

IMPLEMENTATION DIARY

Phase 4 – To be Implemented after 5 May 2011

1	Financial support for Assembly Members should be underpinned by a set of principles to be drawn up by the Assembly Commission. These principles should be consistent with the 'seven principles in public life': selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Assembly Members should sign the Code of Conduct when they take the Oath.
6	That party groups should record Assembly Members' holidays.
11	Assembly Members' salaries should be fixed for the 4-year term of the Assembly.
11	· The base level of this salary should be set by reference to the percentage change in the index of average earnings for Wales.
11	· Account should be taken of inflation and a notional increase applied to the base level salary.
11	· This salary should remain fixed for the duration of the Assembly unless there are exceptional circumstances; for example a significant change in the powers of the National Assembly.
11	· An Independent Review Body should meet at least six months prior to the next Assembly to decide these matters. (see Recommendation 12)
17	Following the next Assembly election, the Winding-up Allowance should be reduced to a maximum of one quarter of the Other Staff Costs Allowance and the Office Costs Allowance and should not include redundancy payments for support staff, which will be provided for in a separate budget.
18	Existing Assembly Members should continue, as long as they maintain continuous service, to be entitled to a Resettlement Grant when they resign or retire. Any new Assembly Members elected in 2011, or thereafter, should only be eligible to receive a Resettlement Grant on failing to be re-elected at an Assembly election in which they stand.
19	The Resettlement Grant for new Assembly Members should be based only on the length of the Assembly Member's service. The grant should be calculated on the basis of one month for each complete year of service up to six months pay. Current Assembly Members if they so wish may continue to be covered by the rules which are detailed in the Salaries and Allowances Determination 2009, as long as they maintain continuous service. However, any current Assembly Member may elect to be covered by the new rules.
20	The existing Additional Cost Allowance, including eligibility to claim mortgage interest on second homes, should be abolished with effect from the end of this Assembly in May 2011.

IMPLEMENTATION DIARY

	There should be provision for the costs incurred in staying away from home. This should comprise different provision for Assembly Members living in the inner and outer areas, as described in paragraphs 6.24 and 6.25 and shown at Appendix 11.
21	Assembly Members living within the inner area defined in paragraph 6.24 should be eligible to claim up to 20 overnight stays in Cardiff per year. They may claim up to £95.00 per night for hotel accommodation, including car parking, and up to £20.00 for an evening meal. Claims should be accompanied by relevant receipts and a brief explanatory note. For the 'non-hotel' rate of £25 for staying with a friend or relative, only a brief explanatory note is required.
24	The Assembly Commission should provide suitable accommodation for eligible Members, furnished to modern standards and within a five mile radius of the Senedd. The Commission should consider the most cost effective method for the provision of this accommodation.
25	Assembly Members who are partners in a relationship with another Assembly Member, and who are eligible for a second home in Cardiff, should be considered to be a single household for the purposes of providing residential accommodation.
26	The Assembly Commission may want to consider capping the cost of renting a property for eligible Assembly Members.
28	Assembly Members choosing to purchase a second home or to rent from a non-approved agent should not be eligible to claim accommodation allowance.
30	Those Assembly Members who choose to rent or purchase a property independently should be entitled to claim for reimbursement of utility bills, television licence, insurance, council tax and broadband connection.
33	A grant of £5,000 should be available towards one-off items needed to equip a constituency or regional office in the first twelve months of a new Assembly Member's term of office. This figure should reduce to £2,000 if the office is provided by way of a publicly-owned building.
34	Where an Assembly Member decides not to rent a local office, but chooses to undertake constituency or regional duties from the National Assembly office complex in Cardiff Bay, then the office cost provision should be abated by 75 per cent.
38	Office accommodation should not be leased from an Assembly Member's partner, family members, business associates, or any organisation, including a trust in which the Member, a partner, family member or business associate has a pecuniary interest; with exceptions to cover very small holdings in listed companies and beneficiaries of major pension funds.
50	The National Assembly should establish a pool of apprentices to bolster the central support units of each party group.
52	The Assembly Commission should consider the introduction of a staff post of committee support worker available to Assembly Members from within their Staff Salaries Allowance.
55	Assembly Members should not be permitted to pay bonus payments to their employees from

IMPLEMENTATION DIARY

	their Assembly funded allowances.
57	When the support staff pay bands are next reviewed in April 2010, the Commission should consider either adding an extra spine point on the top of each band, or increasing the current maximum spine point on each band.
60	Pooling arrangements for the employment of Assembly Members' support staff should continue to be permitted. These arrangements should be set within a legal framework appropriate to each pool.
62	An Assembly Member should be able to claim an additional amount not exceeding £2,000 to cover the cost of travel and staff overtime payments, including the additional employer's national insurance contributions relating to any such payments. In cases where there have been high levels of exp on travel necessarily incurred by AMSS in undertaking Ass duties, an AM may make a case for an increase in this allowance by making an application in writing to the MBS team.
63	On first starting employment, all Assembly Members' employees should be given an employee handbook. This handbook should be prepared by the Assembly Commission and based on the proposed format at Appendix 12 of this report. The handbook should be reviewed regularly and be available electronically and in hard copy.
69	Redundancy payments for Assembly Members' support staff should be calculated according to the statutory redundancy payment scheme plus a 50 per cent enhancement.
70	The Assembly Commission should be satisfied that an application for the payment of such redundancy costs is reasonable given the individual circumstances. The Commission must be satisfied that the redundancy in question is justified and correct procedures have been followed, in order to ensure proper use of public money.
71	The Assembly Commission should have authority to meet all, or part of, reasonable redundancy costs from a central fund when a pool is dissolved as a result of one or more Assembly Member(s) vacating office.
72	Party groups should be encouraged to draw up job profiles for their Assembly Members and use these constructively to identify skills gaps and development needs.
73	Once a year, each party group should produce a short report summarising its Members' training achievements, to be published on the Assembly's website.
74	Each party group should appoint a 'training champion' to offer support and encourage ongoing learning and development among Members and their employees.
75	Within the first month following election to office, all new Assembly Members should attend a one-week induction training course.

IMPLEMENTATION DIARY

76	Party groups should agree to set aside one afternoon per month for training (for example, on a Monday or a Thursday afternoon) and ensure that each Assembly Member attends sessions on areas deemed crucial, as well as those that have been identified by training needs analysis or by the 'training champion' and from the self-assessment exercise.
77	The Commission should publish information and data on its website relating to the training and development activities that have been undertaken by individual Members, or by committees.
78	Assembly Members' employees, in addition to any training provided by the party group or specialist training identified as necessary, should be able to access any appropriate training currently available to National Assembly employees.
79	Support staff training should be included within the Assembly Members' training budget and this should be held centrally.
80	The training budget for Assembly Members and their employees should be significantly increased and identified for each 4-year period.
81	The training budget should contain more in the first year as that will be the time when new Assembly Members and their employees will need concentrated training. We recommend a total of £350,000 in year one, and £200,000 in each of the following three years.
82	A system should be set up and run by the Members' Business Support Team whereby party groups bid for allocations from this training budget, to provide specific training for Assembly Members and their staff.