

Manon Antoniazzi  
Chief Executive and Clerk to the Senedd

22 September 2020

### **Scrutiny of annual reports and accounts**

Dear Manon,

I would like to reiterate my thanks to you and to your accompanying witnesses for giving evidence to the Public Accounts Committee on 21 September 2020 during a very busy and challenging time for the Senedd Commission.

As agreed during the meeting, I would be grateful if you could:

1. confirm that you will send to this Committee a copy of the updated financial reports that you intend to send to the Finance Committee setting out the impact of the COVID-19 pandemic on the Senedd Commission's budget;
2. confirm the end date of the contract for external legal advice services following the departure of the Chief Legal Advisor under the Voluntary Severance Scheme in 2019, and the process by which that arrangement will be reviewed;
3. confirm when you anticipate that the results of the Senedd Commission's annual staff survey will be made available to the public;
4. provide details about the operation of the air conditioning units on the Senedd estate and any maintenance work to windows to allow for natural ventilation within the context of COVID-19; and
5. details about the impact of COVID-19 on water use on the Senedd estate, and whether cleaning services use grey or mains water.



**Senedd Cymru**  
Bae Caerdydd, Caerdydd, CF99 1SN

 [SeneddArchwilio@senedd.cymru](mailto:SeneddArchwilio@senedd.cymru)

 0300 200 6565

**Welsh Parliament**  
Cardiff Bay, Cardiff, CF99 1SN

 [SeneddPAC@senedd.wales](mailto:SeneddPAC@senedd.wales)

 0300 200 6565

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I would also be grateful for further detail about the following matters, which were raised by Members during private discussion after the evidence session:

6. What steps is the Senedd Commission taking to ensure that a higher proportion of goods and services are procured from Welsh suppliers? In particular, what are the key dates and processes associated with the tendering process for new catering services?
7. What specifically is the Senedd Commission doing to improve the socio-economic diversity of its staff?
8. What specifically is the Senedd Commission doing to engage with, and promote its work to, hard-to-reach members of the public?
9. What challenges has the Senedd Commission faced when considering the widely reported cyber-security risks associated with the Zoom platform whilst acknowledging that, for many members of the public and other stakeholders, Zoom is now a familiar and accessible way to engage with the Senedd's work?

We intend to finalise the Committee's report on the Senedd Commission's annual reports and accounts no later than the end of October. I would appreciate your support in helping us to meet this deadline.

Yours sincerely,



**Nick Ramsay MS**  
Chair

Croesewir gohebiaeth yn Gymraeg neu Saesneg / We welcome correspondence in Welsh or English.

