

IMPLEMENTATION DIARY

Phase 1 – To be Implemented by 2 November 2009

Rec. No	Recommendation
2	Assembly Members should be entitled to claim for the reimbursement of reasonable expenses, necessarily incurred, when undertaking Assembly business.
3	Assembly Members claiming expenses for an activity associated with their duties as an Assembly Member should be required to provide the appropriate documentary evidence, and explanation to demonstrate that the expenditure was incurred and the activity was undertaken.
8	The salaries of Assembly Members should no longer be automatically directly linked with those of Members of Parliament.
9	The current basic salary of £53,108 for Assembly Members is appropriate, and should be uprated in April 2010, in line with inflation. (same as AMSS).
10	The base level pay used for subsequent uprating should be the salary as at 1 June 2009.
13	Committee chairs should receive an office holder supplement of either £12,000 per year or £8,000 per year. The Assembly Commission should determine which supplement applies to each committee chair, to apply for the remainder of the Assembly term. Additional office holders currently entitled to the same supplement as committee chairs should maintain parity.
14	Following the next Assembly election, additional office holders should receive supplements in the same proportion to the basic salary as will apply following the adjustments described in recommendation 13. These proportions will be subject to review by the Independent Review Body from time to time.
23	The flat rate of £30.65 claimed by Assembly Members when away from their main home should be abolished as soon as possible.
27	Assembly Members should no longer claim for furniture and fittings for their second home.
29	Eligible Assembly Members should be able to claim, where appropriate, reimbursement for utility bills, council tax, broadband, insurance and a television licence for the second home provided by the Assembly.
31	The Office Cost Allowance for Assembly Members should continue at the present level for local office costs and surgery advertising.
32	The local office costs provision should enable Assembly Members to be reimbursed for all reasonable costs, subject to recommendation 31, relating to the running of a local office and engaging with constituents. Receipts or proof of expenditure should be submitted with all claims and the new monthly arrangements for publishing information on Members' expenses should be maintained.
35	With the approval of the Members' Business Support Team, Assembly Members should be able to claim an additional Office Costs Allowance provision in respect of the amount in excess of £2,000 in any financial year, spent in their local offices on safety, security and disability access; and this excess should be reimbursed over and above the basic Office

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	Costs Allowance.
48	Assembly Members should continue to employ their own staff.
49	All staff salary costs should continue to be administered through the payroll services provided by the National Assembly and identified against each individual Member as appropriate.
58	Employer contributions for National Insurance should continue to be paid by the Assembly Commission out of Assembly Members' staff salary allowance and identified against them.
59	Employer pension contributions should continue to be subject to a maximum of 10 per cent of actual annual salary.
61	It should be permissible for costs associated with temporary staff employed to cover legitimate absences to be met from a central fund. Payments should only be made on condition that the cover is required for a substantive post. Cover for casual or temporary staff should not be permitted.
84	In addition to the computers and other ICT equipment provided in the Cardiff Bay and constituency offices, each Assembly Member should continue to receive one Blackberry (or similar), one mobile phone, one laptop computer, one landline and broadband access.
86	All ICT equipment issued to Assembly Members should continue to be recorded on an asset register and should be returned to the Assembly Commission when a Member leaves.
87	Mileage rates should continue to be based on those set by Her Majesty's Revenue and Customs and should apply to both Assembly Members and their staff.
89	Assembly Members should continue to be eligible to claim for travel between their home, the Assembly and local offices.
90	Existing arrangements for travel by Assembly Members' partners and children, as set out in the Salaries and Allowances Determination 2009 should be maintained.
92	The use of hire cars by Assembly Members or their staff should cease, save in exceptional circumstances.
96	Journeys outside the UK (except for travel to Brussels and Strasbourg), should continue to be agreed by the Members' Business Support Team in advance.
98	The Assembly Commission should review current policy for car parking arrangements in the Assembly offices in Cardiff Bay, with regard to Assembly Members, their staff and the Assembly staff – in relation to the equity of provision, sustainability and resource implications.
104	The Commission's Corporate Governance Committee should be renamed the Audit Committee.
105	The existing Audit Committee should be renamed the Public Accounts Committee (Wales).