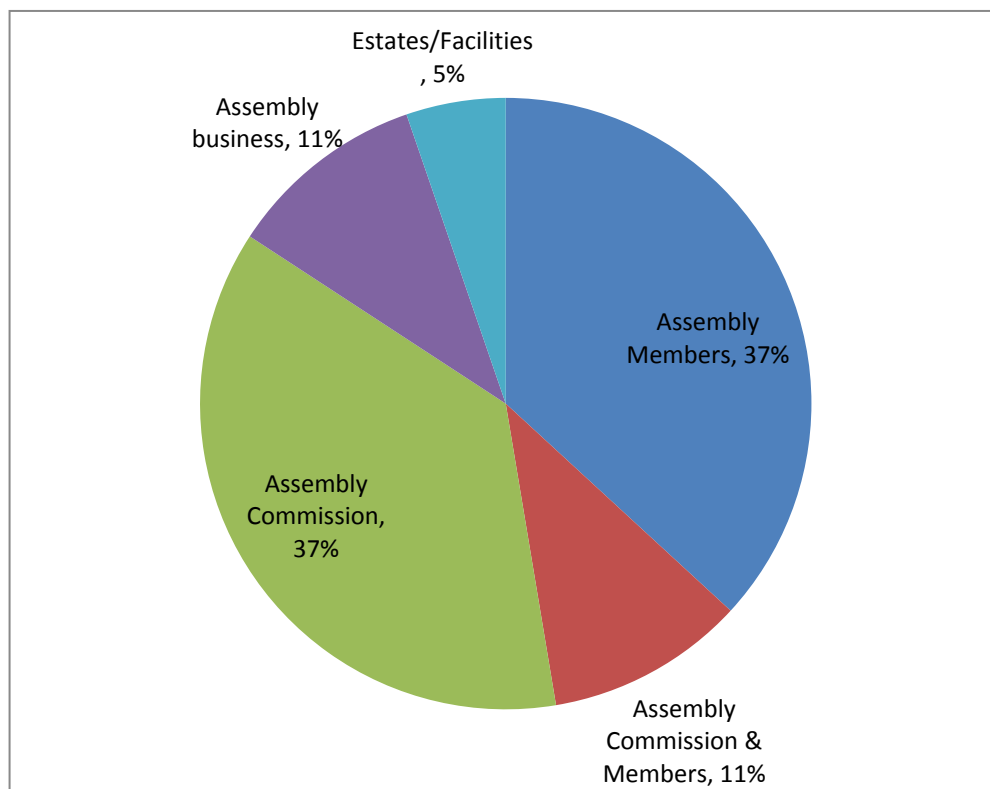
E. Freedom of Information (FOI)

24.0 FOI requests for the period January – April 2015

24.1 A list of information disclosed since the last report under the Freedom of Information Act is attached at Annex E. 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.

24.2 The chart below shows the 19 requests as they have been categorised. There were no time and cost exemptions applied.

FOI requests by category (January – April 2015)



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F. Annexes

Annex A - Youth Engagement: reaching out

Since January contact has been made with the following organisations to include them in our youth engagement activity. The form of this activity can include inward visits, off-site visits or establishing means for sharing information:

Voluntary Action Merthyr Tydfil	All Wales People First	Conwy Connect for Learning Disability
Citizens Advice Bureau	Swansea Voluntary Sector Council	Chwarae Teg
Ethnic Youth Support Team	Hafal	Wrexham Foyer
Dynamic Wrexham	BAWSO	Welsh Women's Aid
Glyndwr University	Age Connects North Wales West	GISDA
St. Giles Trust	Digartref Ynys Mon	Cardiff ACE
3G's Development Trust	ACT Training - Head Office	Ceredigion Youth Forum
Children in Wales	Conwy Young People's partnership	Conwy Youth Service
EC2 Monmouth Youth Service	Fostering Network Wales	GwirVol
LGBT Youth Pembrokeshire	Mencap Cymru	Prince's Trust - Wales
Shelter Cymru	SnapCymru	WCVA
Wrexham Warehouse Project	A4e Wales	Afasic Cymru
Caerphilly Youth Forum	Cardiff Youth Council	Carmarthenshire Youth Council
Denbighshire Youth Council	Ethnic Youth Support Team (EYST)	Flintshire Youth Forum
LGBT Youth Pembrokeshire	Monkton Gypsy Traveller Project	Inspirational Gypsy Travellers

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Voluntary Action Merthyr Tydfil	All Wales People First	Conwy Connect for Learning Disability
Pembrokeshire Youth Assembly	Plas Dwbl Farm School	Torfaen Youth Forum
Treuddyn Youth Club	Trinity St David	University of Wales
Vale of Glamorgan Youth Forum	Wrexham Looked After Care Council	Wrexham Warehouse Project
RCT Community Youth Forum	RAY in Ceredigion	YMCA Swansea

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Annex B - Other major events held January to March 2015

A number of major events were delivered during the quarter ending March 2015 including:

Y Gadair Ddu	<p>As part of our four year commemorative programme to mark a hundred years since the beginning of the First World War we arranged to have a 3D printed replica of “Y Gadair Ddu” displayed in the Senedd.</p> <p>The original chair, created by Belgian craftsman Eugeen Vanfleteren, was posthumously won by Hedd Wyn at the 1917 National Eisteddfod in Birkenhead. The Chair became a symbol for all the empty chairs in Welsh homes following the massive loss of life during First World War.</p> <p>This replica of ‘Y Gadair Ddu’ was recreated by Cardiff University through the use of revolutionary 3D printing technology and is an exact copy, down to the wear and tear of nearly 100 years of existence.</p>
St David’s Day	<p>To mark St David’s Day 2015 we once again hosted a family day in the Senedd. Over 500 guests enjoyed musical entertainment by local school children and were able to take part in arts and crafts activities. All guests throughout the day were also treated to a free Welsh Cake from the Senedd’s café.</p>
TEDx Cardiff/National Assembly for Wales App launch	<p>The Senedd played host to guests from TEDx Cardiff during a reception held during their interval. We used the reception as an opportunity to launch and gather feedback on the National Assembly for Wales’s new mobile app. Over 200 guests were present and had an opportunity to comment and suggest changes – all feedback gathered will be considered during future developments of the app.</p>
#SeneddWrexham	<p>#SeneddWrexham was a trial initiative – its purpose was to take the Assembly on the road, relocating some of the Assembly’s activities to the heart of Welsh communities, in this case Wrexham to discuss the National Assembly for Wales, its Members and their work.</p> <p>The event consisted of a “pop-up Assembly” in several locations across Wrexham. As well as the Youth Engagement</p>

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	<p>Workshop mentioned above, numerous Outreach and Engagement workshops took place.</p> <p>In addition, we also delivered a series of events that raised awareness of the “Vote@16?”, POWiPL and Democratic Deficit initiatives that are being led by the Presiding Officer.</p> <p>Over the course of the week we spoke directly to nearly 2000 people and enjoyed considerable coverage in the local press.</p>
<p>Wales Governance Centre staff sessions</p>	<p>We have delivered four sessions for staff in conjunction with the Wales Governance Centre. During these sessions staff have had expert briefings on:</p> <ul style="list-style-type: none"> - The Criminal Justice system in Wales; - Civil society organisations’ views and experience of policy engagement; - The General Election; and - The European Union

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Annex C - Social Media in figures

Highlights during this period include:

Platform	Description
YouTube	Our videos have had nearly 70,000 views on YouTube since 2009 – that’s 10,000 views between December 2014 and May 2015.
Corporate Twitter	There are now 27,000 followers on the Assembly’s corporate accounts (English and Welsh accounts combined).
#SeneddWrexham	The Assembly outreach and engagement week that we held in Wrexham 21–28 March generated the highest amount of social media activity we’ve ever had at any Assembly event. Key stats: <ul style="list-style-type: none"> - Corporate Twitter feed followers increased by 232 during that week - YouTube views increased 99% in March from February.
TripAdvisor	The Front of House team has taken over the Assembly’s TripAdvisor page, looking to use the platform to get feedback from the public, and also advertise events happening on the estate.
@SeneddChamber	The @SeneddChamber Twitter account now has over 1000 followers.
Research Service Blog	In February the 'InBrief' blog received a record number of views (5,777 combined views of the English and Welsh blogs)
Pinterest	We have started to use Pinterest to gather online content around different events. Pinterest is a great tool to inform the public of the work we are undertaking in a visually appealing way.

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Annex D - International events and visits, including diplomatic visits

To April 2015

Date	Details
2–3 February 2015	<p><i>Visit by the Parliament of Fiji</i></p> <p>The Assembly welcomed a small delegation from the Parliament of Fiji as part of a programme coordinated through the United Nations Development Programme (UNDP) in partnership with the CPA. The delegation was led by Jiko Luveni – Fiji’s first woman speaker.</p> <p>Of interest to the delegation was learning more of the Presiding Officer’s #POWiPL Campaign, the Assembly’s Committee and Chamber Services as well as the work of the Independent Remuneration Board and Members’ Business Service. The delegation was also keen to follow-up on the ICT technical training previously given by Dave Tosh & Bedwyr Jones in Fiji.</p>
4–6 February 2015	<p><i>BIMR CWP Conference, Gibraltar</i></p> <p>The CPA’s British Isles and Mediterranean Region (BIMR) held its 2nd Commonwealth Women Parliamentarians (CWP) Conference. The Conference was hosted by the Gibraltar Branch and CPA Wales was represented by Branch Chair and BIMR CWP Steering Committee Member Joyce Watson AM, accompanied by Jenny Rathbone AM and Ann Jones AM.</p> <p>The conference theme of “<i>Ending Violence against Women</i>” provided interesting perspectives of the challenges of tackling this important issue within small countries and territories.</p>
22–24 February 2015	<p>The 50th Plenary Session of the British–Irish Parliamentary Assembly (BIPA) took place at Leinster House, Dublin. This was the 25th Anniversary of the formation of the Assembly.</p> <p>The National Assembly for Wales’ delegation was represented at the Plenary by Deputy Presiding Officer David Melding AM, Joyce Watson AM, William Powell AM, Darren Millar AM and Lindsay Whittle AM. The Plenary focused on the theme of ‘<i>Sport in promoting cultural and community development</i>’</p>

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25 February 2015	The Presiding Officer met Mr Naoto Kan, former Prime Minister of Japan . Mr Kan addressed an audience at a Pierhead event, as part of a visit programme in partnership with the Green Cross International.
26 February	His Excellency Mr Andris Teikmanis , the Latvian Ambassador to the UK visited the Assembly and, as part of his programme, met with available Committee Chairs to discuss Latvia's priorities during its Presidency of the EU Council.
9–10 March 2015	The CPA Wales Branch was represented at the official Commonwealth Day Programme in Westminster by Esther Jones and James Jones of Ysgol Dyffryn Aman. A blog of their experience has been posted on the <i>Your Assembly</i> website and can be seen here Esther and James returned from Westminster to the Senedd the following day as guest speakers at the Assembly's Commonwealth Day reception.
20 March 2015	The Deputy Presiding Officer addressed a delegation from the Royal College of Defence Studies , as part of their annual visit to Wales.
13–16 April 2015	The Deputy Presiding Officer led a delegation, accompanied by Commissioners Sandy Mewies AM, Rhodri Glyn Thomas AM and Peter Black AM , to Bosnia Herzegovina . The visit was as part of the " Lessons from Srebrenica " education programme to mark the 20 th anniversary of the Srebrenica genocide.
24 April 2015	The Presiding Officers and Chief Executive & Clerk, Claire Clancy , welcomed HRH The Duke of Gloucester to the Assembly. The visit focussed on HRH's interest in the architecture and environmental features of the Senedd.
	Presiding Officer's Chiring of the 2015 CALRE Working Group on Gender Equality. Preparations are underway for the Presiding Officer's hosting of

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	<p>this year’s CALRE (Conference of European Regional Legislative Assemblies) Working Group on Gender Equality. Presidents (Speakers) of Regional Parliaments representing Italy, Finland, Spain, Portugal and Belgium have to date signed up to participate in the Working Group, the focus of which will be a 26 June Seminar hosted by the Presiding Officer in the Senedd.</p>
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Diplomatic visits

The Presiding Officers also hosted the following diplomatic visits to the Assembly:

- 17 March 2015 – HE Ms Sylvie Bermann, **French Ambassador** to the UK
- 27 April 2015 – HE Mr Patrick Engelberg, Ambassador of **Luxembourg** to the UK

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Annex E – Freedom of Information requests

January – April 2015

19 requests for information were received during the period January – April 2015. The categories are indicative of the nature of the request.

1. Information released following access to information requests

Assembly Commission

- Costs associated with the change of domain name.
- Senedd shop – sale of Welsh whiskey.
- Decision on the filming of James Bond.
- Filming policy for the Senedd.
- Bilingual skills strategy document/policy. **Information will be published on the website in the near future. Relied on section 22 (Information intended for future publication).**

Assembly Members and Commission

- Flight information – Cardiff to Anglesey.

Assembly Members

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- Assembly Member’s meal claims. **Information published on the website. Relied on section 21 (Information reasonably accessible to the applicant by other means).**
- Assembly Member’s advertising claims. **Information published on the website. Relied on section 21 (Information reasonably accessible to the applicant by other means).**
- AMSS job descriptions.

Assembly Business

- Contributions made in English and Welsh during Assembly proceedings. **Information published on the website. Relied on section 21 (Information reasonably accessible to the applicant by other means).**

2. Partial Release of information but some information not held or withheld

Assembly Commission

- Armed police on the Assembly estate. **Information published on the website and not held. Relied on section 21 (Information reasonably accessible to the applicant by other means).**

Assembly Members

- Copies of two previous resignation letters. **Released but also relied on section 40 (Personal Data).**

Estates and Facilities

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- Lightning protection testing and risk assessment. **Released but also relied on section 40 (Personal Data).**

Assembly Commission and Members

- Pension information of AMs and Assembly Commission staff. **Information published on the website and not held. Relied on section 21 (Information reasonably accessible to the applicant by other means).**

3. No information held

Assembly Business

- Engagement and interest with the Democratic Peoples Republic of Korea. **Information not held.**

Assembly Commission

- Correspondence between the Presiding Officer and Prince Charles. **Information not held.**

Assembly Members

- Age, ethnicity and registered disabled. **Information not held.**
- Employees on zero hours contract. **Information not held.**
- Height, weight and hours exercised. **Information not held.**

Agenda Item 4

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Agenda Item 5

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Agenda Item 6

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