

# Assembly Commission

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

Date: **Wednesday, 2 December 2015**

Time: **12.00 – 12.45**

Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



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**Minutes:** AC(4)2015(14)

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**Commission**

**Members:**

**Dame Rosemary Butler AM (Chair)**

**Peter Black AM**

**Angela Burns AM**

**Sandy Mewies AM**

**Rhodri Glyn Thomas AM**

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**Officials present:**

**Claire Clancy, Chief Executive & Clerk of the Assembly**

**Craig Stephenson, Director of Commission Services**

**Anna Daniel, Head of Strategic Transformation**

**Sulafa Thomas, Head of Commission Secretariat**

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**Others in  
attendance:**

**David Melding AM, Deputy Presiding Officer**

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## 1 Introduction

### 1.1 Introduction and apologies

There were no apologies.

### 1.2 Declarations of interest

There were no declarations of interest.

### 1.3 Minutes of the previous meeting

The minutes of 11 November were agreed.

## **2 RoP Review – Progress Report and Recommendations**

Commissioners had requested a review to explore new opportunities for the Commission's approach to the reporting of proceedings. The Commission had been provided with an overview of action taken to date.

Commissioners enquired about the anticipated timeline for changes that were being recommended, and how soon different aspects would be delivered. The focus of the proposals was on maximising the value of the Record (of both Plenary and committees) through making it more accessible, re-useable and searchable increasing its use, and by making processes as efficient as possible while maintaining trust in quality. Commissioners were particularly interested in how staff are used effectively to meet the variable demand.

Commissioners also indicated support for looking at the most cost effective IT solutions, including adapting systems already used successfully elsewhere. They also expressed the importance of being clear about the status of different publications, for example interim and final versions.

The Commission agreed to:

- earlier publication of the draft Record of Proceedings (with effect from the Fifth Assembly);
- bringing forward the publishing of the fully bilingual version with effect from the Fifth Assembly, and exploring market options for delivery of this; and
- exploring in more detail a new IT solution.

## **3 Audit Committee oral update 16/11/15**

The Assembly Commission Audit and Risk Assurance Committee had met on 16 November. Commissioners were provided with an update.

The Committee had been presented with reports on Public Engagement and Audit Quality Assurance/CPD, and had acknowledged the strength of Commission work on engagement stressing how important it is to the success of the Assembly. Committee members had also considered the WAO plan for 2015–16.

#### 4 Any other business

No other business was raised.