

# IMPLEMENTATION DIARY

## Phase 3 – To be implemented by 5 May 2011

<b>4</b>	The Commission should, through discussions with Welsh Ministers, seek to facilitate a smoother flow of information and briefing, particularly in support of the work of committees.
<b>5</b>	The Business Committee should increase sitting time up to a maximum of 36 weeks per year, in order to ensure that there is sufficient time to scrutinise the legislative programme.
<b>7</b>	The Assembly Commission should give immediate attention as to how best to increase the strategic capacity of the Assembly by drawing in additional expertise from the menu of options set out in paragraph 4.46.
<b>44</b>	Where appropriate, provision should be made centrally to provide Assembly Members with equipment, furniture and office supplies. The Assembly Commission should also provide Members with names of approved suppliers of office equipment who are prepared to offer discounts in different parts of Wales, regardless of where they are based.
<b>51</b>	In order to better resource the strategic capacity of the Assembly, the Assembly Commission should engage with party leaders to reach agreement on an acceptable level of support. The Commission should also review the party group provision to allow for a central support unit of one group manager, one head of policy and research, four researchers, two press officers and two clerical staff for party groups of between three and ten Members; and for party groups with eleven or more Members, there should be accorded one extra press officer.
<b>53</b>	All Assembly Members' Employees should be employed under the terms of a standard contract of employment to ensure consistency.
<b>54</b>	The Assembly Commission should produce guidance for Assembly Members to take account of the pay scales outlined in this report. Starting salaries should reflect the roles, responsibilities and experience of staff and should be agreed with the Assembly's Human Resources service prior to an offer of employment being made.
<b>56</b>	Staff salaries should continue to be enhanced appropriately each year in line with current rules regarding increments and 'cost of living' awards, but with provision that if significant changes take place, a review may be undertaken by the Independent Review Body, or at the request of the Assembly Commission.
<b>64</b>	A Recruitment Policy should be produced for the selection of Assembly Members' support staff. This should cover the following points: i) reasons why it is important to follow good practice, an overview of the legislative framework on race, sex and disability ii) the specific obligations of public bodies in relation to the most recent legislation – to actively

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	<p>promote equality in all that they do</p> <p>iii) produce a person specification prior to advertising</p> <p>iv) advertise openly on web site and local press</p> <p>v) the requirement to belong to specific political party must not be a prerequisite</p> <p>vi) rules restricting to the employment of family members</p> <p>vii) use a common application form with Equal Opportunities monitoring information</p> <p>viii) selection for interview should be done by Assembly Members and Human Resources</p> <p>ix) reasons for rejection at short listing stage and after interview to be recorded (feedback given if requested)</p> <p>x) professional interview will be with the Assembly Member following guidelines prepared by Human Resources.</p> <p>To include discussion of Nolan principles and the Code of Conduct for Staff</p>
<b>65</b>	Assembly Members who employ family members, as defined under the draft standing order at Appendix 13, should be allowed to continue to do so. However we believe that Members should not henceforward make any new appointment of family members.
<b>66</b>	Any new recruitment of support staff should be subject to transparent recruitment procedures in line with the new policy and with Nolan principles.
<b>67</b>	The Commission should draw up an updated Contract of Employment for existing Assembly Members' support staff, taking account of the amendments suggested in paragraph 8.93.
<b>68</b>	The Commission should draw up a new contract of employment for all new appointments of Assembly Members' support staff.
<b>83</b>	It should be mandatory that Assembly Members and their employees sign the ICT Code before being given access to ICT equipment.
<b>99</b>	The Chief Executive and Clerk of the National Assembly, as Principal Accounting Officer, should put in place systems to ensure appropriate corporate governance.
<b>100</b>	The principles of robust corporate governance should be upheld as follows:
<b>100</b>	i) published rules that are clearly expressed, consistently applied and supported by unambiguous guidance
<b>100</b>	ii) with effect from adoption of the report, the Members' Business Support Team should clearly set out in a single, publicly available document, the full range of all salary, expense and allowance costs claimable by any Assembly Member, including costs incurred in respect of their support staff
<b>100</b>	iii) that document should be supported by clear and unambiguous Commission guidance,

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	setting out in detail the specific rules and procedures to be followed by Assembly Members and their support staff when identifying claimable allowance costs, preparing claims for submission, retaining supporting papers
<b>100</b>	iv) Commission guidance should also be prepared for the staff of the Members' Business Support Team to assist them in the checking and processing of claims for approval and payment
<b>100</b>	ix) comprehensive and robust internal and external audit arrangements should exist
<b>100</b>	v) appropriate and timely training and support should be provided to all those involved in operating the new arrangements
<b>100</b>	vi) the Members' Business Support Team should develop appropriate training materials on the new arrangements and offer this training to all Assembly Members and their support staff. Attendance on these training courses should be mandatory
<b>100</b>	vii) appropriate modifications should be made to the existing induction arrangements for all new Assembly Members and support staff, to ensure that due prominence is given to these issues from the outset
<b>100</b>	viii) mandatory training should also be provided to all relevant Commission staff, including staff within the Members' Business Support Team, on the operation of the new arrangements
<b>101</b>	The Assembly Commission should make use of external audit (the Auditor General) to provide independent assurance, both to the Commission and to the people of Wales that expenditure on claims and allowances is being made in accordance with the requirements of the new arrangements.
<b>102</b>	The Assembly Commission should make use of internal audit to provide assurance to the Chief Executive and Clerk of the National Assembly, as Principal Accounting Officer, that the framework of internal control over the new arrangements is robust and operating as intended.
<b>103</b>	To aid transparency, the Commission's annual published Statement on Internal Control should contain explicit reference to the effectiveness of the internal control framework over the new arrangements.
<b>106</b>	A duty should be placed on the Chief Executive and Clerk of the National Assembly, as Principal Accounting Officer, to refer relevant matters to the Commissioner for Standards for investigation.
<b>107</b>	To improve the effectiveness of the investigative process, the Panel would support an extension to the powers of the Commissioner for Standards to investigate other potential cases, which appear to the Commissioner to be relevant to, or associated with, the investigation of one particular matter.
<b>108</b>	The Independent Review Body should meet at least once a year. The Chief Executive and Clerk of the National Assembly, as Principal Accounting Officer, should have the ability to call

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	a meeting of the Independent Review Body at any time.
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