

# Assembly Commission

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

Date: **Wednesday, 11 November 2015**

Time: **12.30 – 12.50**

Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



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**Minutes:** AC(4)2015(13)

**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**

**Dave Tosh, Director of Resources**

**Nicola Callow, Director of Finance**

**Donna Davies, Head of Pensions**

**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

Peter Black AM and David Melding AM asked that the records note that they are trustees of the current Assembly Members' Pension Scheme.

### 1.3 Minutes of the previous meeting

The minutes of 21 October were agreed.

## **2 Assembly Members' Pension Scheme**

Commissioners were provided with information about the work the Pensions Team are doing to implement and communicate the changes to the Assembly Members' Pension Scheme made by the Remuneration Board.

The new Pensions Board will be made up of:

- A professional Independent Trustee to act as chair.
- Two representatives nominated by current and previous Assembly Members.
- Two representatives appointed by the Assembly Commission.

The Pensions Team will arrange the appointment of all members of the Pensions Board in readiness for May 2016. Commissioners asked that, as well as writing to all members asking them if they wish to stand as a Member Nominated Trustee, group offices be contacted.

Commissioners agreed that the Accounting Officer should be responsible, in consultation with Commissioners, for identifying and nominating the Commission representatives on the new Pensions Board.

## **3 KPI Report April – September 2015**

The Commission considered the first report on the corporate performance of the Commission for the financial year 2015–16.

Commissioners commented particularly on detail of sickness absence, visitor numbers and participation in CPD. They also suggested that some of the indicators could be refreshed and that it was useful to be able to make comparisons over time.

The Commission agreed to publish the report, along with a letter to the Finance Committee. The next report will be produced and published after the end of March 2016.

#### **4 Any other business**

Commissioners thanked the Deputy Presiding Officer for the work he had done on the Commission budget.

The following issues were considered, and agreed, by correspondence in the period prior to this meeting:

- Proposals to replace the CCTV system on the Assembly Estate. This issue had been considered at the 17 September meeting and Commissioners had been provided with further information to enable them to come to a final conclusion.