

Assembly Members' Services 2002-2003

(the Annual Report of the House Committee
under Standing Order 36.12, dealing with the
financial year 1 April 2002 to 31 March 2003)

October 2003

Foreword by the Presiding Officer

This year has seen the conclusion of the First National Assembly for Wales. I am writing this at the start of the Second Assembly, which began with the election of 1 May 2003.

The role of Presiding Office staff in advising the Assembly in Plenary, the House Committee and other Committees, and in providing services and facilities for Members and their staff, has been key to the achievements of the last year. These are set out more fully in this report. In particular, preparation for the 2003 Election, to allow a smooth transition for Members leaving and for those entering the Assembly for the first time has taken a great deal of thought and effort this year. The outcome was very largely successful. This has touched on many aspects of the Presiding Office's work. Accommodation needed to be ready for the new intake of Members; financial arrangements needed to be settled, and new Members welcomed with information and induction.

Services to Members in their scrutiny and committee roles have been enhanced through the bringing together of committee and research services, and the increase in research support for Members and their staff. Committees take an important role in the development of the Assembly's policy and legislation, as shown in this report, and I look forward to seeing a continued improvement in support for Committees during the Second Assembly.

Despite significant challenges, our officials have shown innovation, independence and consideration in the way they have served Members. This has been demonstrated in the standards of clerking and advice to the Assembly in plenary, in committee and otherwise, and by research, library and information services. We also have a bilingual service, ably supported by translation, record and interpretation staff. Corporate services, from security to human resource management, and from office services to financial management, have made our work easier and more effective. We can be proud of the staff who promote the Assembly's democratic role through the education and information service. All Members owe a debt of thanks to all the staff who serve us so well.

I look forward to the first year of the Second Assembly, in full confidence that we can build upon these achievements in the House Committee and the Presiding Office.

Foreword by the Deputy Presiding Officer (Chair of the House Committee)

It has been a significant year for the House Committee.

Following the Assembly's resolution to promote a clearer separation between the services provided to all Members and those provided to the Welsh Assembly Government, the House Committee was, in December 2002, reconstituted under a new Standing Order. At the same time, it was given delegated responsibility by the Assembly to provide services and facilities to Members generally.

The House Committee and its sub-groups also have an important consultative role, providing a sounding-board and forum for discussion of projects which affect the work of Members. Two important examples have been at the forefront of the Committee's work this year. The Assembly has a strong reputation for its use of information technology and the enhanced access this gives to the public. Engagement with the Merlin Project, which focuses on information technology services and change management, has been an important part of the House Committee's work and that of the ICT Sub-Group and relevant support staff in the last year. The House Committee will also continue to play a consultative role on behalf of all Members during construction of the new Assembly Chamber building in Cardiff Bay.

Our services in education and public information on the role of the Assembly have continued to develop and expand, as exemplified by the numbers of visitors from both Wales and further afield. The Assembly has shown confidence in this service by acquiring the freehold of its landmark base, the Pierhead Building, and the House Committee has agreed to the establishment of a branch of the Presiding Office in North Wales, to enable public information services there to be more readily available.

I am confident that the House Committee will competently execute its new strategic role within the Assembly, and will continue to support all Members with the best possible facilities and services, within available resources.

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HOUSE COMMITTEE MEMBERSHIP 2002/2003

Chair Dr John Marek, AM
Deputy Presiding Officer



Members

Lord Dafydd Elis Thomas
Presiding Officer
(from January 2003)

Plaid Cymru



Peter Black

Liberal Democrat



Glyn Davies
(April 2002-October 2002)

Conservative



Jocelyn Davies
(April 2002-January 2003)

Plaid Cymru



William Graham
(from November 2002)

Conservative



Janice Gregory

Labour



Carwyn Jones
(from January 2003)

Labour



Elin Jones
(from January 2003)

Plaid Cymru



Clerk to the House Committee

John Bowley, Director of Corporate Services
(up to January 2003)

Dianne Bevan, Deputy Clerk to the Assembly
(from January 2003)

House Committee Sub-Groups and Liaison Group

The Sub-Groups provide expert advice and recommendations to the House Committee. Sub-Group recommendations and/or minutes are standing House Committee agenda items for consideration and approval.

Membership of the Arts, Catering and IT Sub-Groups consisted of a Member from each party. It was agreed that substitutions (either by Assembly Members or support staff) would be allowed.

Subject to business for consideration, Sub-Groups met every four weeks during Plenary sessions and were convened to coincide with House Committee meetings.

The Equipment and Facilities Liaison Group meetings were established early in the First Assembly for Members' support staff to raise issues directly with officials and bring forward proposals to the House Committee.

Membership

Arts Sub-Group

Rosemary Butler (Chair)	Labour
Peter Black	Liberal Democrat
Jonathan Morgan	Conservative
Rhodri Glyn Thomas	Plaid Cymru

Catering Sub-Group

David Melding (Chair)	Conservative
Edwina Hart	Labour
Owen John Thomas	Plaid Cymru
Kirsty Williams	Liberal Democrat

IT Sub-Group

Phil Williams (Chair)	Plaid Cymru
Peter Black	Liberal Democrat
Alun Cairns	Conservative
Alun Pugh	Labour

Equipment, Facilities and Liaison Group

Group Representatives (AM Support Staff)

Mike Penn (Chair)

Cath Adams

Claire Bradford

Sarah Sharpe

Labour

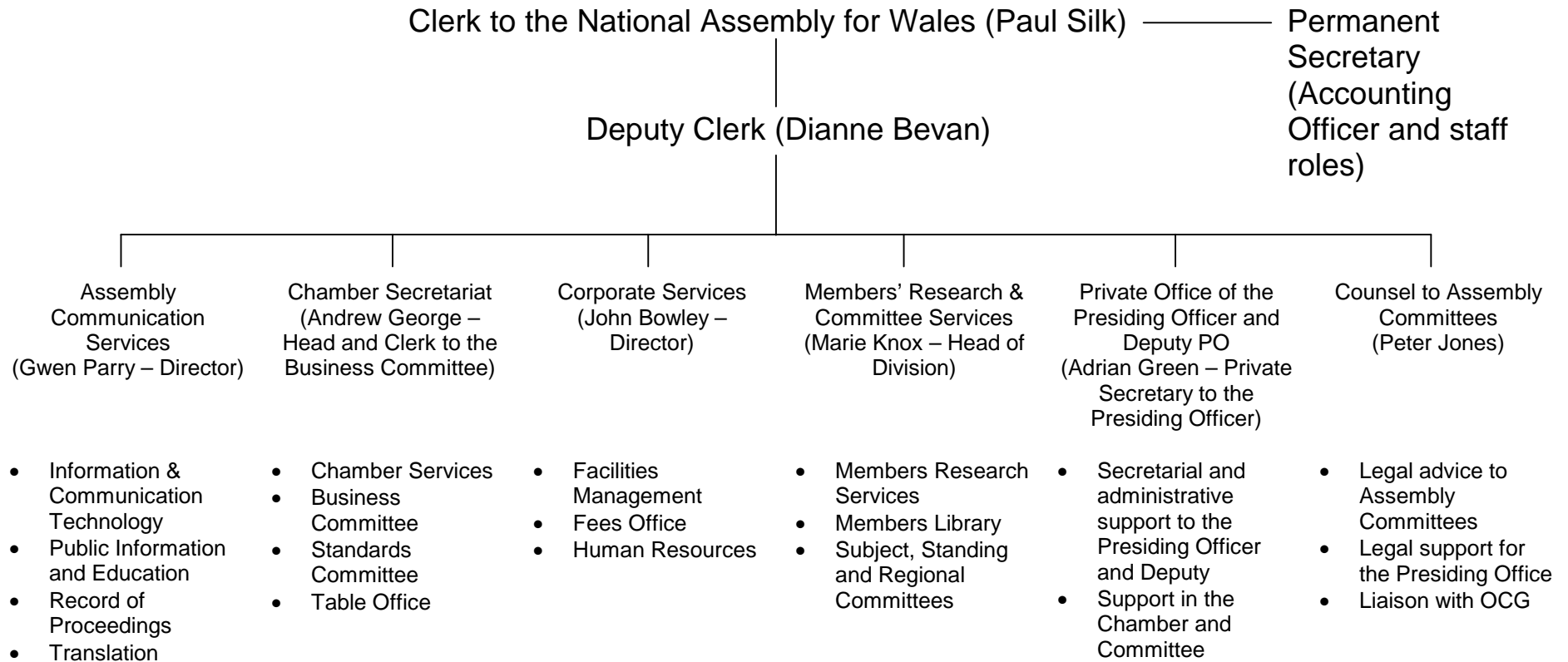
Plaid Cymru

Liberal Democrat

Conservative

Presiding Office – Staff Structure

The Presiding Office supports and takes direction from the Presiding Officer and the Deputy Presiding Officer in their formal roles, and reports to the House Committee in its role of providing facilities for all Members.



Highlights of the Year

Delegation to the House Committee

This year saw the formal delegation of Assembly functions to the House Committee, which took place on 18 December 2002. This follows from the resolution of the Assembly (on 14 February 2002) that although the Assembly is one corporate body, there should be the clearest separation possible between services provided to the Assembly as a whole and those provided to the Government.

The House Committee is now responsible for the following matters:-

- (a) the provision to and for Members (including when acting in proceedings of the Assembly) of facilities, accommodation, staff and such other support services as are reasonably necessary for the better performance by Members of their position as Members of the Assembly, including in its capacity as a legislative body;
- (b) the provision of translation services between English and Welsh for proceedings of the Assembly;
- (c) the preparation of guidance to Members on matters within the Committee's responsibilities;
- (d) the provision of advice to the Assembly on matters relating to its terms of reference and to Members' salaries, allowances and pensions;
- (e) the preparation of a draft budget for the expenditure to be incurred by it and for the administration of the approved budget; and
- (f) the provision of such other services to and for Members of a similar nature to those described above including responsibility for any extension to the building where the Assembly normally meets in plenary session, as the Assembly may from time to time authorise by resolution in plenary.

(Standing Order 36(2))

Staff of the Presiding Office are charged with carrying out the management and operational aspects of these functions, and are headed by the Clerk to the Assembly, who is the designated Additional Accounting Officer, in respect of the Presiding Office's expenditure. The House Committee has made required delegations to staff and has agreed a protocol which ensures that it receives performance information and regular reports, deciding upon major or sensitive issues, whilst allowing the Presiding Office to conduct the day-to-day business of serving the Assembly.

Communication and Education

Early in the year, the House Committee supported the purchase of the freehold of the Pierhead Building, the Assembly's centre for information and education. The opening hours of the building have improved to give greater access, and public visitor numbers to observe formal Assembly and Committee business at Cardiff bay have increased from 4,858 to 5,023 during the year. In addition to these visits, school pupils contacted through visits increased from 5,932 in 2001/02 to 6,694 this year.¹ The House Committee also agreed to subsidise the travel of school parties wishing to visit the Assembly from areas at a distance from Cardiff, with a view to giving greater opportunity for those schools to visit.

The Presiding Office will be opening an office in Colwyn Bay, following a decision of the House Committee this year, which will house staff and an information facility. The Committee has also considered and approved a pilot scheme for web casting the broadcast of Assembly proceedings, which has been operating during the year.

The House Committee approved a new logo, to represent the Assembly as a whole rather than that signifying the Welsh Assembly Government. This is in keeping with the practice of other legislative bodies in the UK.

The Bilingual Assembly

A Bilingual Statement for the Presiding Office has been considered, dealing with its approach to the provision of services in Welsh and English, and this will be made operational during the year 2003/04.

The Presiding Office has piloted an initiative to encourage those who prefer to work from home to become Welsh Language Translators for the Assembly. This has assisted in recruitment to key posts, and has enabled a more flexible form of working.

External and International Links

Overseas interest in the National Assembly continues to flourish with a constant succession of individuals and groups coming to visit from an eclectic mix of regions and countries. Perhaps the most notable overseas visitor was a near neighbour, with Mary McAleese President of the Irish Republic visiting on 3 December 2002 to address Members in the Assembly Chamber. The Marshal of Silesia (Poland) also addressed the Assembly on 9 May 2002.

Politicians and officials visited from a range of countries, including Australia, Bangladesh, Korea, Bosnia & Herzegovina, Finland, Japan, Cape Verde, Georgia, Libya, Malaysia, Peru, Canada and the USA. At the regional level

¹ See Annexe 2

visitors included delegations from the Tobago House of Assembly and the Gauteng Provincial Legislature (South Africa),

In April 2002 the National Assembly hosted the 33rd British Isles and Mediterranean Regional Conference of the Commonwealth Parliamentary Association, which was hailed as a success. Some 58 delegates and 15 spouses from the Falklands, St Helena, Gibraltar, Malta, Cyprus, the Isle of Man, the Channel Islands and the different legislative bodies in the United Kingdom attended the week-long conference in Cardiff.

In February 2003, the Assembly Building provided the venue for a joint Commonwealth Parliamentary Association/Commonwealth Secretariat Conference 'Claiming the Future'. This event brought a range of young politicians and electoral professionals from right across the Commonwealth to the Assembly to discuss issues surrounding the involvement of young people in politics - an issue with great resonance for the Assembly and for Wales.

During the year, the Assembly sent cross-party delegations to the CPA Annual Conference in Namibia, to attend plenary meetings of the British-Irish Inter-Parliamentary Body, and the Presiding Officer attended the Brussels Conference of the Presidents of European Regional Legislative Assemblies.

Strong and useful links have been maintained at both Member and official levels with both Houses of the United Kingdom Parliament, the Scottish Parliament and the Northern Ireland Assembly.

The House Committee accepted a proposed gift from the legislature of New South Wales of a ceremonial mace for the Assembly's use. It will be designed to incorporate the emblem of the Assembly, and its completion is anticipated in time for the opening of the new Chamber building.

Facilities for Members and Staff

During the year, approved changes were made to the way Members' research and committee services are delivered. Relevant members of staff were brought together in one Division, to enhance co-operation and joint working, and the capacity of the Members' research facility was increased. This resulted from the recommendations of the all-party Assembly Review of Procedure, and is already providing a greatly enhanced level of backing to Members.

The Presiding Office is participating in the Assembly's Merlin Project, which is intended to improve current ICT and business change facilities through a partnership with a private sector provider. The House Committee has received regular reports on progress, and a Project Board was established to co-ordinate the Presiding Office and Assembly Members' input into the Project.

Contractual negotiations for the new Assembly Chamber, a flagship building to be located in Cardiff Bay, were progressing to a close during the year. The

House Committee was consulted about design issues and was represented by officials on the Project Board.

Health and safety issues have proved to be key considerations for the House Committee and officials during the year. As well as improving general facilities, the House Committee has agreed enhanced occupational health arrangements for those based in the Cardiff Bay offices, which will include Members, their staff and Presiding Office staff. The appointment of a part-time occupational health nurse was approved as part of these arrangements.

Planning for the changes arising from the Assembly Elections in 2003 has been well advanced during the year. Presiding Office staff established a Project Team to steer through the support for Members before, during and after the election period, where accommodation changes (by the Facilities Management Branch), financial administration (through the Fees Office), arrangements for early business (Chamber Secretariat) and information and induction for new Members (contributions from all areas) were planned. The House Committee will receive a report on the outcome of this project in the year 2003/04.

The provision and support of high quality and committed staff is of central importance to the proper functioning of the Presiding Office. The Presiding Office's Human Resources Branch has further progressed the level of independent support for managers and staff, through recruitment and retention initiatives, staff development and advice. The Branch has played a key role in planning and supporting service improvements, including the move towards a shift system for security staff and the home working initiative.

Legal and Procedural Advice

The post of Counsel to Assembly Committees was established within the Presiding Office at the beginning of 2002/03 and the lawyer in post has advised the House Committee as well as all other subject and standing committees, apart from the Legislation, Business and Standards Committees, which were advised separately. His duties include providing advice to Members on primary legislation and the legislative process, and assisting committees in their role of scrutinising draft Assembly legislation. Since the autumn of 2002, the Counsel to Assembly Committees has assisted the Members Research Service in responding to any legal queries raised by Members or their staff and in the compilation of explanatory background papers.

During the year, procedural advice has been available to the Presiding Officer through the Clerk to the Assembly and officials of the Presiding Office, including the Chamber Secretariat and the Table Office. Revisions of the Standing Orders have been prepared for consideration by the Assembly. The House Committee received advice upon the procedures necessary to establish that Committee as an executive body with delegated powers.

Assembly Business 2002-2003

The Assembly in Plenary

There were 66 Plenary Meetings held during the financial year 2002-2003, administered, advised and supported by Presiding Office staff. Meetings were held on Tuesday and Wednesday afternoons, between 2.00pm and 5.30pm. The Assembly was recalled for a special meeting on 4 April 2002 to pay obituary tributes to Her Majesty The Queen Mother.

A record number of oral and written questions (3,927) were tabled during 2002-2003. Unlike Westminster and the other devolved legislatures, Assembly Members table considerably more oral questions than written questions. However, there were signs of the balance changing somewhat in 2002-2003 and almost as many written questions were tabled as oral in the early part of 2003.

Committee Highlights

183 Committee meetings were held in 2002/03. Committees received over 1,000 papers, over 400 of which were produced by the Presiding Office. About 150 research briefs were provided for committees.

[Agriculture and Rural Development Committee](#)

Much of the Committee's time during the reporting year was devoted to its inquiries into the future of organic farming and agri-environment schemes.

In April 2002, the Committee undertook an inquiry into the future of organic farming in Wales². The Committee consulted widely and received a number of written and oral submissions. To further inform the inquiry, Members visited the Trawscoed research farm of the Institute of Grassland and Environmental Research (IGER), and *Rachel's Dairy*, Britain's first certified organic dairy. The final report was published in October 2002 and included a series of recommendations. The Committee's key recommendation, to introduce a scheme of ongoing maintenance payments for organic farmers, was adopted by the Welsh Assembly Government.

Its work on organic farming led the Committee to undertake an inquiry into the future of agri-environment schemes in Wales³ in July 2002. The Committee's report, agreed in March 2003, laid down a set of principles against which it hopes all future agri-environment schemes in Wales will be assessed.

² Terms of reference for the review: *'To assess the prospects of organic farming in Wales, the appropriateness and achievability of current Welsh Assembly Government targets and consequent implications for policy and resource allocation within the budget for agriculture and rural development.'*

³ Terms of reference for the review: *'To consider the effectiveness of Tir Gofal in delivering its objectives and to make recommendations for the future shape and funding of agri-environment schemes in Wales.'*

In response to concerns about delays in the payment of CAP subsidies, the Committee undertook a short inquiry in the first part of 2003. The subsequent report was well received by the farming industry.

During the reporting year the Committee made a conscious attempt to carry out its responsibility to scrutinise specific statutory instruments (SIs). It regularly received a list of forthcoming instruments from which it chose those to be considered in detail. In May 2002, the Committee agreed an informal protocol for handling subordinate legislation and subsequently considered 9 SIs.

In July 2002, the Committee met for the first time outside Cardiff. The meeting was held at the Royal Welsh Showground, Builth Wells.

[Audit Committee](#)

The Audit Committee had a busy year, publishing eleven reports covering a wide range of subjects:

- Securing the Future of Cardiff Bay
- Procurement in the Further Education Sector in Wales
- The Arts Council for Wales: Centre for Visual Arts
- Finances of NHS Wales
- Managing the estate of the National Health Service in Wales
- European Union Structural Funds: Maximising the Benefits for Wales
- The Renewal and Disposal of Property held by The National Health Service in Wales
- The General Report on the Financial Audit Work of the Auditor General for Wales 2002
- Osiris: The PFI Contract for Information Technology in the National Assembly for Wales
- The National Assembly's New Building: Update Report
- The Accounts of the National Council for Education and Training for Wales for the period ending 31 March 2002

The reports covered issues relating to contract management, procurement, managing assets effectively, risk assessment, risk management and business planning.

[Business Committee](#)

The Business Committee advises on the management of the Assembly's business and on the general practice and procedure of the Assembly. The Committee met weekly on every Tuesday when the Assembly was in session. It was chaired by the Deputy Presiding Officer and attended by the Minister for Assembly Business and a Business Manager from each of the other three parties. The Committee meets in private and minutes are published six weeks after each meeting.

Culture Committee

The Culture Committee programme during the year was dominated by two policy reviews. At the start of the year the Committee was in the final stages of its policy review of the Welsh Language⁴. This was a wide-ranging study and was unique in that it involved all of the Assembly's Committees, and was conducted in tandem with the Education and Lifelong Learning Committee. The report was debated in Plenary in July 2002 and many of its recommendations were subsequently taken up in the Government's Action Plan on the Welsh language 'Iaith Pawb'. The Committee also held three highly successful question and answer sessions regarding the report during the National Eisteddfod week in St David's, Pembrokeshire.

A further review of Participation in Sport and Physical Exercise was started in July and continued for the remainder of the year, resulting in a Plenary debate on 1 April.⁵ Many of its recommendations were subsequently taken up in the Government's 'Sport and Active Recreation in Wales, Strategy for Consultation'. The Committee received oral evidence from a vast array of presenters including senior Ministry of Social Affairs, Health, and Education officials from Finland.

The Committee was also heavily involved in the scrutinising of the final reports on the Quinquennial Reviews of its Assembly Sponsored Public Bodies (ASPBs). During the year, discussions were held on the reports of the National Library of Wales, Royal Commission on the Ancient and Historical Monuments in Wales and the Sports Council of Wales, leading to valuable recommendations.

Economic Development Committee

The Economic Development Committee held 18 formal meetings in 2002/3. Most of these were in Cardiff but it held one in West Wales at the National

⁴ Terms of reference for the review: *To seek to define more closely the National Assembly's established objective of 'creating a bilingual Wales'. The Committee will aim to suggest a concrete strategy of actions for achieving that objective. The review will pay particular attention to the following themes:*

- *Enabling people to use either language or both in all aspects of national life and in their communities;*
- *Supporting Welsh as a family and community language;*
- *Providing opportunities for people to learn Welsh, and to use it;*
- *Promoting equal respect for both Welsh and English, and maintaining national consensus and goodwill about bilingualism.*

The Committee will examine the work of the Welsh Language Board, and it will also examine the role and contribution of a range of other organisations. These will include agencies involved in economic development, tackling social exclusion, improving learning, and improving the quality of life.

⁵ Terms of reference for the review: *To review the levels of participation in sport in Wales and how they might be increased, looking in particular at:*

- *Barriers to Access;*
- *Infrastructure and Facilities;*
- *Elite Sports.*

Botanic Garden in Llanarthne and one in North Wales at the Shotton Paper Company. The latter was followed by a visit to the Airbus factory at Broughton.

Much of the Committee's attention in the year focused on completing its Review of Energy Policy in Wales.⁶ It published four reports. Two of these were for consultation – on Renewable Energy and Energy Efficiency. The other two were final reports, on the same subjects, giving the Committee's final views in the light of the responses to the consultation. The Committee also undertook an examination of policies in Wales for the development of Broadband ICT and published a report on these.

In the course of the year the Committee took evidence from a wider range of bodies and organisations. It visited the USA, at the invitation of the US State Department, to look, in particular, at economic regeneration and the issues surrounding the development of Broadband ICT. It also visited the Västra Götaland Region of Sweden to examine similar issues and particularly the success that Sweden has had in making broadband communications widely available.

In its examination of the Welsh Assembly Government, it placed particular attention on the implementation of the policies set out in "A Winning Wales" and on monitoring the progress with the EU Structural Funds. It also received regular reports to enable it to monitor the development of the Welsh economy.

[Education and Lifelong Learning Committee](#)

During the year, the Committee published a report on the policy review of the Welsh language in education⁷. This formed part of a joint report with the Culture Committee entitled 'Our Language: Its Future'. The report was published in July and a plenary debate was held the same month. The Welsh Assembly Government subsequently issued 'Iaith Pawb: A National Action Plan for a Bilingual Wales', which adopted most of the key recommendations of the two Committees. In the autumn, the Committee began a 'blue skies' policy review of the 'School of the Future'⁸. The Committee published an interim report in March and a plenary debate was held before the Easter recess. The Assembly Minister accepted the key recommendations and

⁶ Terms of reference for the review: *To explore possible long-term scenarios for (non-transport) energy production and use in Wales and make recommendations to the Assembly Cabinet on a strategic framework most appropriate to achieving the optimum use and generation of energy in Wales by 2020 and with regard to further developments.*

⁷ Terms of reference for the review: *To seek to define more closely the promotion of the Welsh Language and the benefits of bilingualism and education and lifelong learning in achieving the National Assembly's vision of fostering Wales' unique and diverse identity. The Committee will aim to suggest a strategy for actions in the area of education and training to help achieve that vision.*

⁸ Terms of reference for the review: *The policy review will identify possible changes in the roles and operation of primary and secondary schools in 10 to 15 years' time. The review will recommend policy developments necessary to take account of these anticipated changes, building on the strategy set out in "The Learning Country".*

undertook to report to Committee early next year, setting out a strategy for change over the next 10 to 15 years. The highlight of both these policy reviews was the contribution made by young people, both in written responses and in oral presentations to the Committee.

No visits were made by the Committee and no meetings were held outside Cardiff; however during this period the Committee received evidence from three foreign presenters - Professor Joan Netten (University of Newfoundland, Canada), Dr Claude Germain (University of Quebec, Canada) and Nicholas Gardner (Department of Culture, Basque Region of Spain). All the presentations were related to models of bilingual teaching and learning.

[Environment, Planning and Transport Committee](#)

The highlight of the year for this Committee was its review of local biodiversity action⁹. The main recommendations were to increase political commitment to biodiversity and match this at a local level with resources. The Committee also recommended increasing the accessibility of information and expertise available to support local partnerships, and the establishment of biodiversity awards - all aimed at supporting the delivery of local conservation actions. The Welsh Assembly Government accepted all ten recommendations.

The Committee met once off site at the Blaenavon Workmens Hall, Blaenavon, in May 2002. Members were offered an informal visit prior to the meeting, to the Blaenavon Ironworks site run by Cadw, as the meeting was to discuss the Quinquennial Review of Cadw.

The Committee also undertook one visit, to the Local Biodiversity Project at Rhydymaim, near Dolgellau, on 11 October 2002.

[Equality of Opportunity Committee](#)

The main focus of the Equality of Opportunity Committee's work during the last year has been its review of service provision for Gypsies and Travellers¹⁰. The wide-ranging review, which considered issues relating to accommodation, health and education services, was laid before the Assembly just before the Easter recess. As part of the evidence gathering process the Committee visited the Republic of Ireland and several Gypsy-Traveller sites across Wales. The Committee also held a successful seminar and workshop event for service providers to share their experiences.

⁹ Terms of Reference for the review: *To review current progress and ensure that Local Biodiversity Action Plans (LBAPs) are in place for all areas of Wales, and identify further action needed at the national and local levels to support LBAP implementation through partnerships.*

¹⁰ Terms of reference for the review: *The provision of services for gypsy-travellers in Wales, giving particular regard to: (1) education, health, accommodation, employment, and the role of local authorities; (2) whether the Assembly should have specific policies on services for gypsy-travellers in relation to education, social services, local government, housing, health, environment, planning and equality; (3) whether sufficient statistical information is available to facilitate service planning in this field.*

The Committee played a leading role in the recent Equal Pay Campaign, with the campaign steering group drawn from members of the Committee and representatives of the Equal Opportunities Commission and the Wales TUC.

The Committee also considered a number of other important issues including the UK Government's proposals for a single equality body, increasing diversity in public appointments, access to polling stations and the development of race equality schemes.

European and External Affairs Committee

The European and External Affairs Committee considered a number of important issues over the last year including the implications of enlargement, reform of the Structural Funds post-2006 and the Convention on the Future of Europe.

The Committee discussed the priorities of the Greek and Danish Presidencies of the EU with representatives of the Embassies of those countries; it discussed enlargement with the Ambassador of the Czech Republic and a range of issues of mutual interest with the Marshal of the Silesian Voivodeship.

The Committee also held an ongoing programme of discussions with subject committee Chairs to highlight the extent to which European and external affairs issues were being considered in other Committees.

Health and Social Services Committee

The Health and Social Services Committee focused on two main areas during the year: its review of services for children with special health needs¹¹, and scrutiny of legislation.

Review of Services for Children with Special Health Needs

In December 2002, the Committee concluded its review with the formal launch of its report at the Special Needs Activity Centre in Margam. An extensive public consultation exercise had been undertaken, following which 18 organisations were invited to present oral evidence to the Committee. Much of the evidence was anecdotal as it related to people's experience and perception of the services they received. The Committee's consideration of the evidence concentrated on the areas where there was common concern or conflicting views. The Committee made 27 recommendations, identifying

¹¹ Terms of reference for the review: (1) *To review the availability of primary care, community and social care services for children with special health needs, including services provided in schools and through the medium of Welsh;* (2) *To make recommendations on how those services might be improved so that children with special health needs have the treatment, care and associated services they need to develop their full potential and live as independently as possible;* (3) *To identify good practice in cross-agency working in meeting special health needs and providing co-ordinated primary care, community and social care services that are centred on the needs of the individual child;* (4) *To report to the National Assembly for Wales in Plenary on the above, by June 2002.*

where action was needed. The overall conclusion was that there were pockets of apparent good practice across Wales but more needed to be done to ensure that families received the best services from initial diagnosis through to a smooth transition to adult services.

In parallel to the Committee's work, the Wales Office of Research and Development commissioned a literature review from the Department of Child Health, University of Wales College of Medicine, working in conjunction with the Families Study Research Centre of Cardiff University (a joint initiative between Cardiff University and the University of Wales College of Medicine). The primary purpose of this work was to inform the Committee's review, but the work will have value for professionals and other interested organisations beyond the immediate needs of the review.

The Committee's report was debated in plenary on 11 February 2003. The Minister for Health & Social Services accepted all the recommendations in principle, and published her response and an action plan on the day of the debate.

Legislation

NHS Reform and Health Care Professions Act

The Committee agreed a protocol that enabled the Minister to consult the Committee on the terms of the proposed draft Orders prior to the Bill receiving Royal Assent in July 2002. The Committee considered three proposed draft Orders covering the functions of Local Health Boards, their membership and constitution, and the requirement for Health and Well Being Strategies. A number of proposed amendments were debated, five of which were accepted.

Health (Wales) Bill

The Committee worked with the House of Commons Select Committee on Welsh Affairs in scrutinising the draft Bill. Members of the Select Committee attended a meeting of the Health & Social Services Committee on 29 May 2002. Using the previously agreed protocol, Assembly Committee Members tabled 17 amendments for debate at that meeting, five of which were accepted by the Minister. Following the meeting, a formal report of the Committee's recommendations was sent to the Minister for Health & Social Services.

Draft Mental Health Bill

On 25 June 2002, the UK Government announced the publication of a draft Mental Health Bill and accompanying consultation paper. Committee members were concerned about the provisions of the Bill and their impact on Wales. There was particular concern about human rights issues and the capacity to deliver the safeguards such as advocacy services and tribunals. The consultation on the draft Bill and supplementary proposals ran until 16 September. As it had not been possible to fit in sufficient time in the meetings

before the summer recess to consider the draft Bill, the Committee agreed unanimously to seek approval to hold a meeting during the summer recess, prior to the end of the consultation period. The meeting was held on 11 September, and key organisations in Wales were invited to give their views on the provisions of the Bill and how they would impact on people and services in Wales. Following the meeting, the Chair wrote formally to both the Minister for Health & Social Services and the UK Government asking that the views of the Committee be taken into account.

The Committee undertook one visit during the year – the launch of its review report on 12 December 2002 at the Special Needs Advisory Centre, Margam. No off-site meetings were held.

Legislation Committee

During the period between September 2002 and March 2003, the Committee met 18 times and considered 153 pieces of legislation, issuing a report on each Statutory Instrument. The Committee also published a report entitled “Summary of Activity during 1999 – 2003”, which described the work of the Committee since its foundation up to the end of the First Assembly. A more detailed report summarising the Committee’s work during September 2002-March 2003 is to be included in the next year’s Annual Report.

In December 2002 the Chair of the Legislation Committee, Mick Bates AM, accompanied by the Committee officials, appeared before the Richard Commission and made a submission.

In January 2003, in co-operation with the Office of the Counsel General, the Committee held a joint Seminar on Primary Legislation. The seminar was intended for the Assembly Members, their research staff and civil servants.

In January 2003 at the Plenary, the Presiding Officer raised one of the Legislation Committee’s recommendations to the Assembly Review of Procedure regarding its role in ensuring that subordinate legislation procedures are being fully complied with (such as regulatory appraisal, environmental impact assessment and consultation with business). Following this, the Committee raised this issue again at its meeting and another letter regarding this issue was written to the Chair of the Business Committee, Jenny Randerson AM, and copied to the Presiding Officer.

In November 2002, the Committee visited the Office of the Counsel General to be briefed on the process of co-drafting of legislation simultaneously both in English and Welsh. The Committee also received the Clerk to the Select Committee on Delegated Powers and Regulatory Reform, Christine Salmon, who gave a brief presentation on the role of her Committee.

Local Government and Housing Committee

The Committee completed its review into the streamlining of policies and programmes aimed at Community regeneration in June 2002¹². During the course of that review, it found that many communities did not have the capacity to participate fully in the regeneration agenda. It also identified a shortage in qualified regeneration staff to meet the demands of the programme.

The Committee therefore decided to continue its review by looking specifically at Capacity Building and Training¹³. The Committee's findings and recommendations for this extended remit were published in March 2003. The evidence gained in producing the report was gathered from the experiences of organisations in the regeneration field throughout Wales. As part of this review, the Committee included a visit to the Ballyfermot Partnership in Dublin, where it gained valuable information on how successful regeneration projects could be organised.

Standards of Conduct Committee

The Committee met formally four times during the year but also met informally to discuss the Woodhouse Review of the Standards of Conduct Regime of the National Assembly for Wales.

The main issues the Committee dealt with were:

- the Assembly's requirement that Members should register membership of the Freemasons;
- the Woodhouse review of the Assembly's Standards of Conduct arrangements; and
- oral declarations of interests by Members.

The Committee also provided advice to the Presiding Officer on a number of ad hoc issues.

¹² Terms of reference for the review: *To consider:*

- *The policy and programmes aimed at community regeneration which have been adopted by the National Assembly and its sponsored bodies with a view to making recommendations for streamlining the existing programmes and improving the arrangements for delivery;*
- *The financing for those policies;*
- *The role of partnerships in developing community regeneration;*
- *What further issues the Committee should address on other aspects of the community regeneration agenda, taking account of the work that has been undertaken for the 'Communities First' programme.*

¹³ Terms of reference for the review: *(1) To consider the arrangements for raising the capacity of communities to participate in the regeneration agenda; (2) To consider the arrangements for developing the capacity of key public agencies to work in partnership with communities; (3) To examine ways of addressing the shortfall of qualified community regeneration staff to meet the demands of the regeneration programmes.*

REGIONAL COMMITTEES

Regional Committees met all over Wales in 2002/03, and around 885 members of the public attended the meetings.

[Mid Wales Regional Committee](#)

The Committee met four times between April 2002 and March 2003, in Tywyn, Newtown, Lampeter and Dolgellau. Generally, the Committee focused on public discussion of policies being developed by the Welsh Assembly Government or reviews being carried out by subject committees. These included education issues, the Culture Committee's Review of Sport, coastal erosion and renewable energy. Members of the public have been encouraged to raise questions and to engage in discussions with Committee Members on the subject topics.

At its meeting on 17 May, the Committee discussed the provision of Further Education, Lifelong Learning and Training in Mid Wales. Presentations were made by ELWa Mid Wales, the Basic Skills Agency, and Coleg Harlech. The Committee also had a discussion session on the Coastal erosion in the Tywyn Area which raised many comments from the public on the evidence taken from Gwynedd County Council, Tywyn and Aberdyfi Coastal Protection Group, the Countryside Council for Wales and the Environment Agency.

On 1 November, the Committee took evidence on the Operation, Aims and Activities of the Mid Wales Partnership, from Powys County Council in relation to the Sports Review being carried out by the Culture Committee; received a presentation from pupils from Mid Wales who attended the Earth Summit 2002 and had a general open microphone session for the public to make representations to the Committee on any issues affecting the locality.

21 January found the Committee meeting appropriately at the University of Wales Lampeter to discuss the issues of Top-Up Fees and presentations were made both by the President of the Student's Union and the Vice Chancellor of the University. The Committee also discussed the issue of Small Rural Schools in Ceredigion and received a presentation from Helen Nelson from Ymlaen Ceredigion on sustainability issues in Mid Wales. The public was again encouraged to make their views known as each item was discussed.

On 14 March, the Committee received a presentation from Gwynedd County Council on the issues affecting Green Tourism, and the priorities for action in relation to the Future Prosperity of Mid Wales from the Mid Wales TUC. The Committee also had interesting discussions relating to renewable energy issues in the form of a presentation regarding an innovative renewable energy project at the Llechwedd Slate Mines and another from the Forestry Commission.

Average public attendance during the year was 42 people.

[North Wales Regional Committee](#)

The North Wales Regional Committee met five times between April 2002 and March 2003, in Gresford, Amlwch, Connah's Quay, Ruthin and Caernarfon. During the reporting period, the Committee discussed renewable energy; sport in Wales; the operation of crime reduction partnerships and measures to tackle anti-social behaviour; regional flood defence programmes and rail services in North Wales.

Given his responsibility for the co-ordination of policy of North Wales, the Committee issued a standing invitation to the First Minister to attend its meetings. He subsequently attended three meetings at which a substantial period was dedicated to an open question and answer session involving the First Minister and members of the public.

The Committee has remained committed to an inclusive approach to its work. Public attendance has remained consistently high throughout the year, averaging over 100 people.

In addition to the formal public meetings, four informal briefing sessions were held which focused on the financial settlement for the North Wales Police Authority and the Wales & Borders rail franchise and associated rail issues.

[South East Wales Regional Committee](#)

The South East Wales Regional Committee covers the geographical area of the South East Wales economic forum i.e. Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff, Torfaen and the Vale of Glamorgan. The rules governing membership of Regional Committees means that half of all Assembly Members are Members of the South East Wales Region.

Between April 2002 and March 2003, the Committee met five times, in Rhoose, Blackwood, Pontypridd, Abertillery and Cardiff. For the first two of these meetings, the Committee was chaired by Jonathan Morgan. In accordance with agreed procedure, the Chair of the Committee rotates annually amongst representatives of the four main political parties. Accordingly, Owen John Thomas was elected to the post for the other three meetings.

The Committee concentrated on single issue agendas at each of its meetings. At Rhoose, it discussed transportation issues, at Blackwood, renewable energy. The subject at the Pontypridd meeting was developing provision for cultural activities, whilst at Abertillery it deliberated on reviewing the levels of participation in sport. Finally, the Cardiff meeting looked at the availability of social housing.

At each of its meetings the Committee received short presentations from experts in the particular field. Members were then invited to comment, after which the public was invited to raise questions, which are normally, though

not exclusively, concerned with the issue of the day. If the relevant Minister is in attendance, they will normally answer such questions direct. If not, the questioner is provided with a written answer at a later date.

Public attendance at the meetings varied between 32 at Blackwood and 66 at Pontypridd. Average attendance for the five meetings was about 50, a fall of ten on previous years.

South West Wales Regional Committee

The Committee met three times between April 2002 and March 2003, in Haverfordwest, Swansea and Gower. Generally, the Committee focused on public discussion of policies being developed by the Welsh Assembly Government or reviews being carried out by subject committees. Members of the public have been encouraged to raise questions and to engage in discussions with Committee Members on the subject topics.

At its meeting on 24 May 2002, the Committee discussed disability issues. The discussion was at the request of Edwina Hart, the Minister with responsibility for equal opportunities, who was also a member of the Committee. The meeting received a presentation from the Disability Rights Commission and specialist organisations were able to put their views to the Committee. At the same meeting, the Committee also discussed the National Assembly's Economic Development Committee's Review of Energy Policy in Wales and heard from a number of local organisations and interest groups. Their views, and those of the public who contributed, were fed back to Christine Gwyther, Chair of the Economic Development Committee, as part of that Committee's consultation exercise.

In November, the Committee discussed crime and disorder issues and received a wide range of views from voluntary organisations and local authority representatives and heard evidence on initiatives undertaken by local groups to tackle crime related problems. The evidence presented to the Committee was formally submitted to Edwina Hart, Minister for Finance, Local Government and Communities, following the meeting.

In January 2003, the Committee discussed the National Assembly's Local Government and Housing Committee's Review of Capacity Building for Community Regeneration. The Committee received presentations on these issues from local organisations, including the local authority and voluntary groups. The evidence presented to the Committee was submitted to Gwenda Thomas, Chair of the Local Government and Housing Committee, as part of the consultation process being undertaken by that Committee.

Average public attendance during the year was 55 people.

Resources

Employees (summary)

The table below shows the expected complement and actual number of employees in post in the Presiding Office in April 2002 and March 2003.

Year /Month	Expected Complement of Staff	Actual Number of staff in post
April 2002	306	224
March 2003	294	221

Distribution of employees at 31 March 2003

Division/Branch	No of staff in post
Presiding Officer's Private Office	4
Clerk's and Deputy Clerk's Offices	3
Assembly Communication Services	
Director	1
Information Communication Technology	4
Public Information & Education	26
Record of Proceedings	15
Translation Services	38
Corporate Services	
Director	1
Fees & Finance	11
Human Resources	9
Office & Facilities	41
Members' Research & Cttee Services	
Divisional Head	1
Committee Secretariat	30
Members' Research Services	27
Chamber Secretariat & Table Office	7
Legal Division	2
Trade Union Side	1
TOTALS	221

During the period 1 April 2002 to 31 March 2003, the Presiding Office conducted a high level of recruitment activities, with a total of 89 external recruitment schemes. This resulted in the appointment of 55 candidates. The remaining 34 posts are at various stages of the selection and appointment process.

This demonstrates difficulties experienced in recruiting and retaining staff for the Presiding Office, and the high vacancy levels are further reflected in the

budget spend demonstrated (under **Budget**) below. These have proved to be one of the most significant resource challenges for the Presiding Office, and continued action will be needed improve this position. The Human Resources Branch is taking forward various initiatives in this respect during 2003/04.

Budget

The total Presiding Office budget for 2002-2003 was £25,619,000, as follows:-

Presiding Office Costs 2002-2003		
Branch	Total Expenditure (£)	Allocation (£)
Direct Running Costs- Staff		
Presiding Officer's Private Office	123,236	153,500
Clerk's and Deputy Clerk's offices	234,249	264,650
Legal Advisor	53,254	72,800
Committee Secretariat	1,246,965	1,116,150
Assembly Business	199,650	264,260
Communications Services	2,731,063	3,530,250
Corporate Services	1,486,512	1,626,455
Unallocated reserve		212,935
TOTAL STAFF COSTS	6,074,929	7,241,000
General Admin Expenditure		
Presiding Officer's Private Office	4,291	9,000
Clerk's and Deputy Clerk's offices	4,585	7,500
Committee Secretariat	107,998	163,350
Assembly Business	72,172	151,000
Communications Services	1,380,329	1,557,300
Corporate Services	5,341,796	5,775,998
Unallocated reserve		167,852
TOTAL GAE	6,911,171	7,832,000
Members' Pay & Allowances	8,325,502	8,862,000
TOTAL CAPITAL	1,543,439	1,540,000
Cost of Capital and Depreciation	144,000	144,000
TOTAL EXPENDITURE	22,999,041	25,619,000

The Estate

The House Committee has responsibility for the following buildings:-

- ◆ The Assembly building in Cardiff Bay, which contains the Assembly Chamber, Committee Rooms and other meeting rooms, accommodation for Assembly Members (except Ministers) and their staff, accommodation for Presiding Office staff and associated catering and reception facilities.
- ◆ The Pierhead Building, which is the base for the Assembly's communication and education facilities, and includes an interactive display and shop.

Presiding Office staff are present in two of the Assembly's regional offices in Carmarthen and Llandrindod Wells. An office of the Presiding Office will open in Colwyn Bay in 2004.

Security considerations have been at the forefront of works to Assembly buildings planned or undertaken during the year. The House Committee has agreed works to the reception area in the Cardiff Bay Assembly Building to allow a better service for visitors who are required to go through a security process, and has also consented to enhancement to security facilities in the Chamber following two incursions by protestors.

The House Committee and Presiding Office staff have been consulted about the plans for the new Assembly Building in Cardiff Bay, particularly about facilities to be provided in the new building, and detailed design aspects. When completed (scheduled for late 2005), the new building will be managed by the House Committee through the Presiding Office.

2002/03 Objectives and Performance

The Presiding Office Corporate Statement for 2001/2 set out the principal goal for Presiding Office staff, which is ***“to provide services of the highest quality to all Members and always seek to identify when these services could be improved.”*** The objectives contained in the Statement to support this were as follows, with some examples of the way these objectives have been progressed and met during the year:-

OBJECTIVES	EXAMPLES
<p>We will ensure that all Members meeting in Plenary and in Committee have the procedural, information, administrative and security support necessary for them to do their work effectively and efficiently.</p>	<ul style="list-style-type: none"> • Integration and enhancement of Members’ research and committee services. • Security improvements made and planned following Chamber incursions and aftermath of 9/11.
<p>Within our budget, we will provide all Members with the services, advice, assistance, accommodation and facilities they need to fulfil their responsibilities as Members.</p>	<ul style="list-style-type: none"> • Continued effective maintenance of Members’ facilities in Assembly buildings. • The construction of a new debating chamber is underway. • Successful completion of the planning and implementation of the 2003 Election, Members’ Support Project.
<p>Whenever practicable, we will provide our services to Assembly Members and their staff and to the public so as to give effect to our obligations under Section 47 of the Government of Wales Act (Equal treatment of English and Welsh languages), and we will support staff who wish to learn and improve their Welsh.</p>	<ul style="list-style-type: none"> • Consideration of the Presiding Office Bilingual Statement. • Members and staff who wish to learn or improve Welsh language skills given training or tuition. • Continued development and enhancement of the translation and record service through improved recruitment and home workers pilot. • A Welsh language skills audit was conducted and appropriate changes made to Welsh training strategies.
<p>We will have full regard to the principle of equality of opportunity for all people (Section 48 of the Government of Wales Act).</p>	<ul style="list-style-type: none"> • Presiding Office has actively participated in Assembly initiatives to improve employment opportunities for those with disabilities and from under-represented minorities,

OBJECTIVES	EXAMPLES
	including provision of several employment placements under the New Deal For Disabled People Scheme.
We will increase public understanding and awareness of the Assembly, and we will endeavour to make the Assembly accessible to all.	<ul style="list-style-type: none"> • Improved opening hours for the Pierhead public information facility, subsidised transport for school parties visiting the Assembly. • Pilot web casting project continuing. • New Presiding Office branch and exhibition centre in Colwyn Bay progressed this year and due to open in January 2004. • Regional strategy implemented with regional staff in place in the four regions.
We will have a customer orientated approach in all the services we provide to Assembly Members, staff and the public and strive continuously to improve them.	<ul style="list-style-type: none"> • Member Satisfaction Survey undertaken and results acted upon. Assembly-wide Staff Attitude Survey examined for Presiding Office staff input and results acted upon.
We will co-operate fully with colleagues in the rest of the Assembly, while safeguarding Members' confidence in our independence as members of staff of the Presiding Office.	<ul style="list-style-type: none"> • Presiding Office staff closely involved with interface projects including Merlin, new IT Human Resources project, new payroll arrangements and the New Chamber, to safeguard Members' wider interests. • Presiding Office staff members have made presentations to colleagues in policy divisions, explaining the nature of their work.
We will maintain the Assembly's leadership position in its use of information technology to serve democratic purposes.	<ul style="list-style-type: none"> • Development of the New Chamber planned to include a major investment in ICT to enhance the public experience of the building as well as Member facilities. • E-democracy project underway.

OBJECTIVES	EXAMPLES
<p>We will strive to retain and attract high quality staff and to train, motivate and develop them.</p>	<ul style="list-style-type: none"> • Development is proceeding of a comprehensive recruitment guidance that is reflective of equality of opportunity, best practice, civil service and Assembly policy. • Planned the provision of remote working for posts requiring Welsh language and which can be hard to fill posts. • Development of a new HR IT system has taken place, which will allow recruitment and appointment of candidates using a more efficient system and enable the provision of coherent and accurate management information. • A week of Health & Safety awareness events was provided during the European Health & Safety Awareness Week to promote understanding at all levels and a 'Stress Busters' programme was run to spread awareness of stress related issues.
<p>We will continue to employ the EFQM Excellence Model and use this as one means of improving our standards of performance.</p>	<ul style="list-style-type: none"> • EFQM projects reviewed by management of the Presiding Office and communication to identify major themes for improvement for inclusion in plans for the future.
<p>We will carry out our functions economically, efficiently and effectively.</p>	<ul style="list-style-type: none"> • Presiding Office has operated well within its budget for 2002/03. • Effectiveness demonstrated by improvements in performance and effective planning.
<p>We will develop and improve our planning and budgeting processes, in the context of resource accounting and corporate governance.</p>	<ul style="list-style-type: none"> • Corporate Governance Committee established in the Presiding Office, to advise and assist the designated Accounting Officer.

OBJECTIVES	EXAMPLES
<p>We will prepare for new developments, especially those associated with the Assembly Review of Procedures, the Independent Commission to review Assembly powers and the occupation of the new building.</p>	<ul style="list-style-type: none"> • Enhanced service provision for research and committees arising out of the Review of Procedures. Evidence submitted to the Richard Commission. • Presiding Office fully participating in the new building project and leading on two project boards.
<p>We will strengthen our co-operation with other democratic institutions in the United Kingdom, Europe, the Commonwealth and the rest of the world.</p>	<ul style="list-style-type: none"> • Links built with comparable legislatures and relevant associations, including the Commonwealth Parliamentary Association. • Key conferences held in Cardiff. Officials continue to develop and enhance links with their equivalents in other parliaments and assemblies, examples include official recording staff, overseas and external liaison staff and public information and education staff. • Decision made to establish European information and briefing service in Brussels to increase awareness of European issues.

Forward Look

Elections to the Second Assembly took place in May 2003. The House Committee will receive a report on the project to secure a smooth transfer for Members early in the Second Assembly.

The House Committee's new status will require its continuing and close involvement in the new Assembly Chamber and the Merlin Projects, as both will be reaching crucial stages in 2003/4. The Presiding Office will continue to support Members through relevant project boards and in ensuring that close consultation with and timely decision-making by the House Committee is assisted.

The Senior Salaries Review Board is likely to undertake a review of salaries for Assembly Members during 2003/4.

During 2003/4, the Presiding Office will introduce new IT systems for Human Resources information and for payments. It is anticipated that these will improve the accuracy and reliability of information, and efficiency in processing payments to Members, their staff and Presiding Office staff. Work will continue on the development of effective Human Resource policies and on improving recruitment and retention of staff.

Members' Research and Committee Services has expanded its role in respect of the provision of research, and briefing advice to committees will continue to develop. Regular feedback will be sought from Members and this will be used to inform the development of the service.

A new branch of the Presiding Office is to open in Colwyn Bay in the spring of 2004.

Other areas for the House Committee to consider in 2003/4 will include:-

- ◆ Code of Conduct for the Committee;
- ◆ Race Equality scheme;
- ◆ Strategy for external links;
- ◆ Status of meetings – the House Committee will hold its first meeting in public in the autumn of 2003;
- ◆ Establishment of a research and support service for Members in Brussels.

Committee Membership and Attendance

183 Committee meetings were held during the financial year 2002-03. Members' attendance at each Committee is detailed as follows. The following should be noted with reference to these figures:-

- ◆ In view of complexity, the reasons and apologies for non-attendance are not included in this Annex. Reasons include illness, bereavement and conflicting duties.
- ◆ These attendance figures do not indicate whether attendance was for the whole or part of a meeting.
- ◆ Standing Order 8.7 states that if any Member fails to attend a Committee of which they are a Member for four consecutive meetings without good cause for their absence being shown to the Presiding Officer, they will cease to be a member of the Committee. There are no examples of a Member losing Committee membership in this way.
- ◆ Although it is not always possible for Members to attend Committee meetings, they are able to seek a substitute Member to attend on their behalf and thus to secure proper representation at the meeting. Substitutions are not noted in these figures.
- ◆ Business Committee meets weekly during term-time and substitutions at these meetings are regular. In view of the unusually demanding regularity of these meetings and the fact that Committee Members almost always attend or are substituted, attendance figures for this Committee are not included.

Agriculture and Rural Development Committee

			2002/03	%
Glyn Davies (Chair)	Welsh Conservative Party	Mid and West Wales	14/17	82
Mick Bates	Welsh Liberal Democrats	Montgomeryshire	4/4	100
Christine Chapman	Labour Party	Cynon Valley	7/12	59
Cynog Dafis	Plaid Cymru	Mid and West Wales	16/17	94
Jocelyn Davies	Plaid Cymru	South Wales East	14/17	82
Ron Davies	Labour Party	Caerphilly	15/17	88
Delyth Evans	Labour Party	Mid and West Wales	17/17	100
Mike German	Welsh Liberal Democrats	South Wales East	12/13	92
John Griffiths	Labour Party	Newport East	15/17	88
Carwyn Jones	Labour Party	Bridgend	4/4	100
Peter Rogers	Welsh Conservative Party	North Wales	16/17	94
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East and Dinefwr	17/17	100

Audit Committee

			2002/03	%
Dafydd Wigley (Chair from May 02)	Plaid Cymru	Caernarfon	10/10	100
Eleanor Burnham	Welsh Liberal	North Wales	9/10	90

ANNEXE 1

			2002/03	%
	Democrats			
Alun Cairns	Welsh Conservative Party	South Wales West	8/10	80
Janet Davies (Chair Sep 99 to Apr 02)	Plaid Cymru	South Wales West	10/10	100
Jocelyn Davies	Plaid Cymru	South Wales East	7/10	70
Janice Gregory	Labour Party	Ogmore	10/10	100
Alison Halford	Labour Party	Delyn	10/10	100
Ann Jones	Labour Party	Vale of Clwyd	9/10	90
Val Lloyd	Labour Party	Swansea East	10/10	100

Culture Committee

			2002/03	%
Rhodri Glyn Thomas (Chair)	Plaid Cymru	Carmarthen East and Dinefwr	21/21	100
Lorraine Barrett	Labour Party	Cardiff South and Penarth	21/21	100
Rosemary Butler	Labour Party	Newport West	14/21	66
Glyn Davies	Welsh Conservative Party	Mid and West Wales	19/21	90
Delyth Evans	Labour Party	Mid and West Wales	21/21	100
Alison Halford	Labour Party	Delyn	19/21	90
Jenny Randerson	Welsh Liberal Democrats	Cardiff Central	21/21	100
Owen John Thomas	Plaid Cymru	South Wales Central	21/21	100
Dafydd Wigley	Plaid Cymru	Caernarfon	19/21	90

Economic Development Committee

			2002/03	%
Christine Gwyther (Chair)	Labour Party	Carmarthen West and South Pembrokeshire	13/17	76
Mick Bates	Welsh Liberal Democrats	Montgomeryshire	10/12	83
Alun Cairns	Welsh Conservative Party	South Wales West	16/17	94
Christine Chapman	Labour Party	Cynon Valley	16/17	94
Andrew Davies	Labour Party	Swansea West	16/17	94
David Davies	Welsh Conservative Party	Monmouth	4/7	57
Ron Davies	Labour Party	Caerphilly	14/17	82
Michael German	Welsh Liberal Democrats	South Wales East	5/5	100
Alison Halford	Labour Party	Delyn	16/17	94
David Ian Jones	Welsh Conservative Party	North Wales	9/10	90
Elin Jones	Plaid Cymru	Ceredigion	15/17	88
Dafydd Wigley	Plaid Cymru	Caernarfon	17/17	100
Phil Williams	Plaid Cymru	South Wales East	17/17	100

Education and Life Long Learning

			2002/03	%
Gareth Jones (Chair)	Plaid Cymru	Conwy	18/18	100

ANNEXE 1

			2002/03	%
Lorraine Barrett	Labour Party	Cardiff South and Penarth	17/18	94
Mick Bates	Welsh Liberal Democrats	Montgomeryshire	16/18	89
Cynog Dafis	Plaid Cymru	Mid and West Wales	13/18	72
Jane Davidson	Labour Party	Pontypridd	18/18	100
Janice Gregory	Labour Party	Ogmore	12/18	67
Helen Mary Jones	Plaid Cymru	Llanelli	15/18	83
Huw Lewis	Labour Party	Merthyr Tydfil and Rhymney	11/18	61
Jonathan Morgan	Welsh Conservative Party	South Wales Central	18/18	100
Alun Pugh	Labour Party	Clwyd West	14/18	78

Environment Planning and Transport Committee

			2002/03	%
Richard Edwards (Chair)	Labour Party	Preseli Pembrokeshire	13/18	72
Eleanor Burnham	Welsh Liberal Democrats	North Wales	18/18	100
David Davies	Welsh Conservative Party	Monmouth	17/18	94
Janet Davies	Plaid Cymru	South Wales West	16/18	88
Sue Essex	Labour Party	Cardiff North	17/18	94
Brian Hancock	Plaid Cymru	Islwyn	15/18	83
Valerie Lloyd	Labour Party	Swansea East	17/18	94
Tom Middlehurst	Labour Party	Alyn and Deeside	15/18	83
Karen Sinclair	Labour Party	Clwyd South	13/18	72
Phil Williams	Plaid Cymru	South Wales East	17/18	94

Equality of Opportunity Committee

			2002/03	%
Ann Jones (Chair Dec 02 to Mar 03)	Labour Party	Vale of Clwyd	8/9	89
Lorraine Barrett	Labour Party	Cardiff South and Penarth	9/9	100
Eleanor Burnham	Welsh Liberal Democrats	North Wales	7/9	78
Edwina Hart (Chair Mar 00 to Jun 02)	Labour Party	Gower	3/3	100
Helen Mary Jones	Plaid Cymru	Llanelli	7/9	78
Carwyn Jones (Chair Jun 02 to Oct 02)	Labour Party	Bridgend	6/6	100
Huw Lewis	Labour Party	Merthyr Tydfil and Rhymney	4/9	44
Valerie Lloyd	Labour Party	Swansea East	7/9	78
David Melding	Welsh Conservative Party	South Wales Central	9/9	100
Peter Rogers	Welsh Conservative Party	North Wales	7/9	78
Janet Ryder	Plaid Cymru	North Wales	6/9	67
Owen John Thomas	Plaid Cymru	South Wales Central	8/9	89

European and External Affairs Committee

			2002/03	%
Tom Middlehurst (Chair Dec 02 to Mar 03)	Labour Party	Alyn and Deeside	6/7	86
Nicholas Bourne	Welsh Conservative Party	Mid and West Wales	4/7	57
Rosemary Butler	Labour Party	Newport West	6/7	86
Christine Chapman	Labour Party	Cynon Valley	6/7	86
Michael German	Welsh Liberal Democrats	South Wales East	6/7	86
John Griffiths	Labour Party	Newport East	4/7	57
Ieuan Wyn Jones	Plaid Cymru	Ynys Mon	5/7	71
Jonathan Morgan	Welsh Conservative Party	South Wales Central	2/7	29
Rhodri Morgan (Chair Mar 00 to Oct 02)	Labour Party	Cardiff West	6/7	86
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East and Dinefwr	6/7	86
Phil Williams	Plaid Cymru	South Wales East	7/7	100

Health and Social Services Committee

			2002/03	%
Kirsty Williams (Chair)	Welsh Liberal Democrats	Brecon and Radnorshire	20/21	95
Geraint Davies	Plaid Cymru	Rhondda	18/21	86
Jocelyn Davies	Plaid Cymru	South Wales East	13/21	62
Brian Gibbons	Labour Party	Aberavon	20/21	95
Jane Hutt	Labour Party	Vale of Glamorgan	20/21	95
Ann Jones	Labour Party	Vale of Clwyd	20/21	95
Dai Lloyd	Plaid Cymru	South Wales West	21/21	100
David Melding	Welsh Conservative Party	South Wales Central	20/21	95
Lynne Neagle	Labour Party	Torfaen	8/21	38
Rod Richards	Welsh Conservative Party	North Wales	0/9	0

House Committee

			2002/03	%
John Marek (Chair)	Labour Party	Wrexham	9/9	100
Peter Black	Welsh Liberal Democrats	South Wales West	9/9	100
Glyn Davies	Welsh Conservative Party	Mid and West Wales	4/6	67
Jocelyn Davies	Plaid Cymru	South Wales East	4/7	57
Dafydd Elis-Thomas	Plaid Cymru	Meirionydd Nant Conwy	2/2	100
William Graham	Welsh Conservative Party	South Wales East	3/3	100
Janice Gregory	Labour Party	Ogmore	8/9	89
Carwyn Jones	Labour Party	Bridgend	1/2	50
Elin Jones	Plaid Cymru	Ceredigion	0/2	0

Legislation Committee

			2002/03	%
Mick Bates (Chair)	Welsh Liberal Democrats	Montgomeryshire	27/29	93
Lorraine Barrett	Labour Party	Cardiff South and Penarth	6/6	100
Rosemary Butler	Labour Party	Newport West	14/18	78
Glyn Davies	Welsh Conservative Party	Mid and West Wales	11/19	58
Ron Davies	Labour Party	Caerphilly	23/29	79
Delyth Evans	Labour Party	Mid and West Wales	6/6	100
John Griffiths	Labour Party	Newport East	5/6	83
Janice Gregory	Labour Party	Ogmore	5/5	100
Pauline Jarman	Plaid Cymru	South Wales Central	19/29	66
Ann Jones	Labour Party	Vale of Clwyd	10/11	91
Huw Lewis	Labour Party	Merthyr Tydfil and Rhymney	3/7	43
Dai Lloyd	Plaid Cymru	South Wales West	28/29	97
Val Lloyd	Labour Party	Swansea East	5/5	100
Tom Middlehurst	Labour Party	Alyn and Deeside	3/7	43
Jonathan Morgan	Welsh Conservative Party	South Wales Central	5/10	50
Karen Sinclair	Labour Party	Clwyd South	8/11	73
Gwenda Thomas	Labour Party	Neath	4/5	80
Owen John Thomas	Plaid Cymru	South Wales Central	22/29	76

Local Government and Housing Committee

			2002/03	%
Gwenda Thomas (Chair)	Labour Party	Neath	17/18	94
Peter Black	Welsh Liberal Democrats	South Wales West	17/18	94
William Graham	Welsh Conservative Party	South Wales East	17/18	94
Edwina Hart	Labour Party	Gower	17/18	94
Pauline Jarman	Plaid Cymru	South Wales Central	15/18	83
Peter Law	Labour Party	Blaenau Gwent	18/18	100
Dai Lloyd	Plaid Cymru	South Wales West	17/18	94
Tom Middlehurst	Labour Party	Alyn and Deeside	15/18	83
Janet Ryder	Plaid Cymru	North Wales	17/18	94

REGIONAL COMMITTEES**Mid Wales Regional Committee**

			2002/03	%
Delyth Evans (Chair)	Labour Party	Mid and West Wales	3/4	75
Mick Bates	Welsh Liberal Democrats	Montgomeryshire	4/4	100
Nicholas Bourne	Welsh Conservative Party	Mid and West Wales	1/4	25
Cynog Dafis	Plaid Cymru	Mid and West Wales	2/4	50
Glyn Davies	Welsh Conservative Party	Mid and West Wales	2/4	50
Dafydd Elis-Thomas	Plaid Cymru	Meirionydd Nant	2/4	50

ANNEXE 1

			2002/03	%
		Conwy		
Elin Jones	Plaid Cymru	Ceredigion	3/4	75
Kirsty Williams	Welsh Liberal Democrats	Brecon and Radnorshire	2/4	50

North Wales Regional Committee

			2002/03	%
Eleanor Burnham (Chair)	Welsh Liberal Democrats	North Wales	5/5	100
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	0/5	0
Alison Halford	Labour Party	Delyn	5/5	100
David Ian Jones	Welsh Conservative Party	North Wales	1/5	20
Ann Jones	Labour Party	Vale of Clwyd	2/5	40
Gareth Jones	Plaid Cymru	Conwy	2/5	40
Ieuan Wyn Jones	Plaid Cymru	Ynys Mon	2/5	40
John Marek	Labour Party	Wrexham	2/5	40
Tom Middlehurst	Labour Party	Alyn and Deeside	3/5	60
Alun Pugh	Labour Party	Clwyd West	4/5	80
Rod Richards	Welsh Conservative Party	North Wales	0/5	0
Peter Rogers	Welsh Conservative Party	North Wales	5/5	100
Janet Ryder	Plaid Cymru	North Wales	5/5	100
Karen Sinclair	Labour Party	Clwyd South	3/5	60
Dafydd Wigley	Plaid Cymru	Caernarfon	4/5	80

South East Wales Regional Committee

			2002/03	%
Owen John Thomas	Plaid Cymru	South Wales Central	5/5	100
Lorraine Barrett	Labour Party	Cardiff South and Penarth	5/5	100
Peter Black	Welsh Liberal Democrats	South Wales West	1/5	20
Rosemary Butler	Labour Party	Newport West	3/5	60
Alun Cairns	Welsh Conservative Party	South Wales West	2/5	40
Christine Chapman	Labour Party	Cynon Valley	3/5	60
Jane Davidson	Labour Party	Pontypridd	1/5	20
David Davies	Welsh Conservative Party	Monmouth	2/5	40
Geraint Davies	Plaid Cymru	Rhondda	4/5	80
Janet Davies	Plaid Cymru	South Wales West	4/5	80
Jocelyn Davies	Plaid Cymru	South Wales East	1/5	20
Ron Davies	Labour Party	Caerphilly	2/5	40
Sue Essex	Labour Party	Cardiff North	3/5	60
Michael German	Welsh Liberal Democrats	South Wales East	3/5	60
William Graham	Welsh Conservative Party	South Wales East	2/5	40
Janice Gregory	Labour Party	Ogmore	1/5	20
John Griffiths	Labour Party	Newport East	1/5	20
Brian Hancock	Plaid Cymru	Islwyn	1/5	20
Jane Hutt	Labour Party	Vale of Glamorgan	3/5	60

ANNEXE 1

			2002/03	%
Pauline Jarman	Plaid Cymru	South Wales Central	3/5	60
Carwyn Jones	Labour Party	Bridgend	0/5	0
Peter Law	Labour Party	Blaenau Gwent	3/5	60
Huw Lewis	Labour Party	Merthyr Tydfil and Rhymney	1/5	20
Dai Lloyd	Plaid Cymru	South Wales West	5/5	100
David Melding	Welsh Conservative Party	South Wales Central	5/5	100
Jonathan Morgan	Welsh Conservative Party	South Wales Central	3/5	60
Rhodri Morgan	Labour Party	Cardiff West	1/5	20
Lynne Neagle	Labour Party	Torfaen	0/5	0
Jenny Randerson	Welsh Liberal Democrats	Cardiff Central	3/5	60
Phil Williams	Plaid Cymru	South Wales East	3/5	60

South West Wales Regional Committee

			2002/03	%
Valerie Lloyd (Chair)	Labour Party	Swansea East	3/3	100
Peter Black	Welsh Liberal Democrats	South Wales West	2/3	67
Nicholas Bourne	Welsh Conservative Party	Mid and West Wales	0/3	0
Alun Cairns	Welsh Conservative Party	South Wales West	1/3	33
Cynog Dafis	Plaid Cymru	Mid and West Wales	2/3	67
Andrew Davies	Labour Party	Swansea West	2/3	67
Glyn Davies	Welsh Conservative Party	Mid and West Wales	0/3	0
Janet Davies	Plaid Cymru	South Wales West	3/3	100
Richard Edwards	Labour Party	Preseli Pembrokeshire	0/3	0
Delyth Evans	Labour Party	Mid and West Wales	1/3	33
Brian Gibbons	Labour Party	Aberavon	2/3	67
Christine Gwyther	Labour Party	Carmarthen West and South Pembrokeshire	1/3	33
Edwina Hart	Labour Party	Gower	3/3	100
Helen Mary Jones	Plaid Cymru	Llanelli	2/3	67
Dai Lloyd	Plaid Cymru	South Wales West	3/3	100
Gwenda Thomas	Labour Party	Neath	2/3	67
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East and Dinefwr	3/3	100

ANNEXE 2

<u>Education Team</u>	Apr 02	May 02	June 02	July 02	Aug 02	Sept 02	Oct 02	Nov 02	Dec 02	Jan 03	Feb 03	Mar 03	Total 02/03	<i>Total 01/02</i>
Total number of educational visits	11	21	19	24	1	16	14	26	12	20	17	22	203	<i>193</i>
• Key Stage 1														
• Key Stage 2	2	6	12	2		12	7	8	4	11	9	8	81	<i>89</i>
• Key Stage 3		3		14		2	1	6		1	3	2	32	<i>9</i>
• Key Stage 4	1	1	2	4		2	3	1	2	2			18	<i>11</i>
• Mixed Key Stage Groups		2	1										3	<i>12</i>
• Sixth Form Colleges	1	1	1	1			1	3	2	2	4	2	18	<i>26</i>
• Colleges/Universities	3	3						2	2	2	1	6	19	<i>34</i>
• Other (i.e. Special Schools)		2	1		1				1	1		2	8	<i>2</i>
<u>Other Visits</u>	1	2		2			2	1		1		1	10	<i>4</i>
Total number of teacher training sessions held.	3	1	2	1				5	1			1	14	<i>6</i>

ANNEXE 2

<u>Education Team</u>	Apr 02	May 02	June 02	July 02	Aug 02	Sept 02	Oct 02	Nov 02	Dec 02	Jan 03	Feb 03	Mar 03	Total 02/03	Total 01/02
Total number of pupils contacted*	222	532	638	1077	12	638	534	830	396	554	656	605	6694	5932
• Key Stage 1														
• Key Stage 2	73	300	409	80		424	297	297	215	408	374	313	3190	3053
• Key Stage 3		37		624		94	67	286			115	34	1257	585
• Key Stage 4	12	7	120	155		120	88	60	72	60			694	388
• Mixed Key Stage Groups		46	54										100	262
• Sixth Form Colleges	27	15	12	56			67	50	11	15	117	29	399	598
• Colleges/Universities	58	61						24	72	42	50	128	435	708
• Other (i.e. Special Schools)	35	20			12				6	9		26	108	15
Other Visitors	1	11		137			15	15		20		55	254	189
Teacher Training	51	20	23	25				98	20			20	257	134

* Includes not only pupil visits to the Assembly but pupils who have been involved in events (e.g. Question Time)