

Assembly Members' Services 2004-2005

(the Third Annual Report of the House
Committee under Standing Order 18.12,
dealing with the year
1 April 2004 to 31 March 2005)

October 2005

Foreword by the Presiding Officer

Since the end of the year to which this Report relates, the UK Government has published its White Paper on 'Better Governance for Wales' and the publication of the Bill to implement the Government's proposals is eagerly awaited. In anticipation of this change, which will establish a new constitutional framework, separation of the services supporting the Assembly as a legislature from those of government is well advanced. One proposal in particular is likely to affect this Committee in that the legislation will probably establish a Commission as at Westminster and Holyrood to run our internal affairs. This will turn us into a fully-fledged parliamentary body.

As if in anticipation of this one notably feature of the year was the development of joint working with the UK Parliament in the scrutiny of legislation as the Economic Development and Transport Committee met jointly with the House of Commons Welsh Affairs Committee to scrutinise the draft Transport (Wales) Bill. The Education and Lifelong Learning, Social Justice and Regeneration and Equality of Opportunity Committees met together in January 2005 to question the Children's Commissioner on his Annual Report. Such joint working may well become a feature of pre-legislative scrutiny and of the examination of the work of independent authorities in the future.

During the year, following the referral of Members' salaries and allowances to the independent Senior Salaries Review Body a clear and consistent pay structure for Assembly Members' Support Staff was established, providing them with levels of certainty and a better career path than had been possible previously. In rewarding our support staff properly we are ensuring that we can discharge our functions better as representatives of the people of Wales.

The new Senedd building is designed as an open transparent building for the people and its representatives to meet. We look forward to opening the doors of our new home to the people of Wales and the world.

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

I was pleased to see the House Committee make some substantial improvements in the way that the Assembly relates to Wales and the wider world during the course of the year. In particular, we were able to plan for improvements to the Record of Assembly Proceedings, so that not only is the public able to read verbatim records of Subject Committee meetings, but also can see a fully bilingual record of Plenary within 24 hours.

In terms of our contact with and knowledge of the European Union, Assembly Members now have their own dedicated service based in Brussels, which is able to brief our Committees and individual Members and to assist if Assembly business calls them to Brussels. This service has improved our ability to keep in touch with European developments as they affect Wales and our scrutiny of policy and legislation.

Members have seen many improvements in the services they receive during the year, key examples of which are given in the Report. I would like to highlight in particular improvements in connectivity to Members' constituency offices, a problem which had slowed down the work of Members and their staff. This was much enhanced during the summer of 2004, a project undertaken under the Merlin ICT contract and supported by our IT staff in APS.

Participation in Plenary debates by Members has been further supported by the production of regular Debate Packs on key subjects by the Members Research Service. These are supplied electronically and provide useful background and analysis, as well as links to other information.

Early in the year, the House Committee agreed a Code of Guidance which I suggested as Chair and which was approved by Plenary. This recognises the role of Members of the Committee in taking ever more significant decisions and in moving the organisation towards separation from the governmental part of the Assembly.

The Committee has seen two changes in membership during the year. Karen Sinclair was replaced by Jane Hutt as a result of Ministerial changes and Janet Davies by Owen John Thomas. I would like to take this opportunity to thank those Members leaving the Committee for their contributions to our deliberations and to welcome our two new Members.

The year 2005/6 will see particular pressures upon Members and staff of the Assembly Parliamentary Service as we plan for taking on the management of the new building and move towards legislation which separates the Legislature from the Government. This will be a challenging year, but we have laid strong foundations and the House Committee, ably supported by Assembly Parliamentary Service staff, will rise to it.

Contents

<u>House Committee and sub-group Membership 2004/05</u>	4
<u>Assembly Parliamentary Service Staff Structure</u>	7
<u>Highlights of the Year</u>	8
<ul style="list-style-type: none">• <u>The Richard Commission</u>• <u>Support for Members</u>• <u>Assembly Parliamentary Service</u>• <u>Wider Wales</u>• <u>External and International Links</u>	
<u>Assembly Business 2004–2005</u>	13
<ul style="list-style-type: none">• <u>The Assembly in Plenary</u>• <u>Committee Highlights</u>	
<u>Human Resources</u>	27
<u>Budget</u>	28
<u>The Assembly Estate</u>	29
<u>2004–2005 Objectives</u>	30
<u>Forward Look</u>	36
<u>Annexe 1 Committee Membership, Attendance and Statistics</u>	37
<u>Annexe 2 Individual AM Salaries and Allowances</u>	44
<u>Annexe 3 Record of Educational Visits to the Assembly</u>	49

HOUSE COMMITTEE MEMBERSHIP 2004/2005

Chair

Dr John Marek, AM
Deputy Presiding Officer



Members

Lord Dafydd Elis Thomas
Presiding Officer

Plaid Cymru



Lorraine Barrett

Labour



Peter Black

Liberal Democrat



Janet Davies
(April 2004 – September 2004)

Plaid Cymru



William Graham

Conservative



Janice Gregory

Labour



Jane Hutt
(from January 2005)

Labour



Karen Sinclair
(April 2004 – January 2005)

Labour



Owen John Thomas
(from September 2004)

Plaid Cymru



Clerk and Deputy Clerk to the House Committee

Clerk – Dianne Bevan, Deputy Clerk to the Assembly.
Deputy Clerk – Gareth Brydon, House Committee Secretariat.

House Committee Sub-Groups and Liaison Group

The House Committee has the following sub-groups to assist it in its work. Each of the first three groups listed below contains a Member from each of the party groups. The Equipment and Facilities Liaison Group is made up of a member of AM Support Staff from each party group. The minutes of the sub-groups are reported to House Committee and the Committee takes decisions on any recommendations made.

Membership

Arts Sub-Group

The sub-group considers proposals for art to be displayed on the Assembly estate in the Bay.

Rosemary Butler (Chair)	Labour
Eleanor Burnham	Liberal Democrat
Jonathan Morgan	Conservative
Owen John Thomas	Plaid Cymru

Catering Sub-Group

The sub-group considers the catering arrangements for Members, staff and the public in the Cardiff Bay estate.

David Melding (Chair)	Conservative
Lorraine Barrett	Labour
Eleanor Burnham	Liberal Democrat
Rhodri Glyn Thomas	Plaid Cymru

IT Sub-Group

This sub-group considers the information technology and communication facilities available to Members.

Alun Cairns (Chair)	Conservative
Eleanor Burnham	Liberal Democrat
Elin Jones	Plaid Cymru
Carl Sargeant	Labour

Equipment and Facilities Liaison Group

This group allows Assembly Member Support Staff and Political Group to raise issues and be consulted about services provided.

Group Representatives (AM Support Staff)

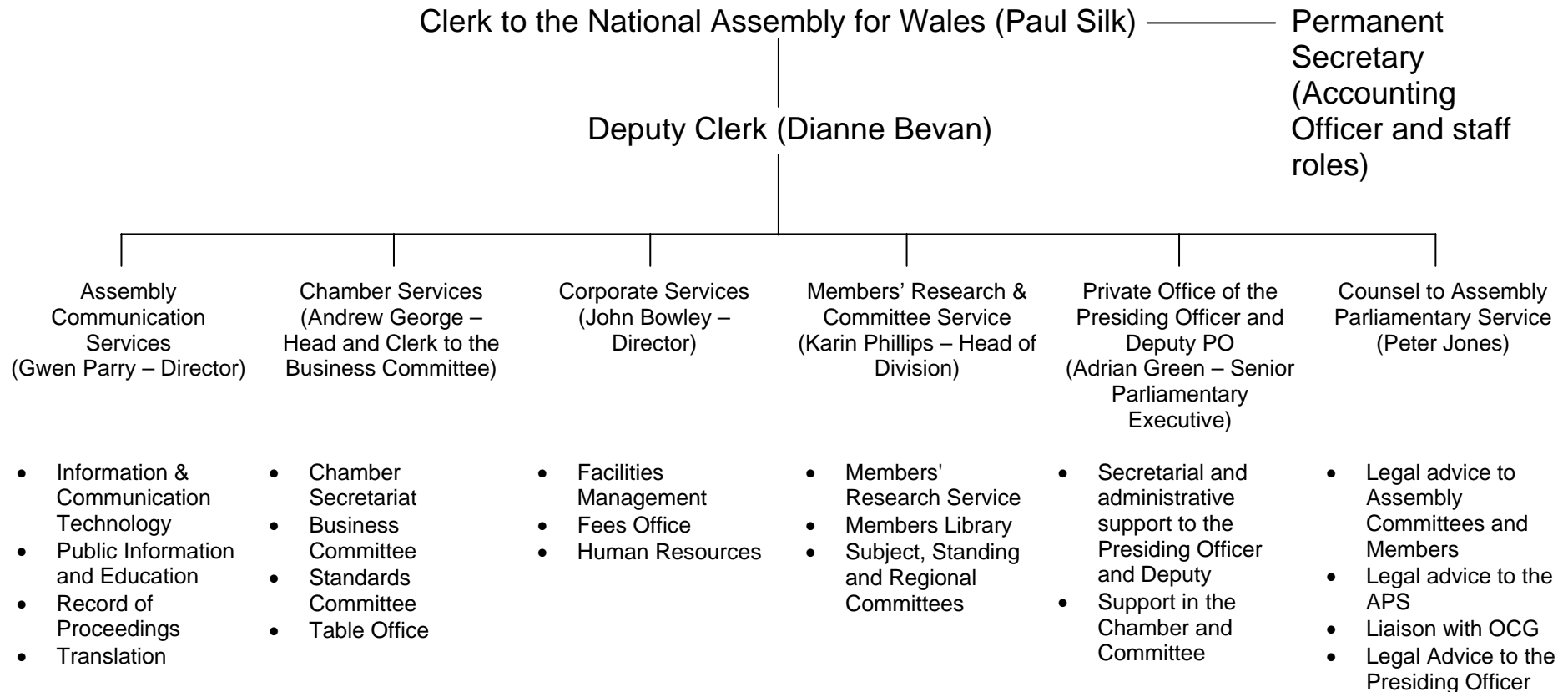
Mike Penn (Chair)
Catherine Adams
Claire Bradford
Sarah Sharpe

Labour
Plaid Cymru
Liberal Democrat
Conservative



Assembly Parliamentary Service – Staff Structure

The Assembly Parliamentary Service 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: April 2004 – March 2005

Richard Commission

The Commission on the Powers and Electoral Arrangements of the National Assembly for Wales, chaired by The Rt Hon the Lord Richard of Ammanford PC QC, reported in March 2004. The Report contained recommendations, which, if adopted, would significantly affect the role and responsibilities of the House Committee and the Assembly Parliamentary Service. The Committee received papers during the year dealing with these recommendations, and will continue to take a close interest in the implications arising from the subsequent White Paper “Better Governance for Wales”.

Support for Members

Code of Conduct for Members of the House Committee: the Chair of the Committee consulted the Committee about the production of a Code of Guidance for its Members. In accordance with Standing Orders, the Code was agreed by the Assembly.

Information and Communication Technology for Members: following the concerns expressed by Members, the House Committee and its ICT Sub Group about poor connectivity, broadband data circuits were introduced in 56 of the 65 registered constituency offices over the summer of 2004, and other offices have been upgraded since that period. This introduced a significant improvement in the access time for all users in constituency offices and further improvements are being planned for 2006. Members' IT equipment has also been improved as part of the Merlin ICT service contract.

SSRB Report and Recommendations: the independent Senior Salaries Review Body conducted its three-yearly review of Assembly Members' salaries and allowances and its recommendations were considered and accepted by the House Committee. The Committee provided advice to the Assembly, which resolved to make changes to the Determination of Members' Salaries and Allowances as a result.

Support for debates: in October 2004, debate packs were introduced to assist Members in key Plenary debates. These packs bring together relevant documents and information sources. 20 packs were produced in the period to March 2005.

European assistance: in December 2004, an EU Policy Analyst was appointed to strengthen support for Members on European issues. The new officer is based in Brussels and promotes a strategic approach to the consideration of EU matters by committees. Progress is already being made through the identification of key policy priorities and the provision of tailored briefing for each committee.

Assembly Parliamentary Service

Translation and Interpretation: on 13 May 2004, the House Committee agreed the principle that the Translation Service, located within the Assembly Parliamentary Service, should be divided according to service needs between the Assembly Parliamentary Service and the Government. The separation was implemented on 1 April 2005. The performance indicators for both written translation and interpretation during the period continued to demonstrate that the services to Members were delivered to a consistently high standard and within the specified time-scales.

Reporting the Proceedings of the Assembly: the introduction of verbatim records of Assembly Committees and the publication of a fully bilingual record of plenary proceedings within 24 hours of the end of the relevant plenary meeting, was agreed by the House Committee on 8 July 2004. This included the recruitment and training of additional staff and the development of systems to ensure that the staffing resource was appropriately utilised to deliver the verbatim reports to the agreed time-scales. Both projects were successfully implemented in April 2005.

Performance Monitoring: the Committee receives regular monitoring reports on the performance of the APS across the range of services it provides, as well as financial monitoring papers.

Wider Wales

New Building: the Committee agreed to help meet the costs of fitting out of the new Assembly building (the "Senedd") of up to £4m. This sum includes a contribution to the extensive ICT facilities (interactive information for the public, enhancements to the broadcasting system and Chamber technology), provision of furniture for the public and Members and art associated with the Senedd. The Committee has considered progress reports and made decisions about the future operation of the Senedd during the year, and has visited the Senedd during the progress of the building. The Assembly Communication Service ran the "My Wales" project, in which schools from around Wales supplied artwork to decorate the hoarding around the building site.

Media Coverage: total press coverage of the Assembly in 2004-05 was up by 24%, while positive coverage increased by 64% and negative coverage decreased by 56%. This included a higher profile for Committees and increased coverage of the Assembly's public information and education role.

Broadcasting the Assembly: the House Committee agreed to make audio and visual feed of Assembly proceedings available to broadcasters free of charge so as to promote usage of Assembly footage by broadcasters, which in turn will raise public awareness of the Assembly.

Visitors to the Assembly: a total of 76,836 visitors have been welcomed to the Assembly, and programmes arranged for 638 visits. The Colwyn Bay

Visitor Centre improved on the previous year's performance and welcomed 3,007 casual drop-in visitors and 412 group visits. During 2004-05, a total of 817 external events were attended by the regional service and contact was made with 18,574 visitors.

Colwyn Bay: between December 2004 and January 2005, the Assembly Information and the Booking lines relocated to Colwyn Bay and provided new job opportunities in North Wales as well as continuing to ensure that the public is able to access the Assembly. The service was improved, at the end of March 2005, by the introduction of new call handling telephony, which also provides key management information on call volumes and call profiles.

E-democracy: an e-democracy project, which went 'live' in the early part of 2005, was a new development designed to encourage further public engagement with the Assembly through public discussion. An opportunity for the public to comment on line (through an "e-forum") provided some useful information for the Education & Lifelong Learning Committee in their policy review of Special Educational Needs. In November 2004, the Members Research Service established a homepage on the Internet, giving the public access to MRS research papers. From January 2005 the public could access the bilingual Assembly Weekly Information Bulletin (formerly called the Assembly Current Awareness Service).

Access to Information: the Committee has agreed its approach to the introduction of the Freedom of Information Act 2000 in January 2005. The Committee uses this Report to publish detailed information about services provided to Members, including their salaries and allowances. Information about information requests is regularly reported to the Committee.

Wales Legislation On-Line: following discussions with Welsh Assembly Government, the Committee agreed to meet half the cost of grant aid to Cardiff University for the provision of an accessible on-line service providing details of Assembly legislation.

Subsidised Travel: after the success of the scheme to subsidise the travel costs for schools outside the immediate area of the Assembly in Cardiff Bay, the Committee agreed to extend the scheme to assist schools with the cost of travel to the North Wales Centre.

Sustainable Development Action Plan and Race Equality Action Plan: the Committee agreed its part of two important Assembly action plans during the course of the year.

External and International Links

The Assembly maintains an active programme of external and international relations with a focus on inter-parliamentary activity within Europe and the Commonwealth at both regional and national level.

At the European regional level, delegations to the Assembly included the Regional Council of Brittany, the Tuscany Regional Council and the Brussels Parliament.

The Presiding Officer and Deputy Presiding Officer continued their participation in the Conference (of Presidents) of European Regional Legislative Assemblies (CALRE), attending the annual plenary conference at the Regional Council of Lombardy in Milan in October 2004 and meetings of its Steering Committee throughout the year.

The Assembly continues to support international inter-parliamentary relations by accommodating requests from the Foreign and Commonwealth Office (FCO) and the British Inter-Parliamentary Union to assist in hosting international parliamentary delegations visiting the UK. Visitors over the year included the Speaker of the Parliament of the Czech Republic, the Chairman of the Vietnamese National Assembly, the Speaker of the Macedonian Parliament and delegations from Ukrainian and Mexican national parliaments.

Ambassadors and High Commissioners visiting Wales provide a steady stream of visitors, either accompanying parliamentary delegations or calling independently as part of a wider visit. The national spread of Ambassadors and High Commissioners visiting the Assembly included Argentina, Armenia, Brazil, Chile, the Czech Republic, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Mexico, Nigeria, Slovenia and Turkey.

The Wales Branch of the Commonwealth Parliamentary Association (CPA) continues as the principal mechanism for developing the Assembly's inter-parliamentary relations across the Commonwealth. Members represented the Assembly at the CPA annual conference in Toronto and Quebec in September 2004, at Tynwald on the Isle of Man and in Malaysia. The Clerk to the Assembly attended a seminar at the Zanzibar House of Representatives.

Commonwealth visitors to the Assembly during the year included a delegation of Members from the Parliament of Sri Lanka, coinciding with the Assembly's celebration of Commonwealth Day in March 2005. Other notable visitors included the New South Wales Parliament Standards Committee, the Speakers of the Queensland and Tasmania parliaments and a delegation from Nigeria's Ekiti State Parliament.

The British Irish Inter-Parliamentary Body provides an opportunity for an Assembly delegation to work with parliamentarians from British and Irish sovereign and sub-state parliaments. Progress has been made in developing the profile of the Assembly within the Body. Chepstow provided the venue for the October 2004 plenary meeting, the first within a devolved legislature since devolution. Members and parliamentary officials also provided the first devolved body lead on the production of a committee report for the BIIPB's March 2004 plenary in Bundoran, Donegal.

Informal visits were received by Members from the Norwegian and Swedish national parliaments and the Bavarian regional parliaments, all of whom made visits over the summer to Wales to attend English language programmes.

In July 2004 Lord Woolf, the Lord Chief Justice, addressed Members in the Assembly Chamber.

Co-operation with the British Council continues to provide a flow of international visitors with a strong interest in the Assembly. Robust links exist with their governance projects and their international educational activities, in particular their administration of the FCO Chevening Scholarship and Fellowship programmes. The Presiding Officer held a reception for FCO Chevening Scholarship students from Welsh universities. Programmes for FCO Chevening Fellowship students studying elsewhere in the UK were arranged in both Cardiff and Colwyn Bay.

Opportunities for the Assembly to develop its relations within Europe and with the institutions of the European Union in particular were enhanced by the appointment of a Brussels-based parliamentary officer in November 2004.

The Assembly has also been active in seeking to learn from the experience of senior parliamentary officials. Addresses to parliamentary staff have included presentations made by the Clerk of Australia's House of Representatives, and senior clerks from the House of Commons and the Northern Ireland Assembly.

Assembly Business 2004-2005

The Assembly in Plenary

There were 66 Plenary Meetings held during the financial year 2004-05, administered, advised and supported by Assembly Parliamentary Service staff. Meetings were held on Tuesday and Wednesday afternoons, between 2.00pm and 5.30pm.

Committee Highlights

155 formal meetings were held by subject and standing committees in 2004-05. The Committee Service also arranged 30 informal meetings and 27 visits by subject and standing committees. Committees received 955 papers of which just over 400 were produced by APS. 98% of papers were sent out in English by the deadline set out in Standing Orders. 68% of papers available in Welsh met the same deadline. Around 400 research briefs were provided specifically in support of committee meetings and visits.

Audit Committee

The Committee held ten formal meetings during 2004-05. These included three meetings to take evidence regarding the Auditor General for Wales' report 'NHS Waiting Times in Wales', the last of which was held in Swansea in March 2005.

The Committee published six reports¹ on subjects across the public sector, which have included 71 recommendations for the improvement of public spending and service delivery. It also considered eight separate responses to these reports from the Welsh Assembly Government, covering a total of 82 recommendations, of which 80 were formally accepted and the remainder were partially accepted.

Four major themes in the Committee's scrutiny work emerged during the year: improving the quality of life; encouraging wiser use of existing resources; supporting better buying; and good financial management.

The term of appointment of Sir John Bourn as Auditor General for Wales came to an end on 31 March 2005. The Office of the Auditor General for Wales is a statutory appointment made by Her Majesty The Queen under the Government of Wales Act 1998. In July 2004, work began on developing a protocol for the appointment to be made to the Office of the Auditor General for Wales for a five-year fixed term commencing 1 April 2005. The protocol was subsequently agreed by the First Minister and the Presiding Officer. In

¹ 'The Management of Sickness Absence by NHS Trust in Wales'; 'Collections management at the National Museums and Galleries for Wales 2004'; 'Finances of NHS Wales 2004'; 'General Report of the Auditor General for Wales 2004'; 'European Union Structural Funding: Progress on securing the Benefits for Wales'; 'Environment Agency Wales: Regulation of waste management'.

line with the protocol, the Chair of the Audit Committee and three of its Members sat on a selection panel, which appointed Jeremy Colman.

During the year, the Committee took a keen interest in the creation of the Wales Audit Office, which came into being on 1 April 2005.

In September 2004, the Committee considered the Auditor General for Wales' draft programme of value for money examinations for 2005-06 and agreed the budget which will cover both financial and value for money work in 2005-06.

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 every Tuesday when the Assembly was in session. It was chaired by Jenny Randerson AM and attended by the Minister for Assembly Business, a Business Manager from each of the other three parties and the Deputy Presiding Officer. During 2004-05, the Committee considered a total of 1,304 papers. The Committee meets in private and minutes are published six weeks after each meeting.

Culture, Welsh Language and Sport Committee

The Committee held 13 formal meetings during 2004-05, including one external meeting at the Riverfront Arts Centre in Newport. Committee rapporteurs also met in private, for the second year running, with each of the five ASPBs to consider corporate plans and current issues. The meetings took place in North Wales and a report was made to the full Committee. A reference group of dance organisations was also established to offer advice on the review of 'Dance in Wales'. It met once, in private, during the year.

The Committee has concentrated much of its work on policy reviews. Its report on the review of 'The Contribution of Arts and Sport to Community Regeneration'² was finalised and the Minister made his first report on 'English Medium Writing in Wales'. The Committee is currently taking evidence on a new review on 'Dance in Wales'³. The written consultation began in November 2004 and during January-March 2005 the Committee held three oral evidence sessions.

² Terms of reference: *To review and consider:*

- *the links between arts policy, sport policy, and community regeneration policy;*
- *how local arts and sports projects can contribute to community regeneration;*
- *support mechanisms for community regeneration-related arts and sport projects; and*
- *best practice in community regeneration-related arts and sport projects.*

³ Terms of reference: *To review and consider:*

- *levels of participation and opportunities to participate in dance (including dance in education);*
- *levels of support for dance;*
- *degree of strategic direction; and*
- *recommendations for future action by Government and other key players.*

The Committee also took evidence on three occasions on broadcasting issues, including the Ofcom review of Public Service Broadcasting. In March 2005, it held a joint meeting with the House of Commons Welsh Affairs Committee on the third phase of the Ofcom review, considering the proposals for the Nations and the Regions. During the year, the Committee received presentations on the future of English Language Theatre in Wales, from the Urdd and from Sgrin.

Economic Development and Transport Committee

The Committee held 19 formal meetings and undertook one overseas visit during 2004-05. Two of the formal meetings were joint meetings with the House of Commons Welsh Affairs Committee.

During the year, the Committee spent much of its time taking further oral evidence for its review of Economic Inactivity in Wales⁴. As well as taking evidence formally, the Committee visited Helsinki to look at the links that exist between inactivity and childcare and transport. The Committee published its report on Economic Inactivity in April 2005.

One of the key issues the Committee looked at during the year was the legislation that flowed from the UK Government's Rail Review. This resulted in the Committee working with the Welsh Affairs Committee on scrutiny of the Draft Transport (Wales) Bill in June 2004. This was a groundbreaking initiative as it was the first time a House of Commons Committee had worked formally with a Committee of the National Assembly for Wales. Following the joint scrutiny, both Committees published reports which made similar recommendations to the UK and Welsh Assembly Governments.

The Welsh Assembly Government took on board the majority of the key recommendations in EDT's report and the Transport (Wales) Bill was amended accordingly. The Committee also scrutinised the Railways Bill and wrote to the House of Commons Bill Committee and all Welsh MP's expressing reservations about some of the clauses in the Bill.

The Committee continued to focus on both the delivery of Structural Funds in Wales and the arrangements for Structural Funds post 2006. Another key priority this year followed the announcement in July 2004 that the WDA and WTB would be merged into the Welsh Assembly Government. The Committee has scrutinised the Minister on plans for the merger as well as the legislation which will affect it.

Education and Lifelong Learning Committee

⁴ Terms of reference: *To review:*

- *the high levels of economic inactivity in Wales and the factors underlying them;*
 - *the policies to raise economic activity levels being pursued by the Welsh Assembly Government and other agencies;*
- and to make recommendations for the development of policy in this area.*

The Committee held 16 formal meetings during 2004-05. The Committee also completed two policy reviews during this period: Special Educational Needs (Part 1 - Early Identification and Intervention)⁵ and School Transport⁶. The Committee was assisted by an external reference group for the former and appointed an expert adviser to assist with the latter. The SEN report (Part 1) was published in November 2004. The Assembly Government responded to the report with a Cabinet Statement in January 2005 and accepted most of the recommendations.

The Committee continued to scrutinise relevant education and training organisations in Wales: the National Council for Education and Training in Wales (ELWa); the Higher Education Funding Council for Wales (HEFCW); the General Teaching Council for Wales (GTCW); the Education and Training Inspectorate in Wales (Estyn); the Curriculum and Qualifications Authority in Wales (ACCAC); and Careers Wales.

Committee Members had rapporteur meetings with the education and training organisations referred to in the above paragraph. These were very useful both in obtaining an in-depth knowledge of education and training issues and also in developing constructive relationships with the respective organisations.

⁵ Terms of reference:

- *To review what support is provided by local authorities and other agencies to assist parents and teachers in the early identification of special educational needs;*
- *To review how local authorities are having regard to the requirement for early identification as set out in the Special Educational Needs Code of Practice for Wales;*
- *To identify good practice in multi-agency working in the early identification of special educational needs and the provision of appropriate intervention strategies, including the supply and training of speech and language therapists;*
- *To take account of recommendations in the Review of Services for Children with Special Health Needs undertaken by the Assembly's Health and Social Services Committee and the response issued by the Welsh Assembly Government in February 2003;*
- *To quantify the provision of advice and support through the medium of Welsh for children and young people with special educational needs, with regard to early identification and intervention; and*
- *To make recommendations to the Assembly Minister on how existing services might be improved, so that more children and young people with special educational needs are identified in sufficient time to enable effective intervention strategies to be developed and implemented.*

⁶ Terms of reference: *The Committee shall:*

- *examine the arrangements made by local authorities for transport of pupils by bus to and from school: to examine the type of buses used, and the measures taken to ensure safety and security. This shall include an assessment of the type and duration of contracts awarded to bus operators, and associated audit arrangements;*
- *take a holistic view of school transport by bus and consider means of improving effectiveness and value for money. The Committee shall consider the whole journey from home to school and the associated responsibilities;*
- *consider how to improve the transport arrangements for children and young people with special educational and/or physical needs;*
- *take account of the provisions of the Draft School Transport Bill, and consider what guidance should be issued by the Welsh Assembly Government to assist local education authorities in preparing proposals for innovative pilot projects;*
- *submit a report to the Assembly Minister and the Cabinet Sub-Committee on Children and Young People.*

In January 2005, the Committee scrutinised the Education Bill, which had been remitted to the Committee by the National Assembly. In addition, the Committee scrutinised nine items of secondary legislation during this period. Also in January 2005, Committee members took part in a joint meeting with Social Justice & Regeneration and Equality of Opportunity Committees to question the Children's Commissioner on his annual report.

The Committee also questioned Her Majesty's Chief Inspector of Education and Training in Wales (Susan Lewis) on her annual report.

Environment, Planning and Countryside Committee

The Committee held eleven formal meetings during 2004-05. In addition, it undertook two ASPB rapporteur visits (in June 2004 to Environment Agency Wales and in July 2004 to the Forestry Commission Wales). It also undertook several visits in connection with its policy reviews.

The Committee completed its review into Bovine TB and discussed the Government's response to its first review on affordable housing. In October 2004, the Committee agreed the terms of reference for its third review into 'Meeting Landfill and Recycling Targets'⁷, and during the course of the review took evidence from the Minister and from a range of public bodies and the community and voluntary sectors.

Two Bills were remitted to the Committee by plenary following the Queen's Speech: the Clean Neighbourhoods and Environment Bill and the Draft Animal Welfare Bill, both of which were considered by the Committee in February 2005. The Committee also scrutinised twelve pieces of secondary legislation, including regulations relating to horse passports, which it rejected. The regulations were later passed by plenary.

In December 2004, the Panel of Chairs agreed that the European Commission's Annual Legislative and Work Programme would be the starting point for further monitoring and scrutiny of European legislation. In March 2005, the Committee identified six issues for further consideration: thematic strategies on the urban environment, waste and marine environment; a policy document on biodiversity, the EC Rural Development Regulation and the proposed REACH Regulation.

The Committee considered an update on reform of the Common Agricultural Policy and its implications for Wales at its meeting in June, and continued to receive regular updates throughout the year via the Minister's reports.

The Committee hosted a visit from the Tuscan Parliament's Agriculture Committee in June 2004, and among other issues, discussed genetically

⁷ Terms of reference: *To consider progress in meeting the recycling and composting targets set out in Wise about Waste by considering policy instruments used for delivery including the planning system, sources and uses of funding, and the role of stakeholders; to consider the need for any additional measures required to ensure that Wales meets its statutory obligations under the Landfill Directive; and to make recommendations.*

modified organisms. In July 2004, the Committee jointly hosted a reception at the Royal Welsh Show with the Presiding Officer. In November 2004, the Committee hosted a visit by the Environment and Rural Development Committee of the Scottish Parliament.

Five **Planning Decision Committees**, each of which comprise four members of the EPC Committee, met during the year to consider eight cases.

Equality of Opportunity Committee

The Committee held eleven formal meetings during 2004-05, including a joint meeting with Education & Lifelong Learning, Health & Social Services and Social Justice & Regeneration Committees to consider the Children's Commissioner's report. It also published the recommendations of its 'Mainstreaming Equality in the work of the National Assembly'⁸ review in July 2004 and considered responses from the Welsh Assembly Government, the Permanent Secretary and the House Committee in March 2005. Implementation will be monitored during 2005-06.

A new review of 'Service Provision for Disabled Young People'⁹ began with evidence gathering on the theme of 'education, training and employment' in autumn 2004. A reference group of disabled young people, facilitated with help from Barnardo's Cymru, is advising the Committee in line with the review's motto, 'Nothing About Us Without Us'.

The Committee scrutinised four Assembly Ministers on equality issues within their portfolios, including asylum, child poverty, service provision for gypsies and travellers, and sustainable development. It also considered the Assembly's Race Equality Scheme prior to publication.

Following a change to Standing Orders in February 2005 allowing Bills in the Queen's speech to be remitted, the Committee considered the 'Disability Discrimination Bill'. It also kept a close watching brief on the development of a single UK Commission for Equality and Human Rights.

⁸ Terms of Reference: *The basic function of the Equality of Opportunity Committee is to audit the Assembly's arrangements for promoting, in the exercise of its functions and the conduct of its business, the principle that there should be equality of opportunity for all people. The previous Committee made suggestions on how subject committees and ministers could promote and consider equality issues more effectively, but these were often quite ad hoc. The start of the Second Assembly would be a good opportunity for the Committee to make general recommendations on how equality issues should be mainstreamed in the work of the Assembly. The Committee would be able to draw on a similar review conducted in Scotland in 2002/2003.*

⁹ Terms of reference: *To review the provision of services for disabled young people in Wales. To include examination of issues emerging from the first International Congress for Young Disabled People. Focussing on three key themes:*

- 1. Promoting and supporting independence and autonomy of young people*
- 2. Responsive, customer focused and joined-up service provision*
- 3. Age appropriate support and services*

Giving particular regard to: education, training and employment, leisure, housing, transport, equipment, transition to adulthood, access to information and poverty.

European and External Affairs Committee

The Committee held eight formal meetings during 2004-05. It also continued its development of systems to monitor and identify European legislation of relevance to Wales and has moved the emphasis forward from documents deposited with the UK Parliament to focusing on the European Commission's work programme. It is hoped that this approach will allow earlier identification of key items and issues.

The new approach was welcomed and adopted by subject committees and put into practice at the end of the planning year (2004-05). The Committee will continue to monitor and evaluate this approach. Towards the end of the year the Committee started a limited scrutiny of the EU Services Directive. The conclusion of this consideration was that the Committee prepared a report which it formally submitted to the European Commission, the Welsh Assembly Government and Welsh MEPs.

The Committee has continued to maintain its oversight of the Structural Funds with joint discussions with the Economic Development & Transport Committee and also with the Treasury and the Department of Trade & Industry. It has also maintained its watch on wider EU developments with discussions involving Whitehall departments on the Euro and the Lisbon Agenda.

The Committee welcomed the Luxembourg Ambassador to discuss with it their plans for the forthcoming EU presidency. It also held a discussion on links with Latvia and welcomed the Latvian honorary Consul to its meeting.

The Committee continues to maintain its links with the scrutiny committees at Westminster and hosted the regular meeting with its counterpart committees at the House of Commons, the House of Lords and the Scottish Parliament.

Health and Social Services Committee

The Committee held 13 formal meetings during 2004-05, including one external meeting in Wrexham.

The Committee took evidence on the review of the interface between Health and Social Care¹⁰ at its external meeting. Committee members also visited

¹⁰ Terms of reference:

- i. To review the mechanisms for joint planning and provision of services in health and social care and the quality of the evidence base;*
- ii. to examine the accountability arrangements for joint planning and service provision;*
- iii. to evaluate the effects (both positive and negative) that decisions in one service can have on another;*
- iv. to examine key areas that impact on the quality and provision of a seamless service, particularly: hospital discharge, intermediate care, residential and nursing home services, domiciliary care services, involvement of the independent and private sectors, support for carers.*
- v. to review the role of health and social services in promoting the independence of patients and the prevention of unnecessary admission or re-admission to hospital.*

three projects as part of the review, which was completed in March 2005. The formal launch of the report took place at the Forge Centre, Port Talbot. The report was debated in plenary on 9 March, prior to the Minister's formal response to the Committee.

The Committee also began a short policy review of Standard 2 of the Mental Health National Service Framework - User and Carer Empowerment¹¹. An extensive consultation exercise was carried out over the summer, with ten individuals/organisations giving oral evidence to the Committee in the autumn. The Committee has considered the evidence and will report to the Assembly in the autumn of 2005.

The Committee considered eleven pieces of secondary legislation, in accordance with their agreed protocol. Two Bills were remitted to the Committee by plenary following the Queen's speech. Both of these Bills, the Children Bill and the Health Protection Agency Bill, were considered by the Committee in May 2004. The Committee also considered the Draft Mental Health Bill published by the UK Government in September for pre-legislative scrutiny. The Committee invited those organisations in Wales that gave evidence on the previous draft Bill in September 2002 to do so again. Following the meeting, the Chair wrote to the Chair of the Joint Committee on the Draft Mental Health Bill, the Assembly Minister for Health & Social Services and the Chair of the House of Commons Health Committee setting out the Committee's recommendations and conclusions. The Chair and other Committee members also gave evidence to the House of Commons Committee.

In January 2005, Committee members took part in a joint meeting with Education & Lifelong Learning, Social Justice & Regeneration and Equality of Opportunity Committees to question the Children's Commissioner on his annual report.

Legislation Committee

The Committee met 26 times and considered 175 pieces of legislation during 2004-05, issuing a report on each Statutory Instrument.

In July 2004, the Committee met with the delegation from the Subordinate Legislation Committee of the Scottish Parliament. Discussions included comparative operative differences and the handling of the Inquiry into the regulatory framework in Scotland.

¹¹ Terms of reference: *To review Key Actions 4 and 7 within Standard 2 of the Mental Health National Service Framework (NSF), as they apply to adults of working age who are covered by the NSF, and also as the principles apply to the elderly and to children and adolescents. In particular to:*

review the current requirements and guidance for the involvement of users and carers in the development of individual care plans; and
review the current arrangements for user and carer participation in planning, design, commissioning, delivery, monitoring and evaluation of mental health services.

In September 2004, the Committee recommended changing the lettered footnotes to numbered footnotes in Assembly general subordinate legislation, and their recommendation was implemented from 1 January 2005.

In October 2004, the Committee wrote to the relevant Minister expressing concern regarding the disadvantages of the use of the Executive procedure: any mistakes are impossible to correct until amending legislation is made.

In February 2005, the Committee expressed its preference that in Statutory Instruments the expression "in relation to Wales" without the word "only" should be used, and the numbers without any ordinal numerals' endings both in English and Welsh should be used.

In March 2005, the Committee had a discussion with the Legislative Counsel of the Directorate of Legal Services and the Chief Legal Translator regarding the necessity to use gender neutral language in legislation drafting and some other specific aspects of drafting Statutory Instruments.

Local Government and Public Services Committee

The Committee held 13 formal meetings during 2004-05, including two joint meetings with the Welsh Affairs Committee.

The Committee published its report 'The Operation of New Political Management Structures in Local Government'¹² in May 2004. The report was well received and the Welsh Assembly Government and the WLGA have pledged to implement the majority of the recommendations. In April 2004, the Committee began its second policy review into the operation of the regulation and inspection regime in Wales¹³. The report is due to be published in May 2005 and will contain 21 recommendations for the streamlining and rationalisation of the regime. In March 2005, the Committee agreed the terms of reference and project plan for a project to scrutinise electoral arrangements in Wales.

In January 2005, the Committee discussed the Public Services Ombudsman (Wales) Bill 2004 jointly with the Welsh Affairs Committee at meetings in Cardiff and Westminster. A report of the Committee's findings and recommendations was sent to all Welsh MP's and Lords as well as the Welsh Assembly Government. The Committee has also scrutinised eleven pieces of secondary legislation during the year.

¹² Terms of reference: *To consider the operation in Wales of the new political management structures introduced by the Local Government Act 2000, their success in delivering more transparent, efficient and accountable decision-making and to make recommendations to encourage the development of good practice.*

¹³ Terms of reference: *To consider the operation of the public services regulation and inspection regime in Wales, including the roles and accountabilities of inspectorates, their interaction with inspected bodies and the added value the regime brings to public service improvement.*

In February 2005, it held a session on the draft Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005, taking evidence from witnesses and producing a report which was sent to the Cabinet Office.

In July 2004, the Committee held a session on the European Commission Green Paper on Public-Private Partnerships and Community Law on Public Contracts and Concessions. A letter was sent to the European Commission outlining the Committee's views.

In November 2004, the Committee visited the Scottish Parliament to meet Members of the Scottish Local Government Committee and take evidence from the Scottish Executive and the Scottish Local Government Association (CoSLA). Also in November 2004, the Committee held two rapporteur sessions, in Carmarthen and St Aspah.

In January 2005, the Committee hosted a lunch for a delegation of Mexican MP's who were visiting Britain to study the relationship between local and central governments.

Committee on Smoking in Public Places

The Committee was established in June 2004 as an additional committee under Standing Order 8.1, to advise on the banning of smoking in public places. The Committee's remit was to examine all aspects of the issues, including:

- the health risks of environmental tobacco smoke;
- the economic impact of restrictions on smoking in public places;
- the impact of a ban in reducing the prevalence of smoking;
- the effectiveness of extractor fans and other ventilation equipment to remove tobacco fumes from the atmosphere;
- human rights arguments in respect of smokers and non-smokers;
- enforcement issues.

An extensive public consultation exercise was carried out over the summer, and the Committee took oral evidence from a wide range of interests. The Committee met seven times during 2004-5, and undertook a fact-finding visit to Ireland. The Committee concluded its work in April 2005 and subsequently reported its findings to the Assembly.

Social Justice and Regeneration Committee

The Committee held 15 formal meetings during 2004-05, including one external meeting in Pontypridd. A further external formal meeting was arranged in Colwyn Bay, which became an informal meeting as it was not quorate. The Committee undertook two visits in the year, to Poundbury Village in Dorset and HMP Liverpool (Walton).

The Committee published the recommendations of its policy review into Housing for Older People¹⁴. It also began taking evidence on its review into Substance Misuse¹⁵, for which Committee members conducted a number of visits. These included visits to reference sites in Aberystwyth, Bangor, Bridgend, Cardiff, Carmarthen, Merthyr Tydfil, Newport, Swansea and Wrexham.

In addition, members of the Committee have acted as rapporteurs in visiting various practitioners and reported their findings back to the Committee. The first stage of the review concentrated on treatment and rehabilitation and an interim report is expected early in autumn 2005. The Committee has agreed to look at barriers which prevent or deter people from accessing substance misuse services and GP involvement in delivering substance misuse treatment/shared care schemes in Phase II of the review.

During the year the Committee considered procedures and timetables for handling secondary legislation under the Housing Act, Anti-Social Behaviour Orders and the Transfer of (CAFCASS) Functions in Wales to the Assembly.

The Committee also considered the draft Charities Bill and passed its comments, via the Minister, to the Home Office.

In January 2005, Committee members took part in a joint meeting with Health and Social Services, Education & Lifelong Learning and Equality of Opportunity Committees to question the Children's Commissioner on his annual report.

Standards of Conduct Committee

The Committee met formally five times during the year, including a meeting to consider a complaint against an Assembly Member.

Among the main issues the Committee dealt with were:

- Revised arrangements and guidance in relation to provisions contained in the Register of Members' Interests;
- Implementation of a wide range of recommendations contained in the Woodhouse review of Standards of Conduct;
- Implementation of the new procedure for considering complaints against Assembly Members;
- The appointment of the National Assembly Commissioner for Standards;
- The Assembly's requirement that Members should register membership of the Freemasons.

¹⁴ Terms of reference: *The current provision of housing for older people in Wales; in the light of the ageing housing stock and other considerations; what is required to allow existing older people to remain in their own homes and what new provision is needed to cater for the needs of an ageing population.*

¹⁵ Terms of reference: *To consider the effectiveness of current policies and arrangements for the prevention and treatment of substance misuse giving particular regard to prevention and treatment to groups affected by substance misuse and alcohol.*

The Committee also provided advice on a number of ad hoc issues.

Regional Committees

Mid Wales Regional Committee

The Committee held four meetings during 2004-05 at venues in Sennybridge, Llanerfyl, Cardigan and Penrhyndeudraeth.

During these meetings the Committee considered: ELWa's national planning and funding system for post-16 education; the report of the Richard Commission on possible additional powers for the National Assembly; smoking in public places; and tourism.

The Committee received presentations from relevant organisations from the mid Wales region, including ELWa, local health boards and NHS trusts, local tourist bodies and members of the Richard Commission.

Members of the public took the opportunity to question presenters and committee members on these topics, and also to raise matters of local concern. Where appropriate, these local concerns were passed to the relevant Assembly Minister for action.

The views expressed on smoking in public places were conveyed to the Chair of the Committee established to investigate this subject.

Average public attendance over the year was 35 people.

North Wales Regional Committee

The Committee met five times during 2004-05 at venues in Connah's Quay, Colwyn Bay, Wrexham, Bangor and Mold.

The emphasis of the Committee was on public participation and public attendance was high at all the meetings. Following each meeting, the Committee prepared a report summarising the views expressed by attendees. Copies were submitted to the relevant Assembly Minister for action. The Committee discussed the following topics: economic development; community safety; the report of the Richard Commission; tourism; and manufacturing as these pertained to North Wales.

At the May meeting, the Committee discussed economic development and transport. The meeting gave local organisations and members of the public the opportunity to put their views to the Committee.

At the meeting in July, the Committee discussed community safety in North Wales. The Committee heard from the Police, Fire and Rescue Service, Probation Service and CAIS.

At the Committee's meeting in October, the Committee looked at the powers and electoral arrangements of the National Assembly for Wales. Among the presenters at that meeting, was Lord Richard. The Committee heard a wide range of views, which were fed back to the First Minister and the leaders of the other political parties to feed into the Assembly's debate on the recommendations of the Richard Commission.

In February, the Committee discussed tourism. The Committee heard the views of local tourist groups and organisations.

At its meeting in March, the Committee looked at manufacturing in North Wales. A wide range of views was received, both from presenters and the public, all of which were fed back to the Minister for Economic Development and Transport.

Average public attendance over the year was 83 people.

South East Wales Regional Committee

The South East Wales Regional Committee met six times during 2004-05, at venues in Caerphilly, Cardiff, Barry, Monmouth, Porthcawl and Merthyr Tydfil.

The Committee concentrated on one topic per meeting. The topics considered were: patterns of care on release from hospital; the report of the Richard Commission; public participation in decision making; 14-19 education; smoking in public places; and coastline to valleys regeneration.

The public were invited to participate at all of the meetings and many points raised were answered fully and directly at each meeting. The Committee prepared a report of each meeting, which was circulated to all who attended and placed on the Internet. Minutes and relevant papers were forwarded to the appropriate Minister for action.

The Committee received presentations from Local Health representatives, Lord Richard and representatives of: the Civil Society; legal profession; academia; voluntary sector; public services; ELWa and the education sector; ASH; Forest; Licensed Victuallers; and economic, transport and enterprise organisations.

Average public attendance over the year was 47 people.

South West Wales Regional Committee

The Committee held five meetings during 2004-05 at venues in Pembroke, Swansea, Pontyberem, Laugharne and Briton Ferry.

The meetings have focused on public discussion of policies being developed by the Welsh Assembly Government or reviews being carried out by subject committees. The meetings gave local organisations and members of the public the opportunity to give evidence from a local perspective and put their

views to the Committee. Members of the public have been able to raise questions and express their views on the topics discussed. The minutes and papers of the meetings have been forwarded to the appropriate Assembly Minister or Committee Chair.

The Committee discussed the Social Justice and Regeneration Committee's review on substance misuse at its meeting in May.

In July, the Committee looked at the powers and electoral arrangements of the National Assembly for Wales. Among the presenters at that meeting were two members of the Richard Commission.

At its meeting in October, the Committee discussed the Education and Lifelong Learning Committee's review of school transport. The Committee heard from a local transport provider, trade union and local authority representatives, and was particularly pleased to hear from pupils at Dyffryn Taf School, who set out their concerns regarding safety on school buses. The Committee also had an opportunity to view a 'yellow bus' after the meeting.

In November, the Committee discussed childcare, with particular reference to the Interim Report of the Childcare Working Group. The Committee heard the views of local childcare providers and parent representatives.

At its meeting in February, the Committee looked at smoking in public places.

Average public attendance over the year was 38 people.

Human Resources

Employee Summary

The table below shows the staff ceiling and number of employees in post within the Assembly Parliamentary Service as of 1 April 2004 and 31 March 2005.

Month/Year	Staff Ceiling	Number of employees in post
1 April 2004	319	281
31 March 2005	336	285

As of 31 March 2005 the staffing position in APS was as follows: -

Division/Branch	Number of staff in post
Presiding Officer's Private Office	5
Clerk and Deputy Clerk's Office	5
Legal	6
Assembly Communication Services	
Director's Office	1
Information Communication Technology	8
Public Information & Education	38
Press & Media	2
Record of Proceedings	20
Translation Service	37
Corporate Services	
Director's Office	2
Fees & Finance	15
Human Resources & TUS	15
Office & Facilities	64
Members Research & Committee Services	
Members Research	32
Committee Service	26
Chamber Services	
Chamber Secretariat	5
Table Office	4
Total	285

The number of staff in post is made up of the following grades.

TS	PS	EO	HEO	SEO	G7	G6	G5	G3	G2
95	3	61	74	27	16	4	3	1	1

Recruitment Summary

Throughout the period 1 April 2004 to 31 March 2005, the Assembly Parliamentary Service has conducted 29 external recruitment schemes and appointed 33 candidates.

Budget

The total Assembly Parliamentary Service budget for 2004-2005 was £26,626,000, as follows:-

Branch	Total Expenditure (£)	Allocation (£)
Direct Running Costs- Staff		
Private Office	155,093	155,000
Clerk	341,299	365,000
Legal Advisor	165,161	195,000
Members' Research & Committee Services	1,992,376	2,080,000
Assembly Business	252,073	275,000
Communications Services	3,066,499	3,145,000
Corporate Services	2,196,501	2,070,000
TOTAL STAFF COSTS	8,169,004	8,285,000
General Admin Expenditure		
Private Office	8,994	6,500
Clerk	263	1,500
Legal Advisor	0	0
Members' Research & Committee Services	257,233	245,000
Assembly Business	72,246	46,000
Communications Services	1,117,202	1,296,900
Corporate Services	5,298,951	6,014,000
Unallocated reserve		397,100
TOTAL GAE	6,754,889	8,007,000
Members' Pay & Allowances	8,820,015	10,175,000
TOTAL CAPITAL	27,995	30,000
Cost of Capital and Depreciation	129,000	129,000
TOTAL EXPENDITURE	23,900,903	26,626,000

The Assembly Estate

The Assembly Estate in Cardiff Bay comprises the Assembly offices and the Pierhead Building. The offices temporarily accommodate the Assembly Chamber and Committee Rooms; these will be replaced in early 2006 by the Richard Rogers designed Assembly Chamber building, in the course of construction. During 2004-05, the House Committee received regular reports about the progress of the construction programme and it is anticipated that the House Committee will take responsibility for the new building upon its completion.

The Assembly Parliamentary Service also has an office and Visitor Centre in Colwyn Bay, North Wales. There are four regional teams, based in Cardiff, Colwyn Bay, Carmarthen and Llandrindod Wells.

During 2004-05 the House Committee approved minor new works projects to upgrade and renovate the Pierhead Building. The works involved replacing the roof and carrying out external building fabric repairs and upgrading the heating system and installing air cooling in the building.

2004-05 Objectives and Performance

The Assembly Parliamentary Service Annual Plan 2004-05 contained its objectives for the year, these are set out in the table below with examples of action taken during the year.

OBJECTIVES	ACTION
<p>To enable Members to improve Committee proceedings and scrutiny processes within the Assembly.</p>	<p>Panel of Chairs: following discussions in Panel of Chairs, a number of measures have been introduced to improve scrutiny, e.g.</p> <ul style="list-style-type: none"> • pilot scrutiny training for EPC in October and agreement to roll out to other committees • budget scrutiny training for all committees • establishment of committee to scrutinise the First Minister • three formal joint scrutiny meetings with Welsh Affairs Committee, two on legislation and the third on broadcasting • enhanced use of briefings by MRS to inform questioning • media coverage has improved. <p>Legislative Scrutiny: regular review of legislation checklists to improve information from committees to Business Committee and Plenary. Panel of Chairs regularly reviews processes.</p> <p>Progress in Parliament of Wales relevant Bills tracked in the Assembly Weekly Information Bulletin on the Internet, including details of Assembly Committee's consideration of/ reporting on Bills.</p> <p>APS established a presence in Brussels with the recruitment of a European Union Policy Analyst whose main role is to help committees with the scrutiny of European policy issues.</p> <p>Verbatim Record of Committees: service in place to provide members with verbatim records of committee proceedings, introduced on time and within budget.</p> <p>Increased press and media coverage</p>

OBJECTIVES	ACTION
	<p>of Committee proceedings has included opportunities for Committee Chairs to raise public awareness of the work of Committees.</p> <p>New publications were produced which detail the membership and remit of each Subject Committee. The publications are made available for members of the public attending Committees.</p>
<p>Examine and respond effectively to those Richard Commission recommendations accepted by the Assembly and those in respect of good practice, and plan for the implications including any changes to organisational arrangements for services provided by the APS and Welsh Assembly Government staff.</p>	<p>Reports to House Committee highlighted the issues and recommended steps to be taken.</p> <p>Project established to deal with the implications, commenced agreed work programmes by year end.</p> <p>Budget in place but is subject to revision to take account of transfers in respect of the split of the Translation Service, APS lawyers and Merlin costs.</p>
<p>Build upon the views of Members, their staff and our external customers as expressed in relevant feedback, satisfaction surveys and other relevant mechanisms to improve the services we provide to our customers and, where possible, their perception of those services.</p>	<p>In response to Members' requirements verbatim transcripts of committee meetings, and a fully bilingual 24-hour Record of Proceedings of plenary meetings produced from April 2005 onwards.</p> <p>Mystery Customers exercise used to test levels of customer care.</p> <p>A Welcome leaflet was produced which provides important housekeeping information for visitors attending plenary and committee meetings.</p>
<p>To make an appropriate contribution to the delivery of an excellent new chamber building, on time and within budget, by the end of 2005 and to be ready to take on APS responsibilities when the building is completed.</p>	<p>APS has high-level involvement in the building project, providing customer requirements and securing Members' needs as far as possible.</p> <p>Resource estimates will continue to be developed as we move towards occupation of the building. Costs will be estimated during the fit out period in conjunction with contractors for Maintenance, cleaning, catering and other contracted services. Rating valuation will also be developed when</p>

OBJECTIVES	ACTION
	<p>the building is complete. Running costs for energy consumption (electricity, gas etc) will be dependent on actual usage during the first year of occupation.</p> <p>Paper on options for Residual Accommodation presented to House Committee meeting on 3 February. House Committee agreed to defer decisions on use of residual space pending actual operational usage of the new building and assessment of additional facilities required.</p> <p>House Committee has committed a substantial contribution to the fit-out, budgets are being managed within the levels set by Members. Members have had opportunities to view and decide upon ICT facilities and furnishings.</p> <p>Progress has been made on the delivery of the arts projects. The Panel met 5 times during the year to provide advice and to review the development of projects; APS as well as fulfilling the demanding role of project co-ordination and liaison has provided the secretariat for the Panel.</p>
<p>To maintain the Assembly's strong reputation for innovative use of ICT throughout the foundation and transition periods for the Merlin partnership and to ensure that the requirements of all Assembly Members are given appropriate priority.</p>	<p>In partnership with Merlin, Improvements have been made to the constituency office broadband connectivity and the level of software provided to Members as part of their technology upgrade, the latter was adapted in close consultation with Members.</p> <p>Partnership structure: now agreed that to further actual separation, APS will have its own governance structure and budget for Merlin contract. Work on this is progressing.</p>
<p>To implement and progress the following corporate strategies:-</p> <p>(a) The APS Bilingual Services Statement;</p> <p>(b) The APS contribution to the Assembly's revised Sustainable Development Scheme;</p>	<p>Bilingual Services Statement: reviews undertaken and showed good compliance across APS.</p> <p>Sustainable Development Scheme: some training in key areas to be provided, further focus on this area needed next year to build on progress.</p>

OBJECTIVES	ACTION
<p>(c) The APS element of the Race Equality Scheme.</p> <p>(d) The NAW Corporate Health & Safety Plan 2003-2006.</p>	<p>The Race Equality Scheme was agreed by the Assembly in Plenary on 12 January 2005. The draft APS Plan for 2005-2008 was be considered b y the House Committee on 21 April 2005.</p> <p>Health and Safety: Corporate Health Standard Gold Award received in March. Further initiatives to support good health under way. Continued participation in Assembly wide health and safety planning, this area will need focus as part of the separation planning.</p>
<p>To improve the percentage of positive responses of APS staff in the Staff Attitude Survey for 2004 in the areas of performance management, advancement and development, ability to challenge the way things are done and being subject to unacceptable behaviours at work.</p>	<p>2004 Staff Survey questions better represented needs of APS, though further adaptations being contemplated for 2005.</p> <p>Performance process shows excellent progress between 2003 and 2004 surveys, with three principal questions showing more than 20 percentage point improvement in performance.</p> <p>Staff concerns and views: 2004 Survey shows disappointing results on certain key indicators, particularly in the area of communication with managers. Clear commitment articulated by senior management to investigate, to address issues which arise, and to improve communication within the Service. Improvements to communication systems have been put in place, in consultation with staff.</p>
<p>Ensure that the APS has sufficient and appropriately developed staff in place so that it is able to meet the demands of the Second Assembly, making best use of available resources.</p>	<p>Induction: new induction process in place providing timely and bespoke training in line with the needs of APS staff, looking towards separation from Government.</p> <p>APS Staff Development Programme: work is in place to prepare a development programme to commence in 2005/06. The programme will emphasise the acquisition of Parliamentary skills and include the possibility of staff 'shadowing' AMs if this were agreed.</p>

OBJECTIVES	ACTION
	<p>Recruitment: good recruitment and retention continue to be demonstrated New 'in house' recruitment administration shows cost savings and improved service to applicants.</p> <p>Performance Management: Staff Attitude Survey show increased emphasis on completion of performance reports in 2004 has paid off, with 87% of survey respondents having a performance plan/ review, a significant increase on 2003.</p> <p>Attendance Management: Policy in place, closer monitoring of staff sickness patterns has disclosed a slow improvement, but further reduction is expected as application of the Policy takes effect. House Committee receives regular reports.</p>
<p>To enhance the level of public engagement with the National Assembly for Wales.</p>	<p>The first e-democracy consultation was launched on 11 April 2005.</p> <p>Gradual improvement in North Wales Centre visitor numbers. A new SEO post to co-ordinate the regional work and based in the North Wales Centre was created. The post-holder is focusing on improving the performance of the Centre.</p> <p>Media Relations Meetings have been held with the editors of all newspapers and radio stations in Wales to explain the role of the Assembly and to raise its profile in the local media. There are some indications that this has led to greater local coverage of the Assembly.</p> <p>The national events programme for 2004 was a high profile opportunity to engage with the public and ensure that the Assembly gets exposure in the regions. The theme in 2004 was 'the role of the Committees'.</p>
<p>To secure improved management and monitoring of financial and staff resources.</p>	<p>Regularity and content of monitoring reports to House Committee have improved.</p>

OBJECTIVES	ACTION
	<p>Spending: spending on DRC successfully controlled to within 1.5% of budget. Gae budget was significantly underspent as a result of delayed start to Pierhead project. Members' budget not fully spent as SSRB recommendations do not come into effect until 2005/6, but savings will be accrued to meet these requirements in the following year.</p>
<p>APS to be ready for the implementation of the Freedom of Information Act 2000 in January 2005.</p>	<p>FOI – full programme of seminars were held and approximately 95 staff attended. There were approximately 25 at the AMs/ AMSS seminar. The feedback was positive. Leaflets were provided at all sessions.</p> <p>Information requests: in 2004/5, 27 requests were received in APS. Co-ordinators have been established across the office at divisional/branch level to handle these requests and have been briefed on the procedures which are on the Intranet. Requests have been handled promptly and no challenges have been made.</p> <p>Records Management: some work was done on the retention and disposal schedules, this will be progressed further during 2005/6.</p> <p>Monitoring: a database has been developed and used to monitor requests. Requests are reported to House Committee.</p>
<p>Ensure that sufficient arrangements are in place for contingency planning and business continuity.</p>	<p>The Assembly's Business Continuity Plan has been revised to include a separate section for APS.</p> <p>APS Priorities: the priorities for preparing detailed contingency arrangements are Plenary, Committee Meetings and services for Members. House Committee has agreed contingency arrangements for Plenary meetings.</p>

Forward Look to 2005/6

Separation

The publication of the Better Governance for Wales White Paper and subsequent legislation is likely to see the separation of the legislative and governmental parts of the Assembly, and a subsequent change in the nature of the House Committee. Should the Assembly have enhanced powers, the services provided by the APS will need to match these new demands. Planning for these changes will form a significant part of the work of the Committee and APS during 2005/6.

Senedd

The House Committee will take on the management of the Senedd (the new Assembly building) during 2005/6. It will be opened officially on 1 March 2006. The Senedd is a unique, iconic building, containing advanced environmental and communication technology. It is likely to attract much higher numbers of visitors from Wales and the world.

Committee Membership, Attendance and Statistics

175 Committee meetings were held during the financial year 2004-05. 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 Annexe. Reasons include illness, bereavement, maternity or paternity leave and conflicting duties.
- ◆ These attendance figures do not indicate whether attendance was for the whole or part of a meeting.
- ◆ Standing Order 8.8 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.

Audit Committee

Member	Party	Constituency	2004/05	%
Janet Davies (Chair)	Plaid Cymru	South Wales West	10/10	100
Leighton Andrews	Labour	Rhondda	10/10	100
Mick Bates	Liberal Democrats	Montgomeryshire	10/10	100
Alun Cairns	Conservative	South Wales East	10/10	100
Jocelyn Davies	Plaid Cymru	South Wales East	9/10	90
Christine Gwyther	Labour	Carmarthen West & South Pembrokeshire	7/7	100
Mark Isherwood	Conservative	North Wales	6/10	60
Irene James	Labour	Islwyn	3/3	100
Denise Idris-Jones	Labour	Conwy	8/10	80
Val Lloyd	Labour	Swansea East	6/7	86
Carl Sergeant	Labour	Alyn & Deeside	7/10	70
Catherine Thomas	Labour	Llanelli	1/3	33

Culture, Welsh Language and Sport Committee

Member	Party	Constituency	2004/05	%
Rosemary Butler (Chair)	Labour	Newport West	11/13	85
Leighton Andrews	Labour	Rhondda	13/13	100
Lorraine Barrett	Labour	Cardiff South & Penarth	13/13	100

ANNEXE 1

Member	Party	Constituency	2004/05	%
Eleanor Burnham	Liberal Democrats	North Wales	12/13	92
Lisa Francis	Conservative	Mid & West Wales	13/13	100
Denise Idris Jones	Labour	Conwy	12/13	92
Elin Jones	Plaid Cymru	Ceredigion	11/13	85
Laura Anne Jones	Conservative	South Wales East	8/13	62
Alun Pugh	Labour	Clwyd West	10/13	76
Owen John Thomas	Plaid Cymru	South West Central	13/13	100

Economic Development and Transport Committee

Member	Party	Constituency	2004/05	%
Christine Gwyther (Chair)	Labour	Carmarthen West & South Pembrokeshire	19/19	100
Leighton Andrews	Labour	Rhondda	2/2	100
Alun Cairns	Conservative	South Wales East	17/19	89
Christine Chapman	Labour	Cynon Valley	16/17	94
Andrew Davies	Labour	Swansea West	16/19	84
Janet Davies	Plaid Cymru	South Wales West	18/19	95
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	2/2	100
Lisa Francis	Conservative	Mid and West Wales	18/19	95
Brian Gibbons	Labour	Aberavon	15/17	88
Elin Jones	Plaid Cymru	Ceredigion	17/19	89
Lynne Neagle	Labour	Torfaen	13/17	76
Jenny Randerson	Liberal Democrats	Cardiff Central	19/19	100
Carl Sargeant	Labour	Alyn & Deeside	2/2	100

Education and Lifelong Learning Committee

Member	Party	Constituency	2004/05	%
Peter Black (Chair)	Liberal Democrats	South Wales West	16/16	100
Leighton Andrews	Labour	Rhondda	12/13	92
Christine Chapman	Labour	Cynon Valley	3/3	100
Jeff Cuthbert	Labour	Caerphilly	15/16	94
Jane Davidson	Labour	Pontypridd	13/16	81
David Davies	Conservative	Monmouth	12/16	75
Mark Isherwood	Conservative	North Wales	15/16	94
Irene James	Labour	Islwyn	14/16	88
Denise Idris Jones	Labour	Conwy	13/16	81
Janet Ryder	Plaid Cymru	North Wales	16/16	100
Owen John Thomas	Plaid Cymru	South Wales Central	15/16	94

Environment Planning and Countryside Committee

Member	Party	Constituency	2004/05	%
Alun Ffred Jones (Chair)	Plaid Cymru	Caernarfon	11/11	100
Lorraine Barrett	Labour	Cardiff South & Penarth	1/2	50
Mick Bates	Liberal Democrats	Montgomeryshire	11/11	100
Jeff Cuthbert	Labour	Caerphilly	9/9	100
Glyn Davies	Conservative	Mid and West Wales	10/11	91

ANNEXE 1

Member	Party	Constituency	2004/05	%
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	8/9	81
Irene James	Labour	Islwyn	9/11	82
Carwyn Jones	Labour	Bridgend	10/11	91
Helen Mary Jones	Plaid Cymru	Mid & West Wales	10/11	91
Sandy Mewies	Labour	Delyn	2/2	100
Carl Sergeant	Labour	Alyn & Deeside	10/11	91
Brynle Williams	Conservative	North Wales	10/11	91

Equality of Opportunity Committee

Member	Party	Constituency	2004/05	%
Gwenda Thomas (Chair)	Labour	Neath	10/11	91
Lorraine Barrett	Labour	Cardiff South & Penarth	10/11	91
David Davies	Conservative	Monmouth	1/1	100
John Griffiths	Labour	Newport East	11/11	100
Mark Isherwood	Conservative	North Wales	8/10	80
Helen Mary Jones	Plaid Cymru	Mid & West Wales	9/11	91
Laura Anne Jones	Conservative	South Wales East	7/11	64
Huw Lewis	Labour	Merthyr Tydfil & Rhymney	9/11	82
Jenny Randerson	Liberal Democrat	Cardiff Central	10/11	91
Catherine Thomas	Labour	Llanelli	8/11	72
Leanne Wood	Plaid Cymru	South Wales Central	6/11	64

European and External Affairs Committee

Member	Party	Constituency	2004/05	%
Sandy Mewies (Chair)	Labour	Delyn	8/8	100
Nick Bourne	Conservative	Mid & West Wales	3/8	38
Rosemary Butler	Labour	Newport West	4/8	50
Christine Chapman	Labour	Cynon Valley	7/7	100
Jeff Cuthbert	Labour	Caerphilly	1/1	100
Mike German	Liberal Democrats	South Wales East	8/8	100
Christine Gwyther	Labour	Camarthen West & South Pembrokeshire	7/8	88
Ieuan Wyn Jones	Plaid Cymru	Ynys Mon	5/8	63
Jonathan Morgan	Conservative	South Wales Central	4/8	50
Rhodri Morgan	Labour	Cardiff West	5/8	63
Rhodri Glyn Thomas	Plaid Cymru	Camarthen East & Dinefwr	8/8	100

Health and Social Services Committee

Member	Party	Constituency	2004/05	%
David Melding (Chair)	Conservative	South Wales Central	13/13	100
Jocelyn Davies	Plaid Cymru	South Wales East	10/13	77
Brian Gibbons	Labour	Aberavon	4/4	100
John Griffiths	Labour	Newport	13/13	100
Jane Hutt	Labour	Vale of Glamorgan	8/9	89

ANNEXE 1

Member	Party	Constituency	2004/05	%
Ann Jones	Labour	Vale of Clwyd	7/10	70
Val Lloyd	Labour	Swansea East	12/13	92
Jonathan Morgan	Conservative	South Wales Central	9/13	69
Lynne Neagle	Labour	Torfaen	2/3	67
Karen Sinclair	Labour	Clwyd South	3/3	100
Gwenda Thomas	Labour	Neath	9/10	90
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	13/13	100
Kirsty Williams	Liberal Democrat	Brecon & Radnorshire	8/13	62

House Committee

Member	Party	Constituency	2004/05	%
John Marek (Chair)	Forward Wales	Wrexham	10/10	100
Lorraine Barrett	Labour	Cardiff South & Penarth	8/10	80
Peter Black	Liberal Democrat	South Wales West	4/10	40
Janet Davies	Plaid Cymru	South West Wales	2/4	50
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	10/10	100
William Graham	Conservative	South Wales East	10/10	100
Janice Gregory	Labour	Ogmore	10/10	100
Jane Hutt	Labour	Vale of Glamorgan	1/3	33
Karen Sinclair	Labour	Clwyd South	8/8	100
Owen John Thomas	Plaid Cymru	South Wales Central	6/6	100

Legislation Committee

Member	Party	Constituency	2004/05	%
Glyn Davies (Chair)	Conservative	Mid and West Wales	20/26	77
Eleanor Burnham	Liberal Democrats	North Wales	25/26	96
Rosemary Butler	Labour	Newport West	19/26	73
Christine Chapman	Labour	Cynon Valley	20/20	100
Jeff Cuthbert	Labour	Caerphilly	18/20	90
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	20/20	100
Janice Gregory	Labour	Ogmore	4/6	67
Christine Gwyther	Labour	Carmarthen West & South Pembrokeshire	5/6	83
Irene James	Labour	Islwyn	17/20	85
Ann Jones	Labour	Vale of Clwyd	6/6	100
Elin Jones	Plaid Cymru	Ceredigion	8/14	57
Laura Anne Jones	Conservative	South Wales East	22/26	85
Dai Lloyd	Plaid Cymru	South Wales West	24/26	92
Sandy Mewies	Labour	Delyn	4/6	67
Janet Ryder	Plaid Cymru	Ceredigion	12/12	100

Local Government and Public Services Committee

Member	Party	Constituency	2004/05	%
Ann Jones (Chair)	Labour	Vale of Clwyd	13/13	100
Lorraine Barrett	Labour	Cardiff South & Penarth	11/11	100
Glyn Davies	Conservative	Mid and West Wales	10/13	77

ANNEXE 1

Member	Party	Constituency	2004/05	%
Tamsin Dunwoody Kneafsey	Labour	Preseli Pembrokeshire	11/11	100
Sue Essex	Labour	Cardiff North	11/12	92
Mike German	Liberal Democrat	South Wales East	11/13	85
Alun Ffred Jones	Plaid Cymru	Caernarfon	11/13	85
Laura Anne Jones	Conservative	South Wales East	11/13	85
Peter Law	Labour	Blaenau Gwent	11/13	85
Dai Lloyd	Plaid Cymru	South Wales West	13/13	100
Val Lloyd	Labour	Swansea East	2/2	100
Gwenda Thomas	Labour	Neath	2/2	100

Committee on Smoking in Public Places

Member	Party	Constituency	2004/05	%
Val Lloyd (Chair)	Labour	Swansea East	7/7	100
Peter Black	Liberal Democrat	South Wales West	6/7	86
Jeff Cuthbert	Labour	Caerphilly	7/7	100
Dai Lloyd	Plaid Cymru	South Wales West	7/7	100
Jonathan Morgan	Conservative	South Wales Central	4/7	57

Social Justice and Regeneration Committee

Member	Party	Constituency	2004/05	%
Janice Gregory (Chair)	Labour	Ogmore	14/15	93
Peter Black	Liberal Democrat	South Wales West	14/15	93
William Graham	Conservative	South Wales East	14/15	93
Edwina Hart	Labour	Gower	10/15	67
Mark Isherwood	Conservative	North Wales	13/15	87
Huw Lewis	Labour	Merthyr Tydfil & Rhymney	10/15	67
Sandy Mewies	Labour	Delyn	11/15	80
Catherine Thomas	Labour	Llanelli	11/15	73
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	13/15	87
Leanne Wood	Plaid Cymru	South Wales Central	6/15	40

Standards of Conduct

Member	Party	Constituency	2003/04	%
Kirsty Williams (Chair)	Liberal Democrat	Brecon & Radnorshire	3/3	100
Mick Bates (Chair to June 2004)	Liberal Democrat	Montgomeryshire	2/3	66
Jeff Cuthbert	Labour	Caerphilly	2/2	100
David Davies	Conservative	Monmouth	4/5	80
Jocelyn Davies	Plaid Cymru	South Wales East	5/5	100
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	4/5	80
Val Lloyd	Labour	Swansea East	1/2	50
Sandy Mewies	Labour	Delyn	3/3	100
Lynne Neagle	Labour	Torfaen	3/5	60
Karen Sinclair	Labour	Clwyd South	1/2	50

ANNEXE 1

Member	Party	Constituency	2003/04	%
Gwenda Thomas	Labour	Neath	5/5	100
Owen John Thomas	Plaid Cymru	South Wales Central	5/5	100
Brynle Williams	Conservative	North Wales	4/5	80

Regional Committees

Mid Wales Regional Committee

Member	Party	Constituency	2004/05	%
Helen Mary Jones (Chair)	Plaid Cymru	Mid and West Wales	4/4	100
Mick Bates	Liberal Democrats	Montgomeryshire	4/4	100
Nick Bourne	Conservative	Mid & West Wales	1/4	25
Glyn Davies	Conservative	Mid & West Wales	1/4	25
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	0/4	0
Elizabeth Francis	Conservative	Mid & West Wales	2/4	50
Elin Jones	Plaid Cymru	Ceredigion	3/4	75
Kirsty Williams	Liberal Democrats	Brecon & Radnorshire	2/4	50

North Wales Regional Committee

Member	Party	Constituency	2004/05	%
Carl Sargeant (Chair)	Labour	Alyn & Deeside	5/5	100
Eleanor Burnham	Liberal Democrat	North Wales	5/5	100
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	0/5	0
Mark Isherwood	Conservative	North Wales	5/5	100
Alun Ffred Jones	Plaid Cymru	Caernarfon	4/5	80
Ann Jones	Labour	Vale of Clwyd	5/5	100
Denise Idris Jones	Labour	Conwy	5/5	100
Ieuan Wyn Jones	Plaid Cymru	Ynys Mon	3/5	60
John Marek	Forward Wales	Wrexham	4/5	80
Sandy Mewies	Labour	Delyn	5/5	100
Alun Pugh	Labour	Clwyd West	2/5	40
Janet Ryder	Plaid Cymru	North Wales	4/5	80
Karen Sinclair	Labour	Clwyd South	2/5	40
Brynle Williams	Conservative	North Wales	4/5	80

South East Wales Regional Committee

Member	Party	Constituency	2004/05	%
Mike German (Chair)	Liberal Democrat	South Wales East	6/6	100
Leighton Andrews	Labour	Rhondda	4/6	67
Lorraine Barrett	Labour	Cardiff South & Penarth	4/6	67
Peter Black	Liberal Democrat	South Wales West	1/6	17
Rosemary Butler	Labour	Newport West	2/6	33
Alun Cairns	Conservative	South Wales West	1/6	17
Christine Chapman	Labour	Cynon Valley	4/6	67
Jeff Cuthbert	Labour	Caerphilly	6/6	100
Jane Davidson	Labour	Pontypridd	2/6	33

ANNEXE 1

Member	Party	Constituency	2004/05	%
David Davies	Conservative	Monmouth	1/6	17
Janet Davies	Labour	South Wales West	4/6	67
Jocelyn Davies	Plaid Cymru	South Wales East	4/6	67
Sue Essex	Labour	Cardiff North	3/6	50
William Graham	Conservative	South Wales East	4/6	67
Janice Gregory	Labour	Ogmore	3/6	50
John Griffiths	Labour	Newport East	4/6	67
Jane Hutt	Labour	Vale of Glamorgan	5/6	83
Irene James	Labour	Islwyn	4/6	67
Carwyn Jones	Labour	Bridgend	1/6	17
Laura Anne Jones	Conservative	South Wales East	4/6	67
Peter Law	Labour	Blaenau Gwent	2/6	33
Huw Lewis	Labour	Merthyr Tydfil & Rhymney	2/6	33
Dai Lloyd	Plaid Cymru	South Wales West	6/6	100
David Melding	Conservative	South West Central	4/6	67
Jonathan Morgan	Conservative	South West Central	0/6	0
Rhodri Morgan	Labour	Cardiff West	2/6	33
Lynne Neagle	Labour	Torfaen	3/6	50
Jenny Randerson	Liberal Democrat	Cardiff Central	5/6	83
Owen John Thomas	Plaid Cymru	South West Central	3/6	50
Leanne Wood	Plaid Cymru	South West Central	1/6	17

South West Wales Regional Committee

Member	Party	Constituency	2004/05	%
Tamsin Dunwoody-Kneafsey (Chair)	Labour	Preseli Pembrokeshire	5/5	100
Peter Black	Liberal Democrats	South Wales West	5/5	100
Nicholas Bourne	Conservative	Mid & West Wales	0/5	0
Alun Cairns	Conservative	South Wales West	1/5	20
Andrew Davies	Labour	Swansea West	1/5	20
Glyn Davies	Conservative	Mid & West Wales	1/5	20
Janet Davies	Plaid Cymru	South Wales West	3/5	60
Lisa Francis	Conservative	Mid & West Wales	0/5	0
Brian Gibbons	Labour	Aberavon	4/5	80
Christine Gwyther	Labour	Carmarthen West & South Pembrokeshire	3/5	60
Edwina Hart	Labour	Gower	2/5	40
Helen Mary Jones	Plaid Cymru	Mid & West Wales	3/5	60
Dai Lloyd	Plaid Cymru	South Wales West	5/5	100
Val Lloyd	Labour	Swansea East	2/5	40
Catherine Thomas	Labour	Llanelli	3/5	60
Gwenda Thomas	Labour	Neath	3/5	60
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	5/5	100

MEMBERS' ALLOWANCES 2004-2005

Current Members

Surname	First name	Constituency	Mileage Allowance	Other Travel	Office Costs	Additional Costs	Staff Salaries	Party Leader's Allowance
ANDREWS	Leighton Russell	Rhondda	£1,343.56	£288.00	£11,604.04	£4,637.50	£43,454.96	N/A
BARRETT	Lorraine Jayne	Cardiff South & Penarth	£678.60	£12.00	£4,762.55	£0.00	£45,646.21	N/A
BATES	Michael John	Montgomeryshire	£8,502.30	£808.62	£16,491.15	£11,300.00	£39,223.28	N/A
BLACK	Peter Malcolm	South Wales West	£4,452.61	£55.69	£12,100.81	£3,909.00	£43,899.19	N/A
BOURNE	Nicholas Henry	Mid & West Wales	£9,016.00	£4,190.42	£11,327.54	£11,250.73	£45,163.24	£99,937.93
BURNHAM	Eleanor	North Wales	£1,516.50	£4,685.82	£10,463.37	£11,245.30	£45,553.81	N/A
BUTLER	Rosemary Janet Mair	Newport West	£1,997.10	£1,010.87	£9,725.04	£207.50	£45,498.87	N/A
CAIRNS	Alun Hugh	South Wales West	£6,534.35	£972.15	£11,282.69	£11,280.04	£44,717.31	N/A
CHAPMAN	Christine	Cynon Valley	£3,049.20	£114.35	£10,791.47	£242.50	£45,224.05	N/A
CUTHBERT	Jeffrey Hambley	Caerphilly	£6,238.10	£48.70	£9,466.21	£56.40	£45,770.68	N/A
DAVIDSON	Jane Elizabeth	Pontypridd	£1,151.65	£4.44	£12,100.00	£0.00	£43,900.00	N/A
DAVIES	David Andrew	Swansea West	£2,820.80	£1,058.05	£11,975.20	£0.00	£43,596.76	N/A
DAVIES	David Thomas Charles	Monmouth	£8,634.50	£1,477.18	£15,876.66	£9,074.70	£39,611.01	N/A
DAVIES	Edward Glyn	Mid & West Wales	£9,969.65	£2,384.57	£9,848.09	£11,300.00	£45,923.60	N/A
DAVIES	Janet Marion	South Wales West	£1,826.55	£2.00	£2,450.74	£10,976.29	£45,684.65	N/A
DAVIES	Jocelyn Ann	South Wales East	£2,187.60	£161.50	£10,701.75	£11,251.36	£45,141.38	N/A
DUNWOODY-KNEAFSEY	Moyra Tamsin	Preseli Pembrokeshire	£5,732.20	£36.30	£9,847.73	£10,962.73	£44,080.29	N/A
ELIS-THOMAS	Dafydd	Meirionydd Nant Conwy	£8,126.65	£0.00	£14,280.64	£10,800.00	£41,396.88	N/A
ESSEX	Susan Linda	Cardiff North	£918.00	£18.20	£5,249.12	£0.00	£46,874.45	N/A

ANNEXE 2

Surname	First name	Constituency	Mileage Allowance	Other Travel	Office Costs	Additional Costs	Staff Salaries	Party Leader's Allowance
FRANCIS	Elizabeth Ann	Mid & West Wales	£3,884.40	£706.12	£9,842.87	£9,712.22	£42,335.03	N/A
GERMAN	Michael James	South Wales East	£5,315.85	£1,971.37	£14,522.00	£10,095.66	£40,006.44	£107,150.00
GIBBONS	Brian Joseph	Aberavon	£3,928.50	£0.00	£11,292.53	£0.00	£43,670.89	N/A
GRAHAM	Arthur William	South Wales East	£2,409.30	£1,139.60	£12,761.16	£338.64	£38,195.96	N/A
GREGORY	Janice	Ogmore	£4,001.40	£0.00	£11,139.48	£0.00	£44,437.12	N/A
GRIFFITHS	Albert John	Newport East	£4,776.75	£680.55	£7,246.56	£1,329.08	£42,954.03	N/A
GWYTHER	Christine Margery	Carmarthen West & South Pembrokeshire	£5,755.50	£568.76	£8,414.77	£9,618.97	£44,536.16	N/A
HART	Edwina	Gower	£2,009.25	£227.65	£12,735.59	£858.00	£42,023.05	N/A
HUTT	Jane Elizabeth	Vale of Glamorgan	£0.00	£0.00	£8,873.76	£0.00	£51,794.44	N/A
ISHERWOOD	Mark	North Wales	£9,015.70	£529.72	£9,391.50	£11,253.54	£46,082.42	N/A
JAMES	Irene Mary	Islwyn	£3,420.90	£18.10	£9,532.07	£0.00	£46,568.73	N/A
JONES	Alun Ffred	Caernarfon	£5,778.45	£816.30	£10,020.77	£9,887.70	£45,783.87	N/A
JONES	Carwyn Howell	Bridgend	£2,301.75	£66.00	£13,256.01	£25.00	£40,818.03	N/A
JONES	Denise Idris	Conwy	£8,092.60	£364.90	£9,096.57	£10,795.40	£47,054.48	N/A
JONES	Elin	Ceredigion	£4,292.55	£130.20	£11,670.99	£11,058.83	£41,154.15	N/A
JONES	Helen Mary	Mid & West Wales	£5,966.10	£0.00	£15,687.44	£10,701.43	£41,435.99	N/A
JONES	Ieuan Wyn	Ynys Môn	£5,438.25	£2,377.50	£11,839.90	£9,478.07	£44,971.90	£109,219.62
JONES	Laura Anne	South Wales East	£2,095.65	£1,803.26	£10,669.82	£11,300.00	£44,356.47	N/A
JONES	Margaret Ann	Vale of Clwyd	£3,572.55	£2,308.50	£11,021.44	£6,227.77	£44,978.56	N/A
LAW	Peter John	Blaenau Gwent	£7,799.05	£562.03	£9,419.34	£11,067.83	£46,728.16	N/A
LEWIS	Huw George	Merthyr Tydfil & Rhymney	£1,133.55	£498.35	£5,952.38	£9,294.02	£41,675.13	N/A
LLOYD	David Rhys	South Wales West	£3,311.55	£0.00	£9,211.23	£0.00	£46,938.97	N/A
LLOYD	Valerie	Swansea East	£2,318.90	£199.45	£14,301.18	£6,236.70	£39,267.29	N/A
MAREK	John	Wrexham	£1,028.70	£2,377.35	£16,679.37	£11,292.30	£48,853.12	N/A

ANNEXE 2

Surname	First name	Constituency	Mileage Allowance	Other Travel	Office Costs	Additional Costs	Staff Salaries	Party Leader's Allowance
MELDING	David Robert Michael	South Wales Central	£3,327.84	£161.40	£4,684.92	£210.00	£43,995.91	N/A
MEWIES	Sandra Elaine	Delyn	£6,247.60	£625.20	£11,730.08	£11,288.21	£36,805.53	N/A
MORGAN	Hywel Rhodri	Cardiff West	£0.00	£0.00	£9,012.90	£0.00	£42,359.52	£63,523.88
MORGAN	Jonathan Barrie Robert Winston	South Wales Central	£1,793.25	£0.00	£9,244.40	£166.30	£45,269.01	N/A
NEAGLE	Lynne	Torfaen	£1,154.25	£2,660.68	£8,816.48	£8,944.08	£42,989.52	N/A
PUGH	Alun John	Clwyd West	£4,258.20	£3,372.82	£10,628.97	£9,695.43	£44,386.74	N/A
RANDERSON	Jennifer Elizabeth	Cardiff Central	£1,152.72	£780.85	£12,182.48	£343.20	£43,234.90	N/A
RYDER	Janet	North Wales	£8,110.35	£204.10	£13,500.81	£11,300.00	£39,670.10	N/A
SARGEANT	Carl	Alyn & Deeside	£4,505.85	£1,447.86	£10,213.64	£11,300.00	£45,787.68	N/A
SINCLAIR	Karen	Clwyd South	£2,913.34	£1,536.39	£8,422.57	£9,636.99	£47,248.59	N/A
THOMAS	Catherine Bailey	Llanelli	£8,779.05	£2,465.21	£9,043.33	£11,300.00	£47,147.00	N/A
THOMAS	Gwenda	Neath	£2,953.10	£6.20	£12,104.22	£10,513.15	£43,752.85	N/A
THOMAS	Hywel Rhodri Glyn	Carmarthen East & Dinefwr	£6,954.75	£0.00	£16,848.02	£11,296.82	£39,260.78	N/A
THOMAS	Owen John	South Wales Central	£1,082.70	£0.00	£8,156.03	£0.00	£46,925.00	N/A
WILLIAMS	Brynle	North Wales	£7,001.10	£978.00	£9,012.88	£11,300.00	£46,870.55	N/A
WILLIAMS	Victoria Kirstyn	Brecon & Radnorshire	£3,997.20	£0.00	£10,565.46	£11,041.35	£43,271.38	N/A
WOOD	Leanne	South Wales Central	£3,292.20	£231.20	£8,532.38	£37.50	£48,052.40	N/A

NOTES TO TABLE

Other Travel

Includes air, rail, taxi, hire car and parking costs

Office Costs

Members are entitled to claim Office Costs Allowance to cover the costs to them of furnishing and maintaining an office where those costs are wholly, exclusively and necessarily incurred in connection with his/her duties as an Assembly Member.

Staff Salaries Allowance

Members are entitled to claim Staff Salaries Allowance to cover the costs to them of persons employed by them in an administrative, clerical or secretarial capacity or to undertake research where those costs are wholly, exclusively and necessarily incurred in connection with their duties as a Member of the Assembly.

A Member may also claim Temporary Staffing Allowance to meet the costs of any additional expenses wholly, exclusively and necessarily incurred in respect of their Assembly duties in obtaining temporary secretarial or research assistance while a person to whom a salary is paid by them under the Staff Salaries Allowance is prevented through illness, maternity leave or adoptive leave from providing such assistance. Any amount claimed is included in the entry for Staff Salaries Allowance

Additional Costs Allowance

The Additional Costs Allowance reimburses Members for expenses necessarily incurred in staying overnight away from their main home for the purpose of performing their duties as a Member.

Different levels of Additional Costs Allowance apply depending on the location of a Member's main home.

Party Leader's Allowance

Groups of three or more Members are entitled to an allowance to assist them in the discharge of their work in the Assembly. The allowance is payable only in respect of costs which are incurred by them wholly, exclusively and necessarily for the purpose of discharging their responsibilities.

The bulk of expenditure on this allowance is on the salary of staff employed in support of the management of the group's Assembly activities.

MEMBERS' SALARIES AND ALLOWANCES 2004-2005

The following reflects the category entitlements for Members' salaries.

Category	Salary
Assembly Member	£44,000
Assembly Members who are also Members of Parliament or Members of the European Parliament	£14,428
Assembly First Secretary	£72,863
Assembly Secretary/Presiding Officer/Leader of the largest party not represented in the Assembly Cabinet	£37,797
Deputy Presiding Officer	£23,675
Chairs of Subject Committees/Chair of Audit Committee	£5,507

The following reflects the category entitlements for Members' allowances

Category	Amount	
Office Costs Allowance	£12,100 p.a.	
Staff Salaries Allowance	£43,900 p.a.	
Additional Costs Allowance – higher rate	£11,300 p.a.	
Additional Costs Allowance – lower rate	£3,450 p.a.	
Party Leaders Allowance - basic	£64,300 p.a.	
Party Leaders Allowance – additional amount per Member for groups not represented in Assembly Cabinet	£3,750 p.a. (or £42,850)	
Bicycle Allowance	7.4 p per mile	
	Up to 20,000 miles	Over 20,000 miles
Motor Mileage Allowance	45 p per mile	25 p per mile
Motor Cycle Allowance	22.1 p per mile	9 p per mile

Education Service: South Wales
Key Performance Indicators for year ending 2004/5

Ref	Description	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Total
1	Education Visits													
	1.1 KS1	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.2 KS2	10	17	22	11	0	18	16	16	4	18	15	18	165
	1.3 KS3	2	2	1	5	0	2	1	3	3	4	5	0	28
	1.4 KS4	0	1	0	0	0	0	1	5	2	1	0	1	11
	1.5 Mixed Key Stage Groups	0	2	0	0	0	0	0	0	0	0	0	0	2
	1.6 Sixth Forms	3	1	0	0	0	1	1	1	10	3	2	2	24
	1.7	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.8 Special Schools	3	0	0	0	0	0	2	0	0	0	0	1	6
	1.9 Other Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total (1.1 - 1.9)	18	23	23	16	0	21	21	25	19	26	22	22	236
2	Teacher Training Sessions													
	Total no. of sessions held	0	1	0	0	0	0	2	0	0	2	0	1	6
3	Other Visits to Team													
	Total no. of visits	1	0	2	0	0	1	0	1	0	1	0	1	7
4	Totals	19	24	25	16	0	22	23	26	19	29	22	24	249

Ref	Description	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-04	Mar-04	Total
5	Education Visitors													
	5.1 KS1	0	0	0	0	0	0	0	0	0	0	0	0	0
	5.2 KS2	297	555	728	373	0	632	437	559	131	492	498	595	5297
	5.3 KS3	82	28	44	170	0	83	32	120	102	144	166	0	971
	5.4 KS4	0	15	0	0	0	0	44	216	74	25	0	50	424
	5.5 Mixed Key Stage Groups	0	80	0	0	0	0	0	0	0	0	0	0	80
	5.6 Sixth Forms	35	16	0	0	0	28	50	10	266	36	15	36	492
	5.7	0	0	0	0	0	0	0	0	0	0	0	0	0
	5.8 Special Schools	24	0	0	0	0	0	59	0	0	0	0	30	113
	5.9 Other Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total (5.1 - 5.9)	438	694	772	543	0	743	622	905	573	697	679	711	7377
6	Teachers attending Training Sessions													
	Total no. of Teachers attending	0	27	0	0	0	0	41	0	0	32	0	14	114
7	Other Visitors to Team													
	Total no. of visitors	9	0	23	0	0	13	0	18	0	7	0	60	130
8	Totals	447	721	795	543	0	756	663	923	573	736	679	785	7621

Education Service : North Wales
Key Performance Indicators for year ending
2004/5

Ref	Description	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Total
9	Education Visits													
	9.1 KS1	0	0	0	1	0	0	0	0	0	0	0	0	1
	9.2 KS2	1	0	0	0	0	5	3	4	1	2	4	3	23
	9.3 KS3	0	0	6	0	0	0	1	3	4	2	2	0	18
	9.4 KS4	0	1	7	0	0	2	2	0	0	3	0	2	17
	9.5 Mixed Key Stage Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.6 Sixth Forms	0	0	1	1	0	1	4	1	3	8	6	4	29
	9.7 Colleges/Universities	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.8 Special Schools	0	0	0	0	0	0	0	2	0	0	0	0	2
	9.9 Other Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total (9.1 - 9.9)	1	1	14	2	0	8	10	10	8	15	12	9	90
10	Teacher Training Sessions													
	Total no. of sessions held	0	0	0	5	0	0	2	3	1	2	3	2	18
11	Other Visits to Team													
	Total no. of visits	0	7	0	0	0	0	0	0	0	1	0	0	8
12	Totals	1	8	14	7	0	8	12	13	9	18	15	11	116

Ref	Description	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-04	Feb-04	Mar-04	Total
13	Education Visitors													
	13.1 KS1	0	0	0	70	0	0	0	0	0	0	0	0	70
	13.2 KS2	80	0	0	0	0	183	62	415	18	48	229	168	1203
	13.3 KS3	0	0	215	0	0	0	16	87	206	57	50	0	631
	13.4 KS4	0	10	163	0	0	32	36	0	50	44	0	30	365
	13.5 Mixed Key Stage Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.6 Sixth Forms	0	0	10	4	0	60	97	45	0	218	129	54	617
	13.7	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.8 Special Schools	0	0	0	0	0	0	0	20	0	0	0	0	20
	13.9 Other Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total (13.1 - 13.9)	80	10	388	74	0	275	211	567	274	367	408	252	2906
14	Teachers attending Training Sessions													
	Total no. of Teachers attending	0	0	0	19	0	0	2	32	1	8	21	11	94
15	Other Visitors to Team													
	Total no. of visitors	0	9	0	0	0	0	0	0	0	1	0	0	10
16	Totals	80	19	388	93	0	275	213	599	275	376	429	263	3010