

Paul Davies MS

Chair

Economy, Trade, and Rural Affairs Committee

14 July 2021

Dear Chair

Committee Timetable

I am writing to inform you of the Committee Timetable agreed by Business Committee at its meeting of 13 July.

The Business Committee has agreed a timetable that provides committees with fortnightly meetings, with the exception of the Legislation Justice and Constitution Committee which meets weekly due to the need to consider Statutory Instruments to strict deadlines.

A key message from the Chair's Forum of the Fifth Senedd was to ensure that there is flexibility within the arrangements for committees so that peaks in workload, or new tasks, can be managed. The Business Committee has sought to introduce this flexibility by varying the meeting time allocated to different committees. This reflects the type of work that different committees might need to undertake and reflects how working practices have evolved in recent years.

To this end, the timetable is fortnightly and has a number of additional meeting slots available within it, to accommodate peaks in the work of particular committees e.g. the Finance Committee when considering a draft budget, or a committee with Stage 1 legislative scrutiny responsibilities. By under-committing the timetabling capacity, there are greater opportunities for committees to work together as the possibility of membership clashes in each meeting slot is reduced.



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In recognition of the known and expected legislative scrutiny responsibilities of some committees, the following committees are provided with a double meeting slot i.e. a morning and afternoon slot on a Thursday:

- Children, Young People, and Education;
- Climate Change, Environment, and Infrastructure;
- Economy, Trade, and Rural Affairs; and
- Health and Social Care.

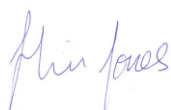
The remaining committees are provided with a single meeting slot i.e. one morning or afternoon meeting slot per fortnight. These committees are:

- Culture, Welsh Language, Communications, Sport, and International Relations;
- Equality and Social Justice;
- Finance;
- Local Government and Housing;
- Petitions;
- Public Accounts and Public Administration; and
- Standards of Conduct.

In order to provide some additional capacity for Bill scrutiny work, Fridays are also made available for committee Stage 2 scrutiny of Bills i.e. to provide an additional (and potentially longer) meeting for committees at this stage of the legislative process. The Business Committee will determine the allocation of any additional slots following a request from a committee.

The Business Committee has already indicated its intention to keep timetabling under review, so that it can respond to the needs of committees as the tasks they face change. Flexibility and responsiveness is at the heart of its decisions around timetabling for committees, and the Business Committee intends to review the committee structure and timetable around Easter 2022.

Yours sincerely



Elin Jones MS

Y Llywydd and Chair of the Business Committee

