

# Annual Report and Accounts: 2022-23

June 2023



The Welsh Parliament is the democratically elected body that represents the interests of Wales and its people. Commonly known as the Senedd, it makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

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Welsh Parliament  
**Senedd Commission**

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# **Annual Report and Accounts:** **2022-23**

June 2023



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# Overview

This Overview section provides information on the purpose, structure and strategic goals of the Commission and some key activities which have taken place over the past year.

## ▼ St Davids' Day Celebration event in the Senedd:

1 March 2023



## Foreword



**Rt Hon. Elin Jones MS**  
Llywydd, Welsh Parliament

### **I am pleased to present this Annual Report covering my seventh year as Llywydd; the second report of the Sixth Senedd.**

The last year has given us reason to reflect on the past and look to the future. It has been heartening to see the people of Wales enjoying their parliament first-hand once more, and to showcase our building and its work to international delegations from Australia to Canada. The number of schools visiting the Senedd is back to pre-pandemic levels with Members welcoming schools from Ysgol Sant Dunawd in Wrexham to Ysgol Nant y Parc in Caerphilly.

The past twelve months have seen committees demonstrate time and again how the Senedd adds value

to the democratic process. From highlighting the difficulties faced by so many people accessing services in Wales to ensuring the Welsh Government is accountable for the money it spends. The main business of the whole Senedd has continued to focus on providing robust scrutiny of government legislation.

And as we've done that, it's been reassuring that more media attention has focused on the Senedd and more people have engaged with us, through visits, events and outreach activities nationwide.

As hybrid working remains a feature of how we conduct Senedd business from week to week, we continue to innovate to ensure that Members can undertake their work in the most agile and efficient way possible. In June 2022, more than 25 years since the referendum to establish the then National Assembly, Members voted in favour of proposals made by the Special Purpose Committee on Senedd Reform to strengthen the Senedd by increasing the number of Members of the Senedd at the next election. As this legislation begins its passage through the various stages of scrutiny by Members later this

year, we will also aim to ensure that our parliament better reflects all the people who live here in Wales.

As always, I would like to thank Commission staff for continuing to support the delivery of Senedd business so effectively and for their enthusiasm and energy in providing outstanding parliamentary support.

## Introduction



**Manon Antoniazzi**  
**Chief Executive and Clerk of the**  
**Senedd**

**Over the course of the past year, I have been pleased to see the pace at which colleagues across the Senedd Commission have been preparing for significant changes to the way our organisation could operate in future.**

At the beginning of the year covered by this Annual Report, we were still adhering to Covid regulations which limited elements of our work. With the pandemic now over, we have been ensuring that changes to the way we work are reflected in how we use our office spaces, ensuring value for money to the public, and maintaining the high-quality support expected by Members.

As a modern, digital-first Parliament we will ensure that the flexibility we demonstrated during the pandemic continues to offer the best value for money to the public, and the best service for Members. And as we

continue to exercise prudence in our spending, it is also heartening to see our purchases from companies based in Wales reach an all-time high.

In June 2022, Members debated the report of the Special Purpose Committee on Senedd Reform, which recommended increasing the number and diversity of Members and changing the way they are elected to the Senedd. Teams in the Business Directorate have been working with others across the Commission to ensure that any changes can be in place by the next election in 2026. We have set up a Senedd Reform board which will coordinate our support

and advice and ensure the Senedd Commission can respond to any issues which may arise before and during the passage of the Senedd Reform Bill.

The death of Her Majesty Queen Elizabeth offered Members and officials an opportunity to reflect on a lifetime of service, which included regular visits to the Senedd. We warmly welcomed His Majesty The King on his first visit to the Senedd as head of state, during which he received motion of condolence.

It was also a pleasure to welcome His Royal Highness The Prince of Wales during the Autumn as he sought to deepen his understanding of Wales by meeting with representatives from political Parties. Prince William also took the opportunity to meet with

Members of the Youth Parliament where they discussed their shared priorities of the environment and mental health challenges.

As a Senedd, we have continued to reflect the difficulties faced by the public in light of a particularly challenging economic climate. Our committees have been hearing testimonies on issues such as homelessness, fuel poverty and the impact of poverty on educational attainment. This reflects our commitment to diversifying our witnesses as set out by Diana Stirbu's report last year, as well as our communications and engagement strategy's aim of highlighting the testimony of witnesses to the media. By doing so, they have ensured that the voice of the public is at the heart of our work.

## Statement of Purpose

### The Welsh Parliament

The Welsh Parliament is the democratically elected body that represents the interests of Wales and its people. Commonly known as the Senedd, it makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

### The Senedd Commission

The Senedd Commission serves the Senedd to help facilitate its long-term success as a strong, accessible, inclusive and forward looking democratic institution and legislature that delivers effectively for the people of Wales.

## Senedd Commission Strategic Goals for the Sixth Senedd

- To provide outstanding parliamentary support
- To have citizens at the heart of all we do
- To use resources sustainably

## Priorities for the Senedd Commission for the Sixth Senedd

- Providing support for Members across the range of business, and adapting to Members' needs.
- Responding to, and facilitating constitutional change, including strengthening interinstitutional networks and learning.
- Maintaining a good reputation and developing sustainable services.
- Listening to citizens and showing how we act on what they tell us; that we are their voice.
- Encouraging and inspiring citizens to be involved in our deliberations online and in person.
- Establishing the Senedd as the focal point of Welsh public life, which leads the way as a bilingual organisation.
- Putting sustainability at the heart of all that we do.
- Building and developing a skilled, committed and diverse workforce, equipped with the technology and facilities to perform their roles.
- Effective planning and financial and project management, so we can respond quickly and flexibly to meet the needs of the Senedd.
- Providing assurance through appropriate governance and evidencing value for money.
- Providing a safe and healthy environment to work and engage.

## Commissioners

The *Government of Wales Act 2006* prescribes that the Welsh Parliament (Senedd) appoints Commissioners who are responsible for providing the Senedd with the staff and resources it needs to carry out its role effectively for the people of Wales.

The Commissioners are charged with the governance of the organisation and are accountable to the Senedd. The responsibilities of the Commissioners as the 'governing board' include setting the organisation's strategic aims, providing the leadership to put them into effect, overseeing the delivery of those strategic aims and reporting and being accountable to the Senedd on their stewardship.

The Commission is chaired by the Llywydd and is made up of four Members of the Senedd who have been appointed by the Senedd. Each member of the Commission holds a specific portfolio of responsibilities.



### **The Rt Hon. Elin Jones MS (Plaid Cymru)**

The Llywydd is Chair of the Commission and also has responsibility as a Commissioner for communications.

The Rt Hon. Elin Jones attended 8 out of 8 Commission meetings.



### **Joyce Watson MS (Welsh Labour)**

Commissioner with responsibility for equalities.

Joyce Watson attended 8 out of 8 Commission meetings.



### **Janet Finch-Saunders MS (Welsh Conservatives)**

Commissioner with responsibility for sustainable development.

Janet Finch-Saunders attended 8 out of 8 Commission meetings.



### **Ken Skates MS (Welsh Labour)**

Commissioner with responsibility for budget and governance (including Audit and Risk Assurance Committee membership).

Ken Skates attended 7 out of 8 Commission meetings.



### **Rhun ap Iorwerth MS (Plaid Cymru)**

Commissioner with responsibility for official languages.

Rhun ap Iorwerth attended 8 out of 8 Commission meetings.



## Independent Advisers

The Commission appoints Independent Advisers to ensure that Commissioners and the Commission's executive team are provided with constructive challenge and assurance that governance arrangements are correct, effective and appropriate.

The Independent Advisers act in a non-political, advisory capacity. They are individuals with a wealth of boardroom, government, public and private sector experience, who bring diverse knowledge, skills and expertise to help the Commission meet its own high standards of good governance and efficient use of public money. They are able to provide objective insight and constructive challenge and afford assurance.

The Independent Advisers are involved in a number of the activities of the Commission, acting as critical friends on projects, through interactions with areas of Commission services, in their roles on advisory Committees to the Commission and contributing an external perspective and independence to our corporate governance.

The Commission's former Remuneration, Engagement and Workforce Advisory Committee (REWAC) was replaced during the current year with a Remuneration Committee. To reflect our desire to pro-actively enhance our diversity an Independent Adviser has been appointed to take a special interest in equalities, diversity and inclusion, and is actively contributing in this area within the Commission.

The variation in the number of meetings is due to their respective terms of office.

### Remuneration

Independent Advisers receive non pensionable pay of £5,000 per annum, with £7,000 per annum for the Chairs.



#### **Robert (Bob) Evans (November 2018 - Present)**

Bob took up his appointment as an Independent Adviser and a member of the Audit and Risk Assurance Committee (ARAC) in November 2018. In February 2019, he was appointed Chair of ARAC.

Bob Evans attended 6 out of 6 ARAC meetings.



#### **Dr Aled Eirug (April 2019 - Present)**

Aled took up his appointment as an Independent Adviser in April 2019 and serves as a member of ARAC until July 2023. He has been appointed as Chair of the newly formed Remuneration Committee. The first meeting of the Remuneration Committee will take place in April 2023.

Aled Eirug attended 6 out of 6 ARAC meetings.



#### **Dr Mark Egan (November 2022 - Present)**

Mark took up his appointment as an Independent Adviser in November 2022 and serves as a member of ARAC.

Mark Egan has attended 1 out of 1 ARAC meetings.



#### **Professor Uzo Iwobi (November 2022 - Present)**

Uzo took up her appointment as an Independent Adviser in November 2022 and serves as a member of the Remuneration Committee.

The first meeting of the Remuneration Committee will take place in April 2023. Uzo is also a standing invitee of ARAC.



**Menai Owen-Jones (November 2022 - Present)**

Menai took up her appointment as an Independent Adviser in November 2022 and serves as a member of ARAC and the Remuneration Committee. The first meeting of the Remuneration Committee will take place in April 2023.

Menai Owen-Jones has attended 1 out of 1 ARAC meetings.



**Ann Beynon (November 2018 - November 2022)**

Ann took up her appointment as an Independent Adviser in November 2018 and served as a member of ARAC and the Remuneration, Engagement and Workforce Advisory Committee (REWAC). Her term ended as an Independent Adviser in November 2022.

Ann Beynon attended 5 out of 5 ARAC meetings and 2 out of 2 REWAC meetings.



**Ceri Hughes (November 2018 - November 2022)**

Ceri took up her appointment as an Independent Adviser in November 2018 and served as a member of REWAC. Her term ended as an Independent Adviser in November 2022.

Ceri Hughes attended 2 out of 2 REWAC meetings.



**Sarah Pinch (November 2018 - November 2022)**

Sarah took up her appointment as an Independent Adviser in November 2018 and served as Chair of REWAC. Her term ended as an Independent Adviser in November 2022.

Sarah Pinch attended 1 out of 2 REWAC meetings.



## Commission Senior Leadership



**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**

In accordance with the *Government of Wales Act 2006*, the Senedd Commission delegates its functions, including responsibility for the management of staff, to the Chief Executive and Clerk, subject to a number of exceptions and conditions.

The Chief Executive is also the Principal Accounting Officer for the Commission. To support her, the Chief Executive has a team of Directors who share the responsibility for strategic corporate management in addition to the specific responsibilities outlined.



**Siwan Davies**  
**Director of Senedd Business**

Provision of Commission and Members' support services, including support to the office of the Llywydd and the senior management team, secretariat services to the corporate Boards and Commission.

Provision of specialist parliamentary, legal, information governance, constitutional and research services to the Senedd, ensuring the efficient and effective delivery of Senedd business including the passing of legislation through the Senedd and providing impartial expert advice to Members of the Senedd.



**Arwyn Jones**  
**Director of Communications and Engagement**

Provision of translation and reporting, including the Official Languages Scheme, and provision of ICT and the Programme and Change Office.

Ensures efficient and effective delivery of our corporate communications, visitor engagement and public information services.

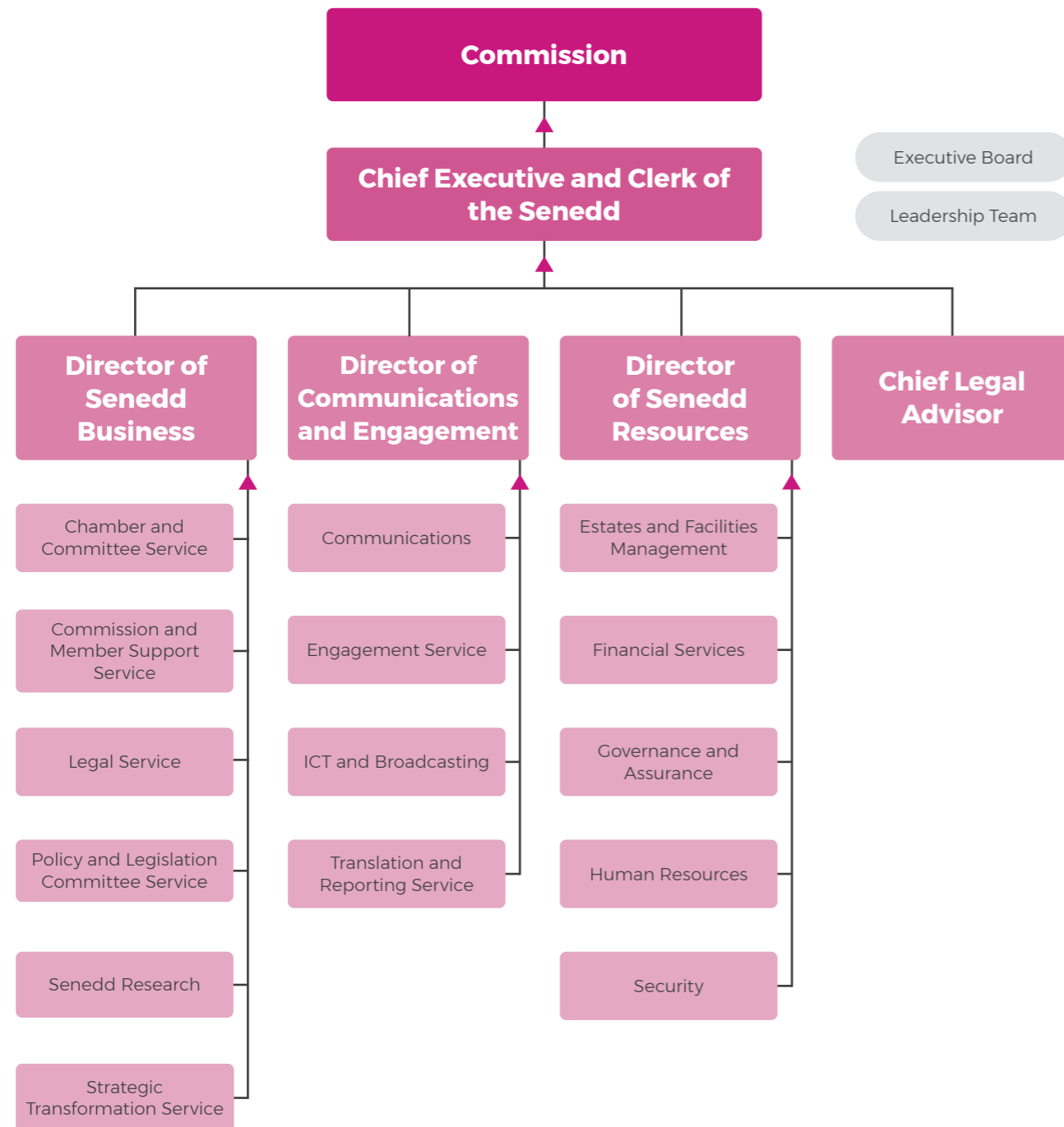


**Ed Williams**  
**Director of Senedd Resources**

Provision of Estates and Facilities, Human Resources functions, Security, Procurement, Strategic Planning Unit and Corporate Governance and Assurance.

The Chief Finance Officer, responsible for corporate financial strategy, planning, budget management, payments and pensions reports to Ed Williams.

## Governance Structure



### Independent Advisory Bodies

**Audit and Risk Assurance Committee**  
Review and monitor effectiveness of governance, internal controls, and risk management.

**Remuneration Committee**  
Provides assurance in relation to the Chief Executive and Directors remuneration.

## Commission Management

The Executive Board is responsible for ensuring that the Commission’s financial and staffing resources are planned to meet known requirements. Specifically, in accordance with the Commission’s strategic aims, it is responsible for planning and prioritising the Commission’s project fund which is focussed on the maintenance of the estate, the delivery of effective ICT services and the delivery of new projects to improve the performance and effectiveness of services.

A significant element of the Executive Board’s responsibility is to provide strategic oversight and leadership of the Commission’s change programme<sup>1</sup>. The Executive Board is chaired by the Chief Executive and includes the Directors, Chief Finance Officer, Chief People Officer, and Head of Legal Services. It is the strategic decision-making body for all matters delegated by the Commission. It is also an advisory body to the Commission, in setting the Commission’s Strategy, goals and priorities, the budget, and managing corporate risks.

The Leadership Team includes the members of the Executive Board and all Heads of Service. The Leadership Team’s primary responsibility is to ensure the effective delivery of operational plans and priorities.

Effective communication between the Commission and Members of the Senedd is important in order to inform the provision of the highest possible standards of service. The Chief Executive and the Llywydd play a key role in facilitating this communication, with the Commission and Member Support Service providing support in handling concerns and issues raised by Members. Various approaches are in place for communication between the Commission and Members, including regular feedback from Commissioners to their group members about the work of the Commission and providing information through the Members’ Intranet. A Senedd Party Contact Group provides structured, planned meetings with party groups to inform Commission thinking and decisions.

<sup>1</sup> The Commission’s Change Programme includes a number of projects and initiatives, which are managed by various teams across the Senedd. The Programme and Change Office has overall responsibility for reporting progress, exceptions, risks and issues to the Executive Board on a regular basis.

## Summary of Activity

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2022-23	Progress made during 2022-23	Looking forward to 2023-24
<b>To provide outstanding parliamentary support</b>	Providing support for Members across the range of business, and adapting to Members' needs <b>1 2 3 4</b>	Regulatory Framework		Mitigation work around the challenges of effectively communicating, and ensuring understanding of, the various elements of the regulatory framework as they apply to Members of the Senedd is ongoing. A recently completed audit review will inform this work.	Progressing the work on simplifying and communicating rules, and procedures in our regulatory framework as it applies to Members
		Senedd Reform	Senedd Reform	The Special Purpose Committee on Senedd Reform published its report in May 2022. The Welsh Government expressed its intention to prepare and introduce legislation to take the Committee's recommendations forward and the Commission conducted a cost assessment exercise. A Senedd Reform programme has been established which will coordinate Commission provided support and advice.	

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2022-23	Progress made during 2022-23	Looking forward to 2023-24
<b>To provide outstanding parliamentary support</b>	Responding to, and facilitating constitutional change, including strengthening interinstitutional networks and learning	UK-related Constitutional Change	UK Constitutional Change	Targeting resources at appropriate levels, developing inter-parliamentary working and sharing information with relevant Commission officials and political decision-makers has helped to ensure visibility and management of current and emerging constitutional issues.	
		Maintaining a good reputation and developing sustainable services	Corporate Capacity and Capability	The Strategic Planning Unit has been established to support the Commission's Executive Board in making decisions about its strategic objectives, by overseeing the planning, portfolio management and reporting frameworks.	Embedding the updated corporate and service planning framework

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2022-23	Progress made during 2022-23	Looking forward to 2023-24
<b>To have citizens at the heart of all we do</b>	Listening to citizens and showing how we act on what they tell us; that we are their voice <b>7</b>			Evidence gathering sessions ensures the lived experiences of those directly affected by policies and legislation are at the heart of informing recommendations made to Welsh Government.	
	Encouraging and inspiring citizens to be involved in our deliberations online and in person <b>5 6</b>			Held numerous citizen engagement activities, including online advisory group and face to face focus group sessions.	
	Establishing the Senedd as the focal point of Welsh public life, which leads the way as a bilingual organisation			The Prince of Wales visited the Senedd for the first time to deepen his understanding of the devolved political landscape and the key issues facing people in Wales. The Official Languages Scheme for the Sixth Senedd was approved and adopted in Plenary in September 2022.	Taking action to address any emerging issues around compliance with our Official Languages Scheme

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2022-23	Progress made during 2022-23	Looking forward to 2023-24
<b>To use resources sustainably</b>	Putting sustainability at the heart of all that we do <b>14</b>			Sustainability staff are involved in the development of specifications and tender reviews for all major contracts; ensuring environmental standards are specified wherever relevant.	
	Building and developing a skilled, committed, and diverse workforce, equipped with the technology and facilities to perform their roles <b>10 11 12</b>	Cyber-security		Cyber-security remains one of the Commission's most significant risks and is subject to constant monitoring, with regular updates provided to the Executive Board and the Commission's Audit and Risk Assurance Committee. During the year, additional resources have been allocated to further strengthen controls and to bolster awareness-raising activity.	
		Corporate Capacity and Capability		As part of a Medium-Term Resourcing Framework a Workforce Plan is being developed to help ensure the right people, with the right skills, are available, to support a resilient and adaptable workforce.	Finalising and implementing the Medium-Term Resourcing Framework

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2022-23	Progress made during 2022-23	Looking forward to 2023-24
<b>To use resources sustainably</b>	Effective planning and financial and project management, so we can respond quickly and flexibly to meet the needs of the Senedd <b>8</b>		Finalising and publishing a new Corporate Delivery Plan	The Commission's first Corporate Delivery Plan was introduced, and progress reported on in December 2022. The Corporate Delivery Plan is being developed further for 2023-24 to incorporate feedback from the Commission's Leadership Team.	Ensuring project and programme governance arrangements remain effective and implementing the portfolio management framework and joint reporting cycles for the Senedd Reform and Ways of Working programmes and other major projects.
		Corporate Capacity and Capability		The Medium-Term Financial Plan being developed will ensure that priorities, resources, and delivery are geared towards the medium-term goals as well as to current year targets.	
	Providing assurance through appropriate governance and evidencing value for money <b>9 15</b>	Compliance with the Data Protection legislation (Senedd Commission)		The programme of work to ensure the Commission's compliance with data protection legislation, including work with service areas and Information Governance Champions to raise awareness and to ensure Data Protection Impact Assessments are carried out appropriately, continues.	
		Compliance with the Data Protection legislation (Members of the Senedd)		Awareness-raising sessions for the new cohort of Members following the Senedd Elections in May 2021 were held and data processing agreements with Members of the Senedd (as they are data controllers in their own right) are being developed.	

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2022-23	Progress made during 2022-23	Looking forward to 2023-24
<b>To use resources sustainably</b>	Providing a safe and healthy environment to work and engage <b>13</b>	Coronavirus	Finalising and implementing the Ways of Working strategy and programme of work	The Commission's Estate Strategy, Sustainability (Carbon Net Zero) Strategy and two previously completed reviews (the Agile Futures and Capacity Reviews) have been amalgamated into an integrated Ways of Working strategy, associated workstreams established and initiatives being progressed.	
		Dignity and Respect		Work has progressed on streamlining and simplifying the Commission's Dignity and Respect policies and procedures.	

Our KPIs – Further information on our KPIs can be found on page 33.

- 1** Parliamentary Business taken place as scheduled
- 2** RoP published to deadline
- 3** Committee transcript published to deadline
- 4** Provision of bilingual papers
- 5** Citizen engagement
- 6** Followers of Senedd corporate media channels
- 7** Engagement with media distribution platforms
- 8** Operational budget
- 9** Unqualified accounts
- 10** Staff survey
- 11** Welsh language learners
- 12** Job applications from ethnic minority individuals
- 13** Staff sickness rate
- 14** Annual carbon footprint
- 15** Spend with Welsh suppliers

Further detail on how the risk profile has changed during the year is included in the Performance Analysis section on page 41. Further information on the process and mitigation for these risks and the progress made on the areas identified for focus and development during 2022-23 can be found in the Governance Statement on page 112.

# Performance Analysis

This Performance Analysis section provides details on how we have progressed work on the Commission's priorities under our strategic goals.

## ▼ School visit to the Senedd, Spring 2023





## Corporate Key Performance Indicator Report

Our Corporate Key Performance Indicator Report looks at how the Senedd Commission performed against its strategic goals for the period April 2022 to March 2023.

Some of our indicators are static, and report year on year, and some indicators provide 'stretch' to improve performance in a number of identified areas, and these indicators are reviewed annually.

During the Covid-19 pandemic the Senedd Commission adapted to the changing situation and some of our ways of working adjusted as a result. This should be borne in mind when making direct comparisons year on year.

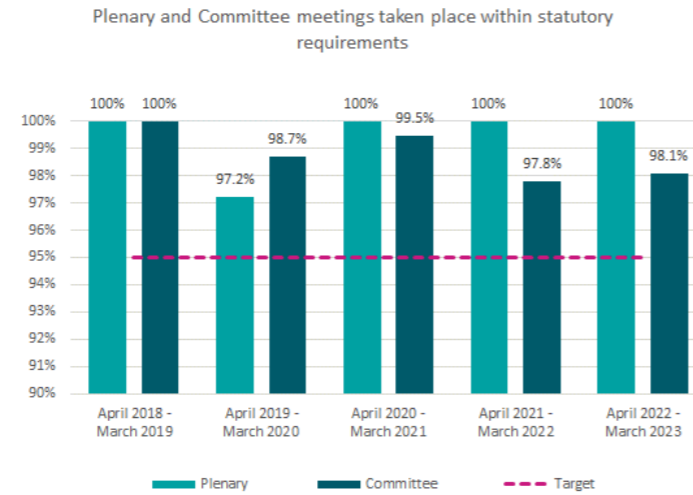
In order to ensure we adequately reflected these changes to our working practices, and to ensure they were focused around the Commission's goals and priorities, a review of our key performance indicators was conducted at the beginning of the Sixth Senedd. This is the first-year reporting on the key performance indicators since the review and therefore previous years data is not available for all indicators.



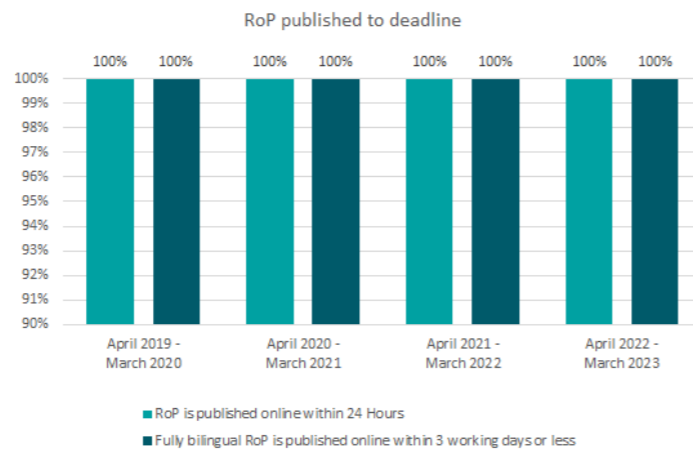
## To provide outstanding parliamentary support

### Progress during the year:

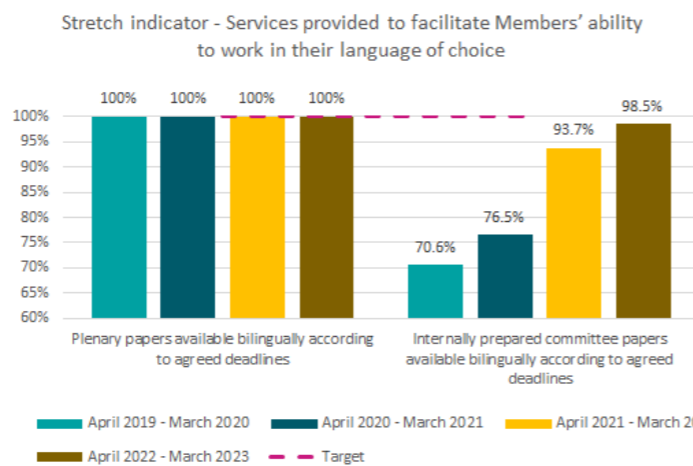
1 Plenary and committees continued to meet in hybrid format. The timetables for Plenary and committee meetings set by the Business Committee early in the Sixth Senedd continued in a rotating pattern of alternating timetabled and reserve slots. All of the 67 Plenary meetings scheduled took place within statutory requirements, with 1 of these being an additional emergency meeting. Of the 313 committee meetings scheduled by the Business Committee, 307 took place as planned.



2 All targets with regard to the Record of Proceedings (RoP) were met 100 per cent throughout the year.



3 A new KPI for this reporting period is the publication of committee transcripts online (with Welsh contributions translated to English) within 3 working days. Due to a heavy, time sensitive workload over the budget scrutiny period, 1 committee transcript deadline, out of a total of 237, was missed.

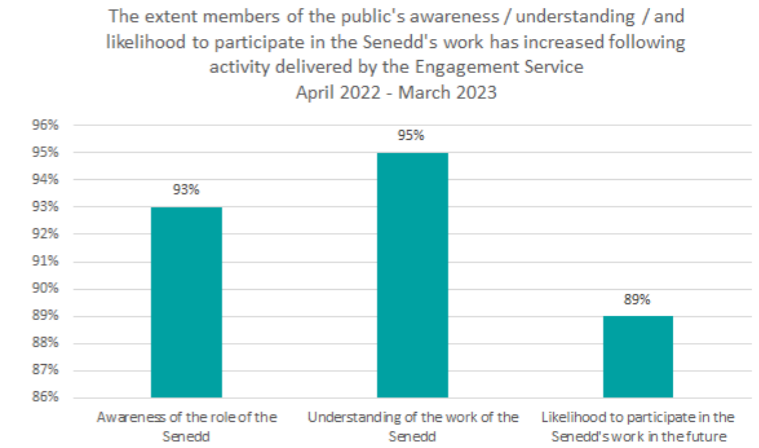


4 Within individual committees, the Chair and the Members may decide not to have all internally prepared papers produced bilingually. Of the 1,668 internally prepared committee papers, 1,153 were produced bilingually. Of those 1,153 papers, due to tight turnarounds, 17 papers were not produced bilingually within the agreed committee timescales.

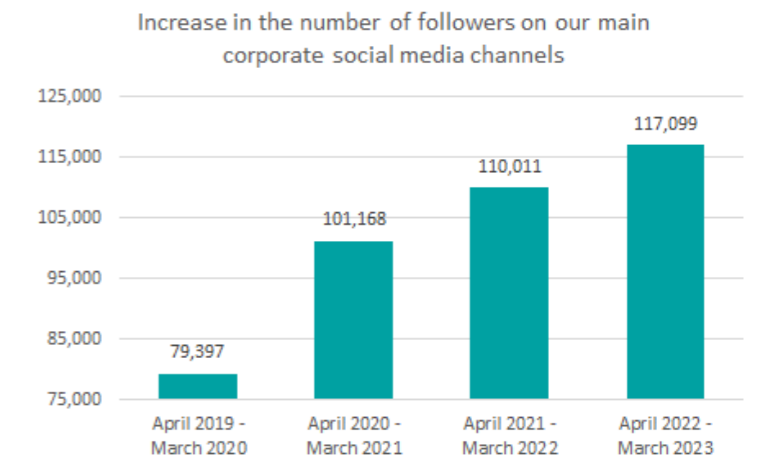
## To have citizens at the heart of all we do

### Progress during the year:

5 Following approval of the Communications and Engagement Strategy, a new evaluation measure has been developed which combines all of the activity delivered by the Engagement Service, including events, tours, education sessions, WYP, citizen engagement support for committees and visitors to the Senedd. This new measure will be used as a benchmark for future performance.



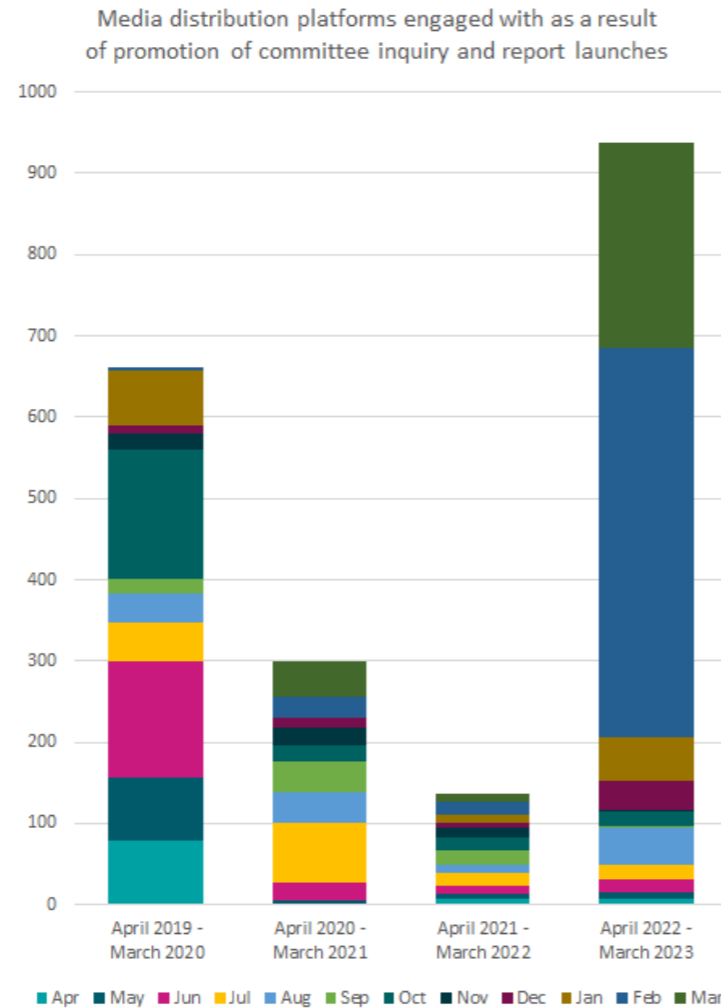
6 Followers across the main Senedd social media accounts (main Senedd Wales / Senedd Cymru Facebook pages, Twitter channels, LinkedIn, Instagram and YouTube) have continued to rise. Efforts have been focused on growing our Instagram audience, which has a younger following than Twitter and Facebook. This aligns with our strategy to reach a younger audience. We have seen a significant increase with LinkedIn, with a 25 per cent audience growth. External influencers have a large impact on reach and engagement - the official account of The Royal Family shared a Tweet from our Welsh language account which led to a significant spike in reach.



## To have citizens at the heart of all we do

### Progress during the year:

7 At the beginning of the year the news team were understaffed and the impact of this is evident in the figures. From August the team were fully staffed and a number of committee reports were issued at the beginning of summer recess. From the autumn the news team introduced fortnightly media briefings, which has resulted in significant coverage on more complex issues, such as the Finance Committee's report on the budget and Public Accounts and Public Administration Committee's report on Welsh Government's accounts. The full resource has also allowed the team time to engage with case studies and also set-up media ops, as was the case with the Climate Change, Environment and Infrastructure Committee's EV report in March, which achieved significant coverage.



## To use resources sustainably

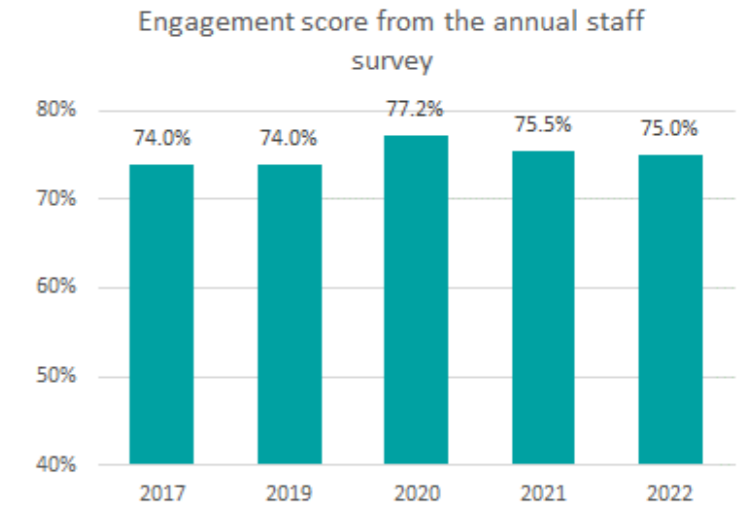
### Progress during the year:

8 A new KPI for this period is to ensure the level of variance between the Commission's net operational expenditure and its annual operational budget is within 1.5 per cent. The operational outturn for 2022-23 is 0.84 per cent below budget.

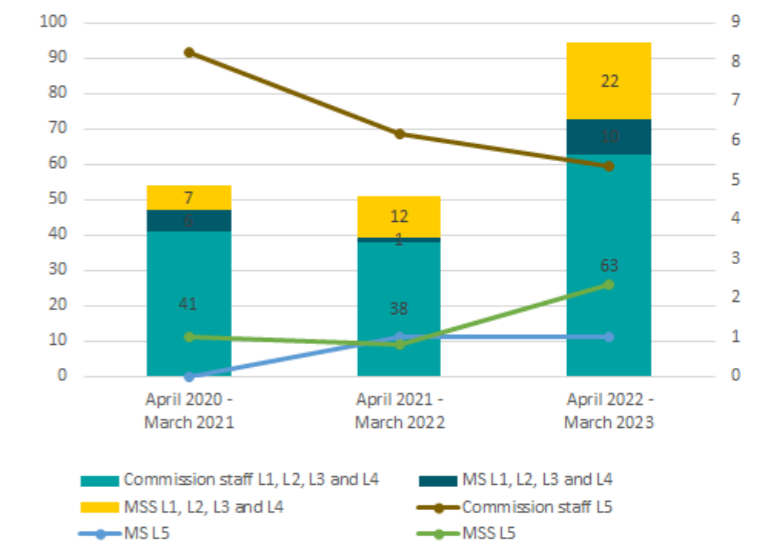
9 Our accounts are unqualified and have been certified by the Auditor General for Wales.

10 Our Annual People Survey was delivered via an independent survey specialist for the third successive year, once again using the Six Steps to Workplace engagement: well-being, reward and recognition, information sharing, empowerment, instilling pride and job satisfaction. This year's Workplace Engagement Score is 75 per cent, 6 per cent above the industry average and 3 per cent above the global average.

11 During the pandemic Welsh language classes continued to be delivered virtually. However, due to the personal circumstances of individual learners there was a decrease in the average number of learners (63 learners in 2020-21 and 59 learners in 2021-22). This reporting period has seen a significant increase in the average number of enrolled learners (103). This is due to attracting new and former learners, having more teaching resources available and the provision of online classes attracting new learners working remotely, especially from Members' support staff.



Average number of Welsh language learners enrolled across all levels (L1 to L5) are maintained or increased

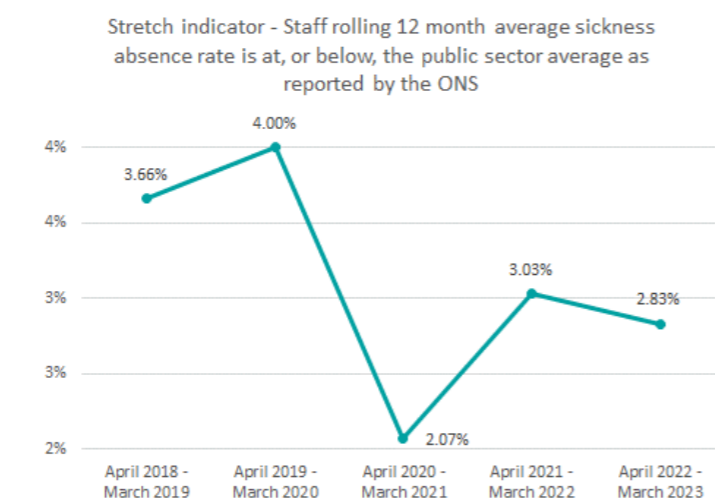
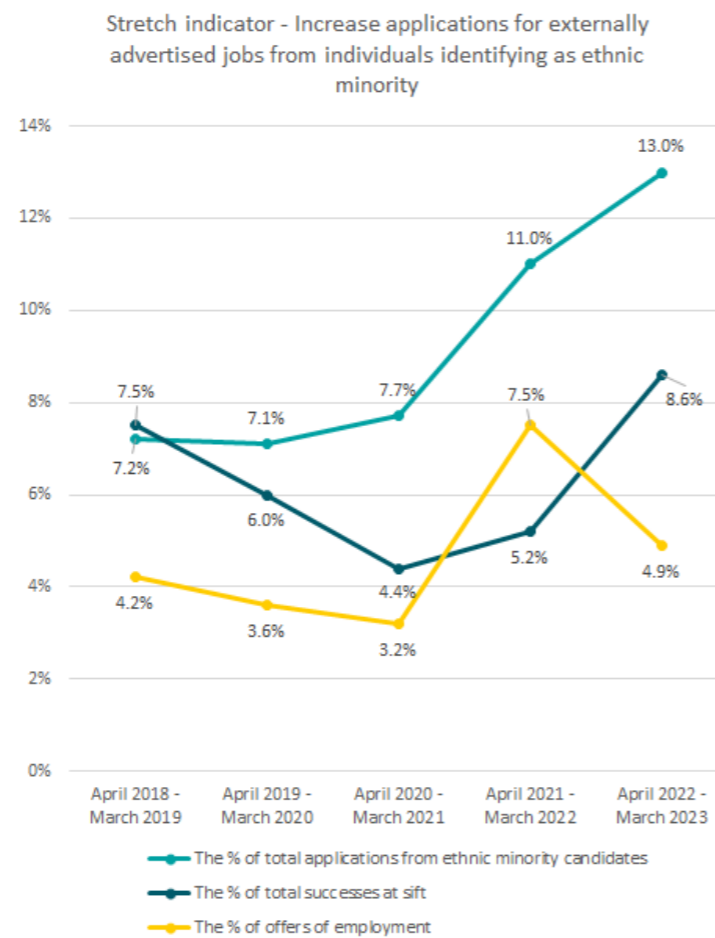


## To use resources sustainably

### Progress during the year:

**12** Our target is to increase the number of applications for externally advertised jobs from individuals identifying as ethnic minority year on year. As at 31 March 2023, the number of applications from candidates that identify as ethnic minority has continued to increase and is 112 (13.0 per cent), compared to the last reporting period where 105 (11.0 per cent) candidates identified as ethnic minority. We continue to monitor the conversion rates across our recruitment processes for all protected characteristics. We also utilise data insights and candidate feedback to identify any potential and/or actual barriers to adjust our processes accordingly.

**13** Staff rolling 12-month average sickness absence rate is 2.83 per cent and it has remained below the ONS benchmark rate of 3 per cent in each month in this reporting period. The Commission conducts regular wellbeing pulse surveys and, noting that mental health accounts for about half of our sickness absence, wellbeing action plans have been created for each service area which set out the key steps they will take to support wellbeing within their teams.



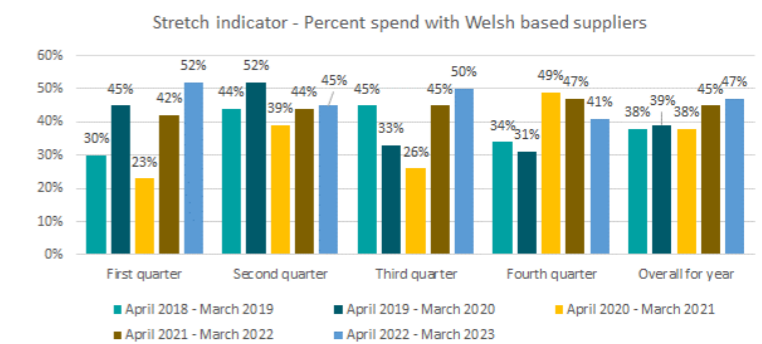
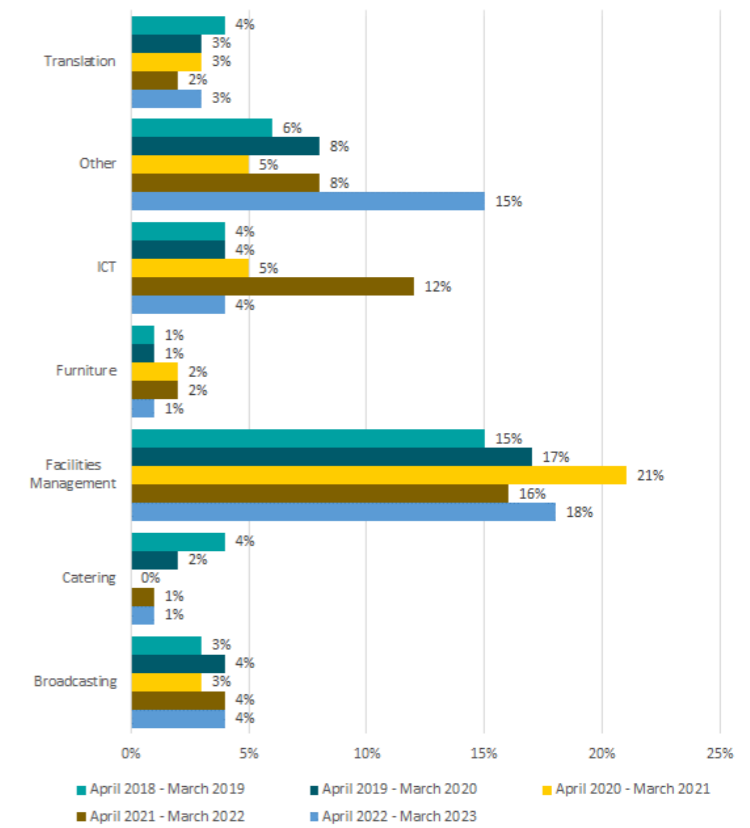
## To use resources sustainably

### Progress during the year:

**14** A new KPI for this reporting period links to the Commission's Carbon Neutral Strategy - to annually reduce our carbon footprint from 1150t in the 2019-20 baseline year to 500t by 2030. The target of <955 tonnes of carbon by year-end has been met (827 tonnes). Efficiency measures introduced for the winter have helped to significantly reduce our gas consumption in particular.

**15** As part of the KPI review the target for the percent spend with Welsh based suppliers has increased from 43 per cent by the end of the Fifth Senedd to 50 per cent by the end of the Sixth Senedd. Our spend over the last financial year has seen a positive increase from 45 per cent to 47 per cent. We will continue to raise awareness of contract opportunities with Welsh based suppliers.

Stretch indicator - Increase the percentage of Commission spend with Welsh based suppliers to 50% by the end of the Sixth Senedd



## Risk Profile

The most significant risks the Commission faces are captured in a Corporate Risk Register (the Register), which is regularly reviewed and monitored by the Commission's Executive Board and is a standing agenda item in the Audit and Risk Assurance Committee meetings. Details of the processes for identification, monitoring, and reporting on risks at all levels<sup>2</sup> are included in the Governance Statement on page 112.

Despite a continued focus on mitigating actions, the following risks have remained on the Corporate Risk Register throughout the year because of their ongoing severity (particularly due to their potential impact) and largely due to external influences over which we have little or no control.

### Cyber-security

Cyber-security remains one of the Commission's most significant risks and is subject to constant monitoring, with regular updates on mitigation provided to the Executive Board. It is also an area which is subject to regular independent audit and scrutiny, including by the Commission's Audit and Risk Assurance Committee which, along with an update on the management of the risk at each meeting, receives updates on the implementation of internal audit recommendations, and detailed assurance reports presented by senior ICT officials. During the year, additional resources have been allocated to further strengthen controls and to bolster awareness-raising activity.

### Compliance with the Data Protection legislation (Senedd Commission)

Mitigation of data protection risks remained a focus during this period. The Information Governance team has continued to make progress with its programme of work to ensure the Commission's compliance with data protection legislation and is developing data processing agreements with Members of the Senedd (as data controllers in their own right). The team also continues to work with service areas and Information Governance Champions to raise awareness and to ensure Data Protection Impact Assessments are carried out appropriately.

<sup>2</sup> Corporate risks - identify key events that could prevent or hinder the achievement of the goals and priorities of the Senedd Commission, or any key objectives which have a cross-cutting impact across the organisation. Service level risks - identify key events that could prevent or hinder the achievement of service level objectives.

## Dignity and respect

This risk has remained on the Register as further work was required to streamline and simplify the Commission's Dignity and Respect policies and procedures to ensure they are as accessible as possible to those who need them.

## UK-related Constitutional Change

The risk has remained on the Register for the Executive Board to monitor mitigation in place as the Senedd responds to the evolving constitutional landscape of Wales and the UK. This includes the implications of the UK's *Internal Market Act 2020* on the Senedd and the emerging, and significant, challenges posed by the UK Government's Retained EU Law (Revocation and Reform) Bill.

## Senedd Reform

This risk has remained on the Register to embed governance structures to facilitate the response to requirements emerging from the proposed programme of Senedd Reform. Further details on this can be found under Senedd Reform in the Performance Analysis section on page 52.

## Regulatory Framework

This risk has remained on the Register to outline mitigation around the challenges of effectively communicating, and ensuring understanding of, the various elements of the regulatory framework as they apply to Members of the Senedd.

The following risk was added to the Corporate Risk Register during this period:

## Corporate Capacity and Capability

This risk was added to the Register during the year in recognition of the need for robust mechanisms to help ensure the right people, with the right skills, are available, to support the resilient and adaptable workforce in delivering the significant transformational changes.

The following risks were removed from the Register during this period:

## Coronavirus

In response to an improving situation as cases of Covid-19 declined and restrictions were lifted, this risk was removed from the Register in September 2022 with a view to re-escalating it if that became necessary. The risks continued to be monitored at service levels and senior management continued to regularly

review the Corporate Risk Assessment, which incorporates infectious diseases and the ongoing measures in place to mitigate against the risk.

## Compliance with the Data Protection legislation (Members of the Senedd)

The risk around data protection for Members of the Senedd had been escalated to the Register to reflect the need for awareness-raising for the new cohort of Members following the Senedd Elections in May 2021, as they are data controllers in their own right. The risk was removed from the Register in January 2023 but continues to be managed at service level with mitigating actions ongoing.

## Financial Review

Under the terms of the *Government of Wales Act 2006* the Commission must ensure that the Senedd is provided with the staff, property and services required to fulfil its role as a strong, accessible, and forward-looking democratic legislature that delivers effectively for the people of Wales.

The Commission's budget aims to be transparent, prudent, and set in the context of the long-term financial funding situation in Wales. The Commission has continued to refine the way it presents its budget based upon the scrutiny and feedback it has received from both the Public Accounts and Public Administration and Finance Committees. The Commission follows the guidelines provided in the Finance Committee's 'Statement of Principles'.

The Commission presents its budget in a transparent format to show the different expenditure types. The Commission's budget is used to meet the running costs of the Senedd as well as the costs of Senedd Members' salaries and allowances, as determined by the Independent Remuneration Board.

Every five years an additional spend heading is included for Senedd Elections.

Total Commission Budget					
	2018-19	2019-20	2020-21	2021-22	2022-23
	£m	£m	£m	£m	£m
<b>Operational budget (Note 1)</b>	38	40	42	41	45
<b>Independent Remuneration Board's Determination</b>	16	16	16	16	17
<b>Annually Managed Expenditure (Note 2)</b>	2	2	2	2	2
<b>Election related expenditure</b>	0	0	1	2	0
	<b>55</b>	<b>58</b>	<b>61</b>	<b>61</b>	<b>64</b>

**Note 1** - The operational budget can be broken down into its key elements (as provided)

**Note 2** - The term 'Annually Managed Expenditure' relates to the accounting provision for the Members of the Senedd Pension Scheme under HM Treasury rules and is a non-cash spend heading.

Operational Budget Analysis					
Operational budget breakdown:	2018-19	2019-20	2020-21	2021-22	2022-23
	£m	£m	£m	£m	£m
<b>Staff related costs (Note 3)</b>	23	25	26	26	27
<b>Non staff related costs</b>	12	12	13	13	10
<b>Project fund (Note 4)</b>	0	1	1	0	2
<b>Depreciation (non cash) (Note 5)</b>	2	2	2	2	6
	<b>38</b>	<b>40</b>	<b>42</b>	<b>41</b>	<b>45</b>

**Note 3** - The change between 2018-19 and 2019-20 in Staff related costs is predominantly due to an increase in the employer pension contribution rate set by HM Treasury.

**Note 4** - Since 2019-20 the budget has included a designated Project Fund.

**Note 5** - the increase in depreciation is due to the impact of IFRS16 and the requirement to recognise leases as 'Right of Use Assets' and charge depreciation.

Total Commission Expenditure					
	2018-19	2019-20	2020-21	2021-22	2022-23
	£m	£m	£m	£m	£m
Operational spend	38	40	42	41	44
Independent Remuneration Board's Determination	15	15	16	15	17
Annually Managed Expenditure	1	2	2	2	2
Election related expenditure	0	0	0	2	0
	<b>54</b>	<b>56</b>	<b>60</b>	<b>60</b>	<b>62</b>
<b>Total expenditure vs total budget - under/(over) (Note 6)</b>	<b>1.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>

**Note 6** - The Commission manages its financial budget closely. The higher underspend in 2019-20 was occasioned in part by the onset of the Covid-19 pandemic which meant that a number of projects planned for the 4th quarter of that year did not proceed.

Operational Expenditure Analysis					
Operational spend breakdown:	2018-19	2019-20	2020-21	2021-22	2022-23
	£m	£m	£m	£m	£m
Staff related costs	24	24	25	25	27
Non staff related costs	13	13	14	14	10
Project fund	0	1	1	0	2
Depreciation (non cash)	2	2	2	2	5
	<b>39</b>	<b>40</b>	<b>42</b>	<b>41</b>	<b>44</b>
<b>Operational expenditure vs operational budget - under/(over)</b>	<b>(1.0)</b>	<b>-</b>	<b>-</b>	<b>1.0</b>	<b>0</b>

Prior to 2019-20 the Commission did not have a dedicated Project Fund. Instead, underspends generated from other budget headings were used to supplement the operational budget.

The Commission aims to achieve an end of year operational outturn within the range of 0 per cent to 1.5 per cent of the operational budget.

2022-23 Outturn				
	Budget	Outturn	Variance	Variance
	£m	£m	£m	%
Staff related costs	27	27	0	1.0%
Non staff related costs	10	10	0	0%
Project fund	2	2	0	0%
Election costs	0	0	0	-
Depreciation (non cash)	6	5	1	1.7%
<b>Total operational activity</b>	<b>45</b>	<b>44</b>	<b>1</b>	<b>2%</b>
Independent Remuneration Board's Determination	17	17	0	-
Annually Managed Expenditure	2	2	0	-
	<b>64</b>	<b>63</b>	<b>1</b>	<b>1.6%</b>

The operational outturn for 2022-23 is 0.84 per cent below budget. The Commission is pro-active in managing the budget and maximising value from the available resource. Careful in year management and accurate forecasting has facilitated a year end out-turn position within the target range.



# To provide outstanding parliamentary support

In this section of the Annual Report we describe how we have delivered Senedd business

▼ Plenary, October 2022

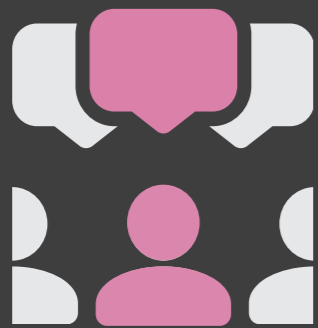


**SUPPORTING PLENARY**



**67 Plenary sessions**

**SUPPORTING COMMITTEES**



**307 Committee meetings**



**166 Committee reports**

**SUPPORTING LEGISLATION**



**2 new Bills introduced**



**5 Bills passed to become Acts**

**QUESTIONS ASKED IN PLENARY**



**270 Topical Questions**



**1,413 Oral Questions**



**2,996 Written Questions**



**6 Emergency Questions**

## Senedd Reform

On 30 May 2022, the Special Purpose Committee on Senedd Reform published its report – Reforming our Senedd: A stronger voice for the people of Wales<sup>3</sup>. It was debated in Plenary on 8 June, and the following motion was agreed by the Senedd:

*To propose that the Senedd:*

- 1. Notes the report of the Special Purpose Committee on Senedd Reform, 'Reforming our Senedd: A stronger voice for the people of Wales'.*
- 2. Endorses the recommendations for policy instructions for legislation on Senedd Reform in time for the next Senedd elections in 2026.*
- 3. Notes that the report also calls on the Senedd to consider a number of matters relating to Senedd reform.*

In its formal response to the report<sup>4</sup>, the Welsh Government expressed its intention to prepare and introduce legislation to take the Committee's recommendations forward.

On 12 January 2023, in a letter to the Llywydd (as Chair of the Senedd Commission), the First Minister requested that the Senedd Commission provide, by the end of March, core information relating to financial implications of the reform legislation on the Senedd, required for the relevant sections of the Regulatory Impact Assessment (RIA) and Explanatory Memorandum (EM) which will accompany the Bill.

In response to this request the Senedd Commission conducted a cost assessment exercise and has submitted its assessment to the Welsh Government. Acknowledging the many variables and decisions which are, as yet, unknown/untaken, the cost assessment exercise was based on a set of common assumptions which the Senedd Commission and Business Committee deemed a reasonable basis for producing best estimates. Accordingly, the projected costs of the reforms will likely evolve over time, as decisions are taken and as costs gradually become clearer.

<sup>3</sup> <https://senedd.wales/media/5mta1oyk/cr-ld15130-e.pdf>

<sup>4</sup> <https://senedd.wales/media/nqcpnd3e/gen-ld15253-e.pdf>

Looking ahead, a Senedd Reform programme has been established which will coordinate Senedd Commission-provided support and advice. Specifically, the programme will ensure that all necessary procedural preparations can be made to enable the Seventh Senedd to operate following the 2026 Senedd elections. It will ensure the Senedd Commission can respond to any issues it may wish to respond to before, and/or during, the passage of the Senedd Reform Bill, and can take informed decisions on the configuration of its parliamentary business from the outset of its term. It will also support the Independent Remuneration Board to deliver its Determination for the Seventh Senedd, in line with its strategic work programme. Working in conjunction with the Senedd Reform programme, the Commission's Ways of Working strategy (page 86) will be responsible for implementing certain aspects of the reforms, such as any necessary changes to the Senedd estate.

## Independent Remuneration Board

### Resourcing the Board

The Independent Remuneration Board of the Senedd (the Board) was established under *The National Assembly for Wales (Remuneration) Measure 2010* (the Measure). It is independent of the Senedd and responsible for determining Members' remuneration and the resources that Members need to do their job effectively. The Measure requires that the Commission must provide the Board with such administrative support as it reasonably requires to enable it to discharge its functions.

In March 2022, the Board reviewed its strategic work programme and requested additional resources to undertake its work. In May 2022, the Commission agreed to request a supplementary budget to seek additional resources for the Board. As part of this process, the Commission agreed to ringfence the direct support available to the Board within the Commission budget to introduce greater transparency of the Board costs. Additional processes have been put in place to enable the Executive Board and Commission to be assured that the Board's resourcing needs are reasonable.

### Strategic Work Programme

Over the course of the year, the Board has made progress against its strategic objectives and work programme. The main areas of work the Board has focussed on are:

- **Responding to the cost of living pressures** – In December 2022, the Board agreed to increase the limit of the allowance that Members can claim to meet any necessary costs to run their offices in 2022-23 so that Members are able to continue to undertake their duties effectively of engaging and representing their constituents. The Board also provided each member of Support Staff with a flat rate payment of £600 in January.
- **Ways of working** – The Board commenced a review of the Office and Constituent Liaison Fund (OCLF) in light of current and anticipated changes to the ways of working of Members and Member Support Staff. The Board worked with the Senedd Commission to undertake an engagement exercise with Members to seek to understand how their ways of working have changed and their preferred ways of working in the future (page 86). The findings of this exercise were presented to the Board and are helping to inform the Board's consideration of any changes needed to Members' allowances.
- **Mid-term review of the Board's effectiveness** – The Board commissioned a mid-term review of its effectiveness mid-way through its term in office. Work is underway to address the report recommendations.
- **Co-operation Agreement** – The Board considered evidence received on the implications of the Agreement on Members' pay and allowances, including letters received from political groups. The Board decided that no changes to allowances were required in light of the Co-operation Agreement.

Further information on the work of the Independent Remuneration Board can be found on their website: <https://remunerationboard.wales/>

## Committee evidence diversity monitoring

### The role of committees

Senedd committees are a powerful part of Welsh democracy. They check and challenge the actions of the Welsh Government, scrutinise draft laws, and engage directly with citizens. Their reports, recommendations, and legislative changes have a real impact on how the Government and other public bodies run public services, how public money is spent, and the laws people are subject to.

Committees rely on evidence from a range of people and organisations to do their work. It helps them to decide which issues to investigate, where problems might be, and what solutions might work.

Evidence gathered through consultations, committee meetings, and citizen engagement activities, like field visits, focus groups and surveys, alongside research conducted by Senedd Research or from expert advisers, helps committees to reach conclusions, come up with ideas for change, and write reports.

### Evidence diversity monitoring

Understanding which people and organisations give evidence to committees can help identify missing voices and barriers to engagement.

In 2021, Senedd committee chairs recommended that data should be collected on who engages with Senedd committees. The 2021 Stirbu review into the effectiveness of Senedd committees also recommended that the diversity of committee evidence should be monitored.

### Pilot one (November 2021-April 2022)

From November 2021 until April 2022 Senedd committees ran a pilot project to monitor the diversity of committee evidence. The survey response rate was 18 per cent, meaning any conclusions should be treated with caution. Nevertheless, the data showed that the majority of survey respondents had taken part in committee activity before, and the vast majority of participants contribute on behalf of organisations. It also suggested potential underrepresentation of:

- Younger and older people.
- People who are not educated to degree level or above, and people who are not working full time.
- Disabled people, and people with caring responsibilities.
- People who do not live in South Wales Central.
- The private sector.

More information is available in a blog produced by the Senedd Research<sup>5</sup>.

### Pilot two (October 2022-April 2023)

A second pilot of the evidence diversity monitoring system, building on the learning from the first pilot, began in October 2022. Further information about the findings and next steps for evidence diversity monitoring is expected to be published in the second half of 2023.

The data will also help committees to understand the impact of changes to their processes since the pandemic, particularly the continuing use of remote evidence.

<sup>5</sup> <https://research.senedd.wales/research-articles/who-gives-evidence-to-senedd-committees-and-whose-voices-are-missing/>

## Knowledge Exchange Strategy

The Senedd's first knowledge exchange strategy<sup>6</sup> was published in November 2021 to strengthen connections between the Senedd and the research community. It aims to broaden, deepen, and diversify the research evidence and expertise available to support scrutiny and law-making.

In 2022-23, teams across the Senedd worked together to deliver the strategy, by:

- Growing the Knowledge Exchange Network to more than 350 members from over 100 universities and research institutions;
- Delivering training to more than 300 researchers on how to effectively engage with the Senedd;
- Hosting 9 interns through the UK Research and Innovation (UKRI) Policy Internship Scheme;
- Developing new links and maintaining existing connections with research institutions, research councils, and research networks, across Wales and beyond;
- Commissioning new research to fill evidence gaps in areas of interest to Members and committees;
- Holding a thematic exchange day on children and young people for Senedd officials and researchers from Cardiff University's new SPARK campus;
- Exchanging experiences, advice, and knowledge with Parliaments around the world; and
- Supporting development of the committee evidence diversity monitoring system (page 56).

<sup>6</sup> <https://research.senedd.wales/media/lfrfuyoa/external-a5-eng.pdf>

## Designing an innovative engagement tool for committees

Professor Diana Stirbu's 2021 review of the effectiveness of Senedd committees found that getting more diverse evidence from a wider range of people was a priority for Members and committees. It recommended committees should be evidence-led, as well as being ambitious and creative in reaching out to new audiences.

The committee evidence diversity monitoring pilot showed that academics contributed around 9 per cent of evidence, 61 per cent of whom had previously engaged with the Senedd.

In September 2022, the Senedd's first Areas of Research Interest (ARIs) was launched to engage the research community in the work of committees. ARIs aim to overcome some of the barriers to engagement faced by researchers and facilitate access to new research and expertise.

Two committees published four ARIs on: behaviour change and the climate emergency; modal shift and active travel; sustainable communities; and health literacy.

Academics have been registering their expertise and adding their research and insights to the ARIs repository. To date, the ARIs have received 76 responses from academics in more than 25 universities across the UK, with Welsh institutions well represented.

The ARIs are already proving themselves to be an effective way to reach out beyond 'the usual suspects' – over 65 per cent of respondents have never previously engaged with the Senedd. This equates to nearly 50 new voices engaging with committees and their work.

The new tool received positive feedback from committee staff and Members, and committees are considering how to use the information gathered, including identifying expert witnesses, commissioning new research, and holding events.

## International activity

In September 2022 the Senedd Commission adopted its International Framework for the Sixth Senedd. The Framework sets out the principles and objectives that will guide international activity in the Sixth Senedd.

The support for international activities in the Sixth Senedd will be focussed on work that enhances parliamentary business and enables the Senedd to ‘deliver its core function of representing the interests of Wales and its people’. The Framework recognises and values the importance of building the institutional and international reputation of the Senedd and Wales in the increasingly complex and changing international landscape.

### Wales and the wider world

May 2022 saw the Senedd host its first major inward programme since before the pandemic. The visit by Speaker Masizole Mnqasela and his delegation from the Western Cape Provincial Parliament (WCPP) was hosted by the Llywydd and followed her visit to the WCPP in 2019. A comprehensive programme included a series of meetings and presentations allowing discussions on a range of issues, including Parliamentary Capacity and Reform and the work of Senedd Committees. This relationship continues to bear fruit with the Senedd currently providing guidance and support to the WCPP in the development of its Youth Parliament and Research Service.

Another notable visit saw the Senedd welcoming a delegation, representing both houses of the Federal Parliament of Canada. Their programme included sessions with Members of the Climate Change, Environment and Infrastructure Committee, as well as an opportunity to learn more of the Senedd as a bilingual parliament.

### The Commonwealth Parliamentary Association (CPA)

This reporting period saw the resumption of in-person meetings and a near to normal return of CPA programmes. This has included the Senedd’s participation in conferences at both regional level in the Isle of Man and Gibraltar, as well as Internationally in Nova Scotia, Canada and the Caribbean. The Senedd has also welcomed delegations representing a number of Commonwealth parliaments, including Australia, Canada, Pakistan and St Helena.

## Wales in Europe

The Senedd’s engagement with new and emerging UK-EU structures has continued to evolve, whilst bringing a renewed focus to the long standing engagement with the British-Irish Parliamentary Assembly.

Senedd Members engaged with the UK-EU Committee of the Regions Contact Group and attended, for the first time, the UK-EU Parliamentary Partnership Assembly, a new body set up by the UK-EU future relationship agreement. These structures provide opportunities to renew existing relationships with EU institutions and regions and support the Senedd’s continued work on considering Wales’ role in the UK-EU relationship.

The Senedd has also welcomed delegations and visitors from across the EU, including delegations from the European Economic and Social Committee, both the former and new EU Ambassador to the UK, Ireland, Germany, Catalonia, Cyprus, Slovenia and Slovakia.

### British Irish Parliamentary Assembly (BIPA)

Senedd Members have continued their engagement with BIPA throughout this period, with participation in the Assembly’s Committee work and inquiries on European, Economic and Environmental and Social Affairs. Members attended a BIPA Plenary in Cavan, Ireland as well as an extraordinary Plenary ahead of the 25th Anniversary of the signing of the Good Friday Agreement.

### In solidarity with Ukraine

The Senedd has continued to stand in solidarity with the people of Ukraine, in Plenary debates, through committee scrutiny and in international engagement work. The focus has been on how the Senedd, Members and the Welsh Government can support Ukrainians in Wales who have had to flee their homes and express support for those that have remained. Senedd committees collectively expressed their solidarity on the anniversary of the invasion. The Senedd has supported Member engagement on this issue through its series of articles on the invasion. In Plenary on 15 February, Members applauded the resilience of the Ukrainian people and thanked the people of Wales for their response to the conflict.

### Senedd Business taking on an international focus

Senedd committees have continued to engage on international issues both scrutinising the Welsh Government’s approach and engaging directly with parliamentarians across the UK and Europe on international relations work. This includes work on UK trade agreements with New Zealand and Australia, non-trade agreements such as the Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence and submitting evidence to UK Parliament inquiries on UK-EU future relations and scrutiny of international agreements.

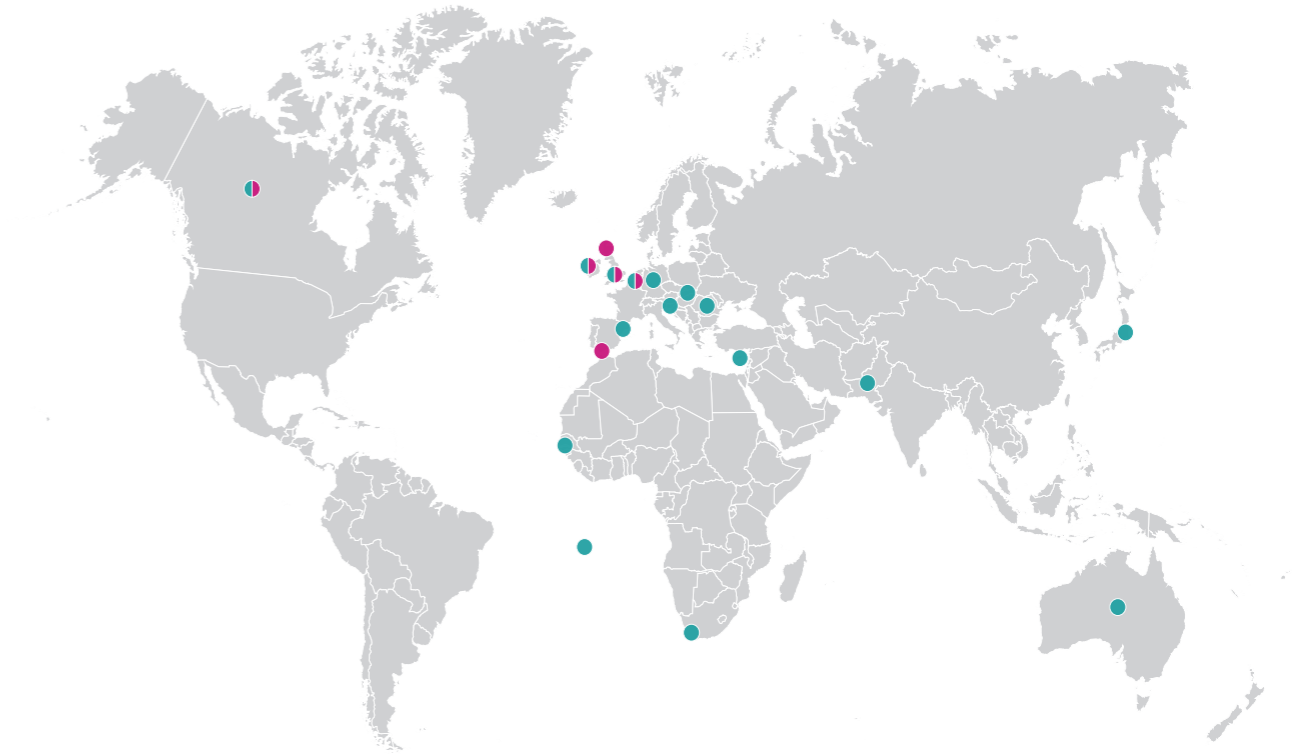
Work produced by Senedd Research in support of Senedd Members and committees has received international recognition from organisations such as the European Commission and was referenced in evidence submitted to the UN by the Wales United Nations Convention on the Rights of the Child Monitoring Group. A poster setting out the Senedd’s pioneering approach to international agreement scrutiny in the Sixth Senedd was accepted to the Study of Parliament Group annual conference in January 2023.

### Sharing our parliamentary experience

Senedd officials also shared their experiences, skills, and knowledge with parliaments around the world. This has included contributing to:

- The design and piloting of the Westminster Foundation for Democracy’s international indicators for post-legislative scrutiny;
- The University of London’s Institute of Advanced Legislative Studies course for international parliamentary officials on gender-sensitive post-legislative scrutiny;
- The Commonwealth Parliamentary Association’s e-course on women’s parliamentary caucuses;
- Support for the National Assembly of the Gambia via the Commonwealth Parliamentary Association; and
- The INTER PARES project to strengthen the capacity of international parliaments, via a long-term secondment.

### INTERNATIONAL ACTIVITY



#### Inward visits 1 April 2022 – 31 March 2023

- |                                 |                           |                               |
|---------------------------------|---------------------------|-------------------------------|
| ● Australia, Federal Government | ● Cyprus                  | ● Romania                     |
| ● Baluchistan (Pakistan)        | ● EU Ambassador to the UK | ● Slovakia                    |
| ● Canada, Federal Government    | ● Gambia                  | ● Slovenia                    |
| ● Catalonia                     | ● Germany                 | ● St Helena                   |
|                                 | ● Ireland                 | ● Western Cape (South Africa) |
|                                 | ● Japan                   |                               |

#### Outward visits 1 April 2022 – 31 March 2023

- |                                      |                                    |                    |
|--------------------------------------|------------------------------------|--------------------|
| ● Canada (CPA Conference)            | ● Flanders                         | ● Northern Ireland |
| ● EU Institutions, Brussels, Belgium | ● Gibraltar (CPA Women Parliament) | ● Scotland         |
|                                      | ● London                           | ● UK               |
|                                      |                                    | ● Ireland          |



## Bilingual services

The Official Languages Scheme for the Sixth Senedd was approved and adopted in Plenary in September 2022. Since then, the Official Languages Team has focused on introducing and implementing the Scheme, with the aim of maintaining the high standards and expectations established during the Fifth Senedd.

The format of the Scheme is different to previous schemes. In response to feedback received over the years from those that use the services, the format has been simplified and the document is now clearer, and more user-friendly. In addition, it was decided to combine the Scheme with the Bilingual Skills Strategy in order to create a single comprehensive document that makes it easier for stakeholders to obtain information about the bilingual services. Those involved with Senedd Cymru can now clearly see what is expected in terms of bilingual services, and hold the Commission to account by referring to the clear service standards.

An internal audit was carried out in 2021-22, focusing on the effectiveness of the Official Languages Team in terms of monitoring and implementing the Official Languages Scheme. The content of the audit, and its recommendations, and the actions drawn up by the Official Languages Team were considered by the Commission's Audit and Risk Assurance Committee in November 2022. Implementation of the recommendations is ongoing. The recommendations included:

- Improving visibility and access to the Official Languages Scheme on the intranet and website;
- Reviewing approaches to monitoring compliance with the Scheme;
- Formalisation of assurances by Heads of Service;
- Measuring the effectiveness and impact of the Welsh learning service;
- Reviewing the effectiveness of language skill levels following recruitment;
- Formalising the planning and implementation of the actions included in the Official Languages Scheme for the Sixth Senedd.

The capacity of the Tutoring Team is now established, and the team has worked hard to attract new learners across the organisation, and to re-establish links with former learners. The Key Performance Indicators (page 33) map the increase in the numbers who receive support at the various levels across the organisation. Those numbers continue to steadily increase. A number of learners have taken WJEC examinations this year, which is an opportunity for them to receive recognition for their dedication and hard work.

The Senedd Commission is always keen to share good practice and to learn from others. In July 2022, the British-Irish Parliamentary Reporting Association Symposium was held on the Senedd estate. The theme of the Symposium was languages, and sessions were held on the recording of official languages and dialect, among others. There was also an opportunity for delegates to participate in a courtesy-level Welsh session so that they could understand a little about the Commission's language skills matrix, as well as learn a few phrases. The Official Languages Team also welcomed visitors from Rannóg an Aistriúcháin, the Oireachtas Translation Service, which is responsible for bilingual services across that organisation. The visit was an opportunity for them to learn more about the work of the Translation and Recording Service, and about the provision of bilingual services across the Senedd.

## A Tribute to Her Majesty The Queen

On 8 September 2022 it was announced that Her Majesty The Queen had passed. The Senedd's flags were lowered as the country entered the period of national mourning and, on 11 September, the Senedd was recalled to pay tribute to Queen Elizabeth II and to agree the Motion of Condolence.

In opening the tributes to Queen Elizabeth II, the Llywydd, Rt Hon. Elin Jones MS, stated:

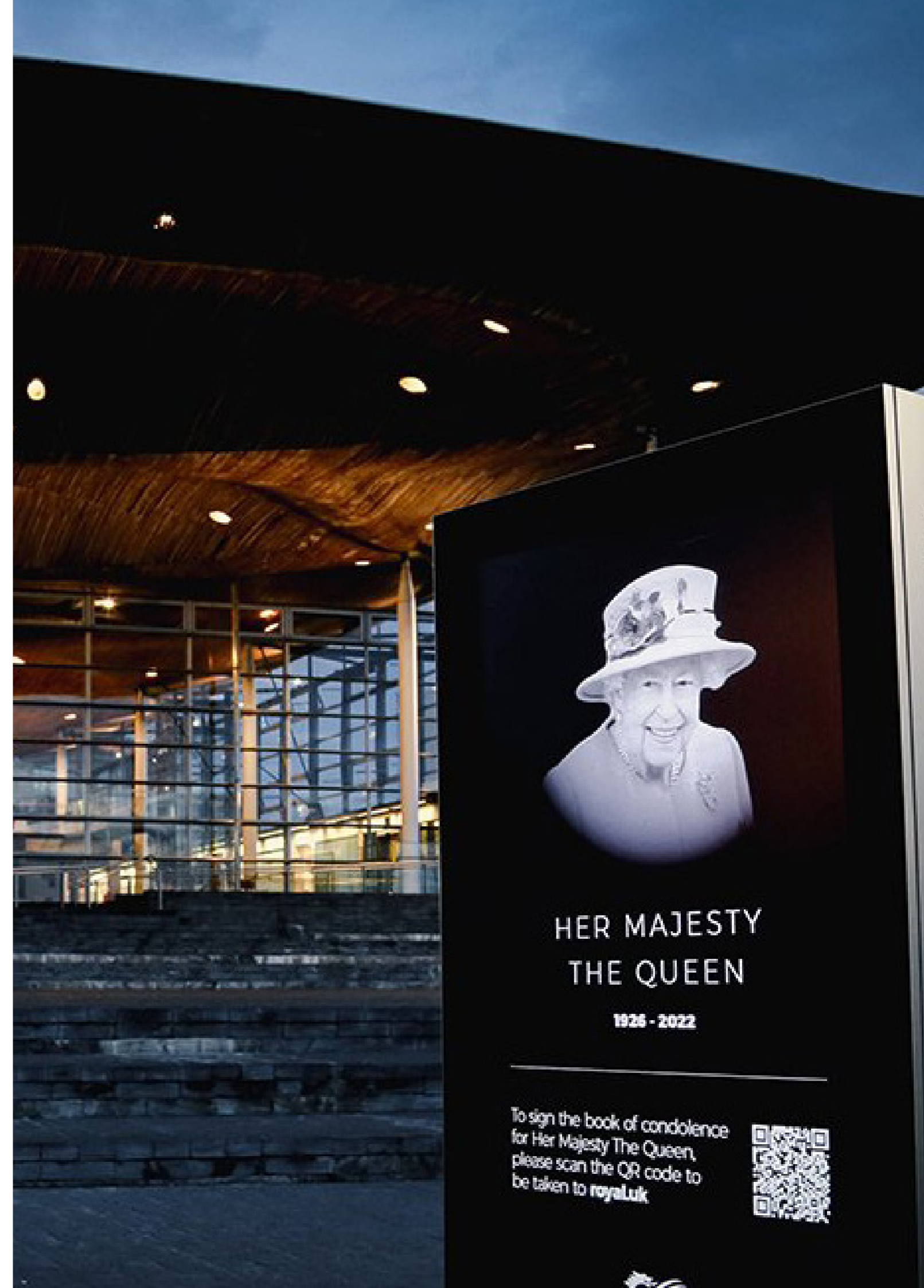
*As in all Parliaments, our views represent the diversity of views of the people we serve. Our opinions differ on very many aspects of Welsh life, and although our views may differ on the institution of monarchy itself, they will differ little on the way Elizabeth II executed her role as monarch over her lifetime of public service, how her wisdom and dedication to office was valued, and how we mourn her sad loss and hold her family in our thoughts. Elizabeth II looked for what united, rather than what created division.*

[...]

*On six occasions at our Parliament's opening ceremonies over the past 23 years, the Queen sat here amongst us as she fulfilled her constitutional duty as the head of state. She was here only 11 months ago on her final visit to Wales, confirming our democratic legitimacy as one of her Parliaments. We thank her for her service to Wales.*

On 16 September, as part of a day of Royal engagements in the Capital, Their Majesties The King and The Queen Consort visited the Senedd to receive the Motion of Condolence, which was given by the First Minister, Mark Drakeford MS:

*That this Senedd expresses its deep sadness at the death of Her Majesty The Queen and offers its sincere condolences to His Majesty The King and other Members of the Royal Family. We recognise Her Majesty's enduring commitment to public service and duty, including her support for many Welsh charities and organisations, and her lifelong association with Wales and its people.*



The King gave his reply, speaking in both Welsh and English:

*I am deeply grateful for the addresses of condolence that so movingly paid tribute to our late sovereign, my beloved mother, the Queen.*

*[...]*

*Having visited the Senedd regularly since it was founded, and having heard your heartfelt words today, I know we all share the deepest commitment to the welfare of the people of this land and that we will all continue to work together to that end.*

There were 14,290 mentions of the Senedd in broadcast, online or print articles during the period and notable national coverage included a BBC Radio 1 Newsbeat feature with two Welsh Youth Parliament Members about the Royal visit. The Senedd also received international coverage by ZDF, Al Jazeera, CNN, People and Hola Magazine. During this period there were 40,000 unique views to the Senedd website and 310,000 website searches. The Senedd's social media channels reached 432,000 people, with nearly 15,000 engagement and 26,000 video views. In addition, there were 1,170 social media posts about the Senedd, reaching 24.5 million people these included the official Royal Family account and international news outlets.

The Prince of Wales visited the Senedd for the first time on 16 November to deepen his understanding of the devolved political landscape and the key issues facing people in Wales. The Llywydd and Deputy Presiding Officer, David Rees MS, welcomed His Royal Highness to the Senedd, where he met with representatives of Political Parties. His Royal Highness also met with members of the Welsh Youth Parliament to learn about its role representing the youth voice in Wales, including their work on mental health and the environment.



## To have citizens at the heart of all we do

This section of the Annual Report highlights the work we have done to raise awareness of the Senedd and its work and to make it more accessible to the people of Wales.

### ▼ St David's Day 2023

Latifa Alnajjar, co-founder of the Syrian Dinner Project in Aberystwyth and co-creator of the Refugees from National Socialism exhibition, hosted by the Senedd.



OUTREACH AND ENGAGEMENT



Our social media audience has grown by **7.4%** across all channels



LinkedIn has seen a **25%** increase in audience growth this year, becoming our fastest growing platform

WELSH  
YOUTH  
PARLIAMENT

SENEDD  
IEUENCTID  
CYMRU

Over **3,600** young people contributed to the Welsh Youth Parliament **Mental Health and Wellbeing** Committee's work

## Communications and Engagement strategy

This year the Commission agreed a new Communications and Engagement Strategy. Its objectives are to increase awareness of the role of the Senedd, improve understanding of what the Senedd does and increase participation and involve people in the Senedd's work.

The strategy focusses on reaching new audiences, particularly those who feel their voices have not traditionally been heard by institutions like the Senedd. With an overarching theme of 'Your Voice', the strategy aims to establish the Senedd as somewhere voices from all backgrounds and communities can be heard; ensuring that people's lived experiences continue to be at the heart of the Senedd's communication and engagement work.

In the past year the strategy has been put into action, engaging with people from communities across Wales on issues like fuel poverty, debt, mental health inequalities and homelessness, to support Senedd committees' scrutiny of and inform their recommendations to Welsh Government.

The Commission's news and social media teams have also sourced real life stories to demonstrate the impact of the work of the Senedd. This has helped to achieve extensive media coverage for committee work on issues such as the impact of the cost of living on access to sport in deprived areas and the dentistry crisis in Wales.

The strategy also commits to continuing to showcase the Senedd as a focal point of Welsh life, both physically and digitally. During the first year of the strategy, crowds have flocked to the Senedd to welcome home the Commonwealth champions; held an exclusive Q&A with the Cymru men's manager, Rob Page, ahead of the team's historic visit to the FIFA World Cup; welcomed the Butetown Carnival to the steps of the Senedd; and the first major showcase of her artwork in Wales of Oscar nominated artist Joanna Quinn, a major figure in animation renowned for her unique drawing skills, characterisations and humour.

The pandemic changed the way the Senedd engaged with the public. Even when restrictions lifted, the estate reopened and onsite tours restarted, virtual tours continued to be offered to ensure a more diverse audience can be reached. As well as offering a weekly bilingual online session, ad hoc sessions tailored to the needs of specific groups have also been provided. These have included Equal Power Equal Voice (EPEV) - a partnership between the Women's Equality Network, Stonewall Cymru, Disability Wales, and Ethnic Minorities & Youth Support Team - and the Cymorth Cymru Homeless project.

In welcoming back visiting schools, colleges and youth groups from across Wales, a major focus has been aligning the educational visits to the new curriculum and testing some new resources with teachers and learners across all ages.

Interactive outreach workshops have been delivered in all constituencies across Wales, including Ysgol Penrhyn Dewi in Pembrokeshire (Key Stage 3); Ysgol Eifion Wyn in Dwyfor Meirionnydd (Key Stage 2) and Coleg Cambria in Alyn and Deeside. At Harri Tudur Comprehensive in Pembroke, year 11 and 6th form pupils took part in a session learning how to vote, how to start petitions and how to get involved in the work of the Welsh Youth Parliament.

The social media team have grown the social media audience by 7.4 per cent across all channels during this reporting period and are focusing efforts on reaching new, younger audiences. They have been developing their presence on Instagram, developing content, like Reels, which resonate with a younger audience. The results of this effort have led to a 22 per cent audience increase, with 18-35 year olds making up the largest audience. The team have also seen a significant success with LinkedIn, with a 25 per cent audience growth.

In the past year, opportunities have been sought to bring new audiences into the Senedd and involve them in the Senedd's work. This has included working with the director Liana Stewart, who, despite living in Butetown, had never visited the Senedd before, to screen her *Black and Welsh* documentary. Work has also taken place with the Welsh Refugee Council to welcome people from the refugee community in Wales into the Senedd for a special St David's Day event, to demonstrate that the Senedd is here for anyone who calls Wales home, whether that is on a permanent or temporary basis.

Exhibitions that represent the diversity of people and communities have also been showcased at the Senedd. These include 'This Is Older', an exhibition by The National Library of Wales and Age Cymru which aims to break down negative stereotypes of older people, and 'Through Our Eyes' which challenges perceptions and stereotypes by highlighting the valued roles and activities of people with learning disabilities in our communities.

New exhibits that link the Pierhead to the history of Tiger Bay and its communities have been created in partnership with local organisations. These exhibits will help build links with the local community and new audiences, helping to meet strategy objectives.

# WELSH YOUTH PARLIAMENT

It has been a successful year for the Welsh Youth Parliament (WYP).

In May 2022, at the Urdd Eisteddfod, the Mental Health and Wellbeing Committee launched its campaign on 'Young Minds Matter'. Over 3,600 young people from across Wales contributed to the Committee's work, informing the findings and recommendations in the Report, which questioned why access to mental health support remained such a major issue for young people in Wales.

A meeting was held of the full WYP in the Senedd Chamber in November for the first time in person since Covid, where the Mental Health and Wellbeing Committee Members presented their findings to the Children's Commissioner for Wales, the Llywydd and the Chair of the Children, Young People, and Education Committee.

At this meeting, Rocio Cifuentes, the Children's Commissioner for Wales stated:

*It's incredible to see you sitting here [in the Senedd] in the seats of power in Wales, and I hope you continue on your journey of being representatives of Wales and active citizens in Welsh life.*

The WYP has also created two further committees to discuss and raise awareness of their other priority areas, Education and the School Curriculum Committee and the Climate and the Environment Committee.

As well as raising awareness of and debating the issues important to young people in Wales, WYP Members have also been contributing to Senedd Business in various ways, including taking part in a focus group with the Finance Committee to scrutinise the Welsh Government's Draft Budget for 2023-24 highlighting young people's spending priorities.



## Citizen engagement

It is so important that the public are involved in the issues the Senedd Committees investigate. It ensures the lived experiences of those directly affected by policies and legislation are at the heart of informing recommendations made to Welsh Government. Some examples of citizen engagement which took place this year:

### Health and Social Care Committee

As part of the Health and Social Care Committee's inquiry into mental health inequalities, between September and November 2022, an online advisory group with people who have experienced mental health inequalities and have faced barriers in accessing support was facilitated. A group findings report has been published alongside the Committee's report and the online advisory group piloted and supported the design of neurodivergent-friendly material to ensure both reports would be published in a variety of accessible formats.

### Equality and Social Justice Committee

To support the Equality and Social Justice Committee's inquiry into women's experiences in the criminal justice system, a programme of engagement in November 2022 including visits to HMP Styal, Cheshire and HMP Eastwood Park, Gloucestershire was facilitated. These featured prison tours, a focus group with Welsh women prisoners, a meeting with the Governor and a one-to-one discussion with a Welsh woman prisoner. Focus groups were also held with Revolving Doors' Women's Forum and with The Nelson Trust in Cardiff.

### Equality and Social Justice Committee

As part of the Equality and Social Justice Committee's inquiry into debt and the impact of the rising cost of living<sup>7</sup> focus groups were held throughout February 2023 with the focus being on groups likely to be disproportionately affected by the rising cost of living. Three face-to-face focus groups and three online focus groups involved 46 participants with a particular focus on people with disabilities, parents and people from ethnic minority backgrounds. The engagement findings will support the Committee when drafting its final report.

Participants appreciate the support given, providing feedback such as:

*I have been most impressed with the continuity of this experience, from being invited to take part, through being updated as progress is made to the notification of completion.*

[...]

*I don't use email, or the internet and they sent everything to my house that I needed. I've never taken part in anything like this before, but I enjoyed it.*



## To use resources sustainably

This section of the Annual Report highlights how we use our resources to support the business of the Senedd and how we ensure we use them efficiently, effectively and sustainably.

▼ Bee orchids outside the Senedd



USING RESOURCES SUSTAINABLY



Gas consumption is down by **19%**



**38%** drop in commuter generated carbon compared to pre-2020 levels

AWARDS AND ACCREDITATION

**INVESTORS IN PEOPLE™**  
We invest in people Platinum  
Rydym yn buddsoddi mewn pobl Platinwm



## Corporate planning

Throughout 2022-23 the Commission's corporate planning processes and systems have been developed further to ensure that resources continue to be used sustainably and the Commission achieves value for public money.

A key development during 2022-23 has been the establishment of the Strategic Planning Unit. The purpose of the Strategic Planning Unit is to support the Commission's Executive Board in making decisions about its strategic objectives, including by:

- Managing and supporting an annual planning cycle and reporting system;
- Being the link between the Executive Board's strategic objectives, and the Commission's portfolio of change projects and programmes, making sure they are aligned;
- Supporting Executive Board in continuing to build on the Commission's first Corporate Delivery Plan, alongside other strategies and associated KPIs, giving Executive Board clear oversight over its delivery;
- Setting up and leading a portfolio management framework which will work with others to first define, and then support, the delivery of the Commission's portfolio of change projects;
- Overseeing the relationship between the Ways of Working programme, the Senedd Reform programme and other major activity, including managing the interrelationships and interdependencies between them;
- Setting up and then ensuring that a pool of corporate resources is used in the optimal way across the Commission's portfolio and business as usual; and
- Proactively keeping Executive Board fully sighted on emerging issues, opportunities, and work, and act on its behalf to deliver agreed programme and project priorities and plans.

Other developments during 2022-23 have included:

- Introducing and reporting on the Commission's first Corporate Delivery Plan with Executive Board receiving a report on delivery progress in December 2022. The Corporate Delivery Plan is being developed further for 2023-24 to incorporate feedback from the Commission's Leadership Team;
- Introducing a new service area planning template to better align service areas and corporate level activity. The new service planning templates are intended to allow heads of service to clearly set out the services they offer; and
- Prioritising and managing the delivery of the Commission's portfolio of change projects and initiatives during 2022-23. During this exercise some 40 candidate projects in the portfolio development pipeline were prioritised to ensure the most efficient use of Commission resourcing. Those projects assessed as not having a significant immediate service impact if not delivered in 2022-23 will be considered for the 2023-24 portfolio, the development of which the Strategic Planning Unit is leading on as it works to introduce a portfolio management framework.

Looking ahead into 2023-24, and to further the Commission's Resource Management Strategy, which was given approval in September 2022, Executive Board has agreed the development of a Medium-Term Resourcing Framework. This Framework will include the adoption of a set of principles to guide future resource allocations and a rolling 3-year budgetary framework (a Medium-Term Financial Plan) to ensure that priorities, resources and delivery are geared towards the medium-term goals as well as to current year targets.

## Ways of Working

In March 2022 the Commission approved the amalgamation of the Commission's Estate Strategy, Sustainability (Carbon Net Zero) Strategy and two previously completed reviews (the Agile Futures and Capacity Reviews) into an integrated Ways of Working strategy and establishing an associated delivery programme.

The Ways of Working strategy and programme is intended to be the framework for delivering the Commission's 'back-office' response to Senedd Reform and to set the Commission's own ambition and vision for how it supports the Senedd.

To carry this work forward at pace, an Interim Action Plan with associated governance structures and a Joint Projects Board was established, along with three initial workstreams:

- Regional working – to review the Commission's current regional footprint across Wales and to consider the future needs of Members and Senedd Business with regard to Commission provided regional accommodation and facilities;
- Cardiff Bay accommodation – to scope and then manage the delivery of any estates projects needed to respond to the Commission's post-pandemic ways of working, to respond to Senedd Reform as it develops, and to consider and plan for the future of Tŷ Hywel beyond 2032 when the current lease expires; and
- Ways of Working strategy and corporate planning – to draft the strategy itself and to develop new and enhance existing corporate planning tools to ensure resources continue to be used sustainably and wisely in a period of significant financial pressures across the public sector and for the citizens of Wales.

The workstreams have progressed or delivered several significant initiatives during 2022-23:

- Improving the sustainability and efficiency of the Commission's north Wales office by moving it into the more modern, higher grade and more sustainable Welsh Government regional office at Llandudno Junction. This move is being conducted on the basis of a robust business case that explored a long-list and short-list of alternative options. The move will deliver on-going cash savings to the Commission and deliver a

space better suited to post-pandemic ways of working. The move will be completed by July 2023.

- Reconfiguring part of the Commission's own space in Tŷ Hywel to better suit post-pandemic hybrid working practices and to make more efficient use of space. The Commission has adopted a hybrid working model that has provided an opportunity to configure Commission space in Tŷ Hywel to prioritise and better enable both in-person and hybrid collaboration and meetings.
- A joint exercise undertaken by the Commission and Independent Remuneration Board to establish a better understanding of the needs of Members, to provide an information base to inform the Commission's Ways of Working programme and the Independent Remuneration Board's thematic review on ways of working. All Members were invited to take part, with two-thirds of Members participating in hour long individual discussions. The purpose was to understand Members' current views and aspirations of how they, and their staff, are working post pandemic and, looking forward to the future, how they may want to work in the medium and longer term (page 54).
- Taking forward practical preparations in response to Senedd Reform. The Commission has explored options and outline designs for accommodating a Senedd made up of 96 Members following the Senedd's endorsement of the recommendations of the Special Purpose Committee on Senedd Reform. Work is focussed on understanding any adaptations required to the existing Siambr in the Senedd building and the accommodation needs of 96 Members within Tŷ Hywel.

Looking ahead, Ways of Working activity will move more fully into the strategic phase of the programme – focusing on the medium-to-longer term decisions and policies that should support the Senedd and Commission's resource and infrastructure needs and requirements over the years to come.



## Diversity and Inclusion

The Diversity and Inclusion Annual Report 2022-2023 includes detailed information on the work which has taken place in this area. This is supplemented with accompanying reports for workforce and recruitment diversity data, an equal pay audit, gender ethnicity and disability pay gap data. These reports are available via the website<sup>8</sup>.

Some highlights of the year include:

### Diversity and Inclusion Strategy for the Sixth Senedd

The Diversity and Inclusion Strategy for the Sixth Senedd<sup>9</sup> sets out the Commission's commitment to diversity and inclusion and outlines the following objectives for the rest of the Senedd term:

- Diversity and inclusion underpin everyday activities and strategic planning
- Values-led leadership and culture
- A representative, inclusive place to work
- An accessible, inclusive parliament for the people of Wales

As part of this strategy, service areas and teams across the Commission are tasked with considering diversity and inclusion in all aspects of their work. The Senedd continues to strive to be a welcoming place to work, to visit, and to represent everyone in Wales.

<sup>8</sup> <https://senedd.wales/commission/senedd-commission-publications/annual-reports-and-accounts/?lid=2850>

<sup>9</sup> <https://senedd.wales/commission/work-for-the-senedd-commission/diversity-and-inclusion-at-the-commission/our-strategy/>

### YMLAEN - Ethnic Minority Graduate Internship

This year, working in partnership with the Windsor Fellowship, the Commission has welcomed four interns with a view to equipping them with the skills, knowledge and tools to secure management roles in the public sector.

The interns undertake extensive training to develop leadership and technical skills designed in the hope of providing them with the best chance possible to secure employment in specialist areas at middle manager level or above.

The Commission has successfully launched a second YMLAEN Programme, following the same process and with the same programme objectives, and the next cohort will start their internship in September 2023.

#### ▼ YMLAEN interns meeting with the Chief Executive and Clerk of the Senedd.



### Workplace Equality Networks

The Workplace Equality Networks help the Commission in achieving an inclusive working culture that supports and values the diversity of those that work on the estate and where people feel comfortable, respected and appreciated. During this reporting period, the networks have undertaken a range of work to help further inclusion, including:

- promoting a range of awareness opportunities, including National Work Life Week, World Mental Health Day, International Day of Disabled People, flying the Progress Pride flag throughout February for LGBTQ+ History Month, and Black History Month;
- worked with the learning and development team to provide tailored training to staff such as mental health for line managers;
- worked with other civil service networks to host events for network members;
- contributed to a range of equality impact assessments; and
- written articles to promote the Commission as an inclusive workplace.

## Inclusion Month

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In September 2022, the Commission joined up with parliamentary colleagues across the UK to offer a virtual suite of presentations, events and learning opportunities to celebrate inclusion, including sessions on dementia, cultural awareness, neurodiversity, the menopause, trans inclusion, caring, and visual awareness.

## Supporting Health and Wellbeing

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Based on the key themes identified as part of the regular wellbeing pulse surveys for Commission staff, the Leadership Team have created wellbeing action plans for each service area which set out the key steps they will take to support wellbeing within their teams.

## Inclusive Recruitment

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The Recruitment Team have continued to:

- Monitor recruitment processes and enhance assessment design, create bespoke advertising strategies for campaigns, enhanced panel diversity and job description and candidate pack design, all with a view to attracting the widest range of talent;
- Review candidate guidance to provide clarity on existing processes and reassurance to candidates who might be disabled as to the reasonable adjustments that can be made throughout the recruitment process;
- Review, and where appropriate, act on candidate and hiring manager feedback; and
- Strategically partner with an executive search agency to diversify the talent pipelines and panels for senior Commission appointments and public and Crown appointments.



## Sustainability

During the pandemic, as expected, our environmental impact dropped. We have used that opportunity, and the fact that it highlighted inefficiencies in our estate, to our benefit. We have made some changes to how we use the estate and the data is showing that those changes are beginning to pay off.

Our buildings are being used again in earnest, with occupancy rates up on business days and our new ways of working becoming more established. With hybrid facilities and the ability to work remotely, although we are seeing Members coming to the Senedd for Plenary sessions and committee meetings, and staff continuing to support these, attendance remains low outside of these core business activities. Therefore we have been making changes to our buildings to help our energy consumption more closely reflect when people are in the building.

The Ways of Working programme is bringing together the Commission's estate, people and sustainability strategies and its agile futures plan. We have installed flexible working areas across the estate and more hybrid meeting facilities. These changes have created energy-efficiency savings and have also created wellbeing benefits amongst our staff. Encouraging people to sit together at times of low occupancy on the estate, when heating is switched off in other areas, has meant staff feel less isolated at quieter times. It also means staff who might not always come into contact with each other in their daily roles are sitting next to each other at certain times of the week.

Our work continues under the banner of a certified environmental management system which includes an annual audit by a UKAS-accredited body against the requirements of ISO14001. The following summary shows highlights and statistical data, but further information is published in the main Sustainability Annual Report, available on our website.



## Carbon

What we capture within the scope of our carbon footprint is changing, in order to better reflect the impacts from our whole operation as well as the attitudes to carbon reporting, particularly across the public sector.

In the published Goodbye Carbon, our carbon neutral strategy, we were calculating the impacts from Scope 1 (primarily gas), Scope 2 (electricity) and some of our Scope 3 emissions - mainly business travel. However, in the narrative we stated that we expected the way footprints were calculated to change during the life of the strategy. That change has now happened and we have been working on widening our definitions to ensure all of our Scope 3 emissions are captured.

We are looking to adopt the Welsh Government methodology for calculating Scope 3 emissions. This includes the impact of homeworking, as well as the goods and services we buy. Whilst initially based on spend alone, until more detailed information from suppliers is available, it will effectively double our carbon footprint - adding around 900 tonnes to it. This gives us a clear starting point though and is something we are keen to press ahead in tackling.

Our core carbon footprint is down this year (Scopes 1, 2 and business travel aspect of Scope 3). We saw a healthy reduction in the first year of the pandemic, then a slight rise as use of the estate increased somewhat and travelling became more commonplace, but this year it has dropped again. This is primarily because of our efforts to reduce energy demand, particularly heating through the winter. We have also benefitted from a lower UK electricity conversion factor, thanks to further greening of the grid. N.B- all the electricity we buy is from a 100 per cent renewable tariff, but we continue to use this UK grid conversion factor for reporting.

## Energy

During this reporting period we have lowered the heating set-point across the estate and used new zoned heating pumps which we installed to ensure our main office building responded better to new working patterns. For example, on certain days we have reduced heating provision in some areas and encouraged staff to use our flexible working space, allowing us to make heating use savings. Gas consumption for the whole year was down 19 per cent, demonstrating the impact of these savings measures; measures we hope to continue in future years.

Due to the increased use of the estate, and a hotter summer than in 2021, our electricity consumption has risen by 5 per cent. We have installed new energy-efficient equipment to replace old kit including continuing the roll-out of LED lights throughout our buildings, something we hope to be able to demonstrate the savings from in next year's report.

Last year we discussed some efficiency savings associated with our building management system (BMS) changes - these efficiency measures include things like shortening time clocks and reviewing the provision of hot water and other good housekeeping measures. These small savings will have helped reduce both gas and electricity consumption. We have continued these works, including using our Facilities contractor to conduct a technical energy audit for us, the improvement suggestions from which we have just begun working on and again hope to report on next year.

## Waste, water and other resources

Waste has increased again this year, but not to the pre-pandemic levels. A steady increase of around 10 tonnes per year following the drop in the first year of the pandemic has seen us produce around two thirds of the waste we generated in 2019-20. All our waste continues to be diverted from landfill - going to recycling or energy recovery outlets, as well as food waste being composted in the nearby anaerobic digestion facility.

Water use has risen this year, in response to increased use of the estate - both by staff and visitors. However it is still below pre-pandemic levels and the volumes of recycled rainwater we continue to use are very high. This year we have upgraded the washroom facilities in the Pierhead building, as part of their lifecycle replacement. These now feature new LED lights and automatic fixtures which will save electricity and water respectively. This refurbishment project took place toward the end of the financial year so we will expect to report savings over the forthcoming 12-month period.

We continue to procure goods like stationery and our utilities through centrally - coordinated Welsh Government frameworks. Sustainability staff are involved in the development of specifications and tender reviews for all major contracts; ensuring standards such as Fair Trade and FSC are specified wherever relevant. We have also been continuing to request that new suppliers calculate the carbon footprint of goods where possible, in order to help us more accurately calculate our own footprint.

## Travel

Whilst the first year of the pandemic saw a 90 per cent reduction in travel, and last year a 75 per cent reduction, this year saw us increase to around 50 per cent of the mileage claims we were seeing prior to 2020. Whilst virtual events and online meetings have continued in earnest, more in-person events are happening.

We continue to promote the use of virtual and hybrid meetings and our estate now has extensive hybrid meeting facilities and Members continue to join both committees and Plenary sessions remotely.

Our work on healthy and sustainable travel has continued and we installed more electric vehicle charging points on our estate early in 2022 and will continue to monitor their use. All staff and Members continue to be charged for electricity used in charging their vehicles.

Mid-way through the year we also raised the limit on our cycle-to-work scheme which allows for the use of electric bikes. E-bikes have become more popular as the technology has improved and prices become more affordable, they are now a viable alternative to cars for staff living within 10-15 miles of our estate and commuting for work.

In our Goodbye Carbon Strategy, we committed to helping Members and staff access the salary sacrifice schemes also available for leasing electric vehicles (EVs). The low benefit-in-kind rates now available for EVs make such schemes financially attractive. The scheme was launched at the end of this financial year and will be reported on in next year's report.

One key component of the travel section of our carbon footprint is the impact of commuting. We conducted our biennial travel survey again this year and, thanks to support from those who completed it, have a new up-to-date picture of travel to and from our estate and the associated carbon. More staff are making carbon-free commutes which, combined with frequent use of hybrid working facilities and the ability to work more flexibly, has meant the footprint for commuting has

dropped significantly. Whilst before the pandemic our average commuter generated 0.81 tonnes of carbon, this is now down to 0.51, saving us 300 tonnes of carbon overall - a drop of 38 per cent.

## Biodiversity

Our support for biodiversity has continued. We have continued to maintain the garden areas in Ty Hywel and the two small ponds they contain, and this year we have added a few more blossoming trees and shrubs to support pollinators in Cardiff Bay. Our management of the strip of land alongside the Senedd also pays dividends in the variety of flora returning year after year, including a couple of species of orchid, and the insects that come to feed on them and find a home in this section of long grasses and wildflowers.

We have also added to our Bug Hotels area and our honeybees - the Pierhead Bees - have done well throughout the pandemic and continue to produce a solid amount of honey.

## Other Impacts

Whilst our buildings in Cardiff Bay and a small office in North Wales are not deemed at immediate risk from climate change impacts, our Carbon Neutral Strategy includes measures such as solar PV systems which provide further protection against an uncertain future.

Our estate is in an urban location, and our activities in maintaining it do not directly impact on rural areas. One small, positive impact which could be construed as affecting rural life is that we purchase as much of the foodstuff supplies for our catering service from within Wales and encourage the use of produce from small and medium size suppliers. Our new catering suppliers share our passion for the sourcing of local food and are targeted with sourcing 85 per cent of food and produce they put on our menus being from Welsh suppliers and producers.

Greenhouse Gas Emissions <small>10 11 12</small>		2018-19	2019-20	2020-21	2021-22	2022-23
<b>Non-financial indicators (tCO<sub>2</sub>e)</b>	Total gross emissions scope 1	239	236	234	252	211
	Total gross emissions scope 2	732	643	438	465	457
	Total gross emissions scope 3	316	272	93	124 <sup>13</sup>	192
	Total outside of scope emissions	7.4	6.0	4.8	4.3	4.1
	Total gross emissions	1,304	1,156	752	858	836
	Total net emissions	1,296	1,150	748	849	827
	Expenditure on accredited offsets (e.g. Government Offsetting Fund)	£0	£0	£0	£0	£0
<b>Financial Indicators (£)</b>	CRC Gross Expenditure	N/A	N/A	N/A	N/A	N/A

<sup>10</sup> All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

<sup>11</sup> All travel data now contains current and retrospective well-to-tank emissions for fuel use.

<sup>12</sup> Excludes MS and MSS travel January to March 2023 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

<sup>13</sup> Excludes MS and MSS travel January to March 2023 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

Energy Consumption <small>14 15</small>		2018-19	2019-20	2020-21	2021-22	2022-23
<b>Non-financial indicators (kwh)</b>	Electricity (renewable tariff from 2018)	2,647,115	2,596,810	1,944,436	2,179,254	2,013,490
	Gas	1,314,772	1,289,334	1,282,969	1,352,857	949,312
	Biomass (renewable)	492,420	404,690	285,215	275,885	391,500
	Combined heating demand	1,807,192	1,694,024	1,568,184	1,628,742	1,200,812
<b>Non-financial indicators (tCO<sub>2</sub>e)</b>	Total energy emissions	1,066	962	734	800	647
<b>Financial Indicators (£)</b>	Total energy expenditure	467,404	521,093	406,650	424,857	437,974

<sup>14</sup> Includes costs for electricity and air conditioning in offsite server farm from 2010 until its discontinuation in June 2018.

<sup>15</sup> All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

Waste		2018-19	2019-20	2020-21	2021-22	2022-23
<b>Non-financial indicators (tonnes)</b>	Total waste arising	128	103	59	50	63
	Recycled/ Recovery	124	104	59	49	63
	Energy Recovery	4.07	43.0	41.0	23	27
	Landfill	0	0	0	0	0
	Waste composted	17.0	17.5	2.4	1.9	6.1
	Hazardous waste	0.3	0.2	0.02	0.14	0.37
	Paper purchased (A4 million sheets equivalent)	2.73	2.33	0.86	0.65	1.97
<b>Financial indicators (£)</b>	Expenditure on all waste disposal	39,749	27,025	5,445	15,206	15,460

Water consumption		2018-19	2019-20	2020-21	2021-22	2022-23
<b>Non-financial indicators (m3)</b>	Supplied (direct)	6,064	6,281	1,642	2,326	3,799
	Collected (indirect)	542	515	141	231	469
	Abstracted (indirect)	0	0	0	0	0
<b>Financial indicators (£)</b>	Expenditure on supply and sewerage	12,189	18,065	10,499	11,387	14,545

Official Travel <sup>16 17</sup>		2018-19	2019-20	2020-21	2021-22	2022-23
<b>Non-financial indicators (miles)</b>	Business travel	732,235	754,431	70,112	184,005 <sup>18</sup>	405,645
	Owned and leased vehicles	16,705	13,003	913	4,153	5,138
<b>Financial indicators (£)</b>	Expenditure on official business travel	301,200	300,920	31,999	84,272 <sup>19</sup>	161,991

<sup>16</sup> All travel data now contains current and retrospective well-to-tank emissions for fuel use.

<sup>17</sup> Excludes MS and MSS travel January to March 2023 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

<sup>18</sup> Excludes MS and MSS travel January to March 2023 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

<sup>19</sup> Excludes MS and MSS travel January to March 2023 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

The information provided has been developed for our Annual Report and Accounts in accordance with HM Treasury's Sustainability Reporting Guidance for the 2022-23 financial year. We also use the DEFRA conversion factors for 2022 for carbon dioxide equivalent (CO<sub>2</sub>e) figures. CO<sub>2</sub>e is a universal unit of measurement that allows the global warming potential of different greenhouse gases to be compared. Emissions are reported based on a financial control approach for the core administrative estate only.

A full summary of our environmental performance can be found in the Senedd's Sustainability Annual Report, available on our website.



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**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**  
**Date: 26 June 2023**

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# Accountability

## ▼ The Pierhead clock

A behind the scenes view of the iconic Pierhead clock



## Corporate Governance

This report, which has been signed by the Chief Executive and Clerk as Principal Accounting Officer in line with Treasury rules, provides information about senior remuneration and audit.

### Directors' report

#### Commissioners and other office holders

Information on the Llywydd (Presiding Officer) and Commissioners is included on pages 14-15.

#### Independent Advisers

Information on the Independent Advisers and Independent Committee members is included on pages 16-18.

#### Senior management

Information on the Chief Executive and Clerk, and senior management having responsibility for directing the major activities of the Commission during the year is included on pages 20-21.

#### Significant interests held by Members

A Register of Financial and Other Interests of Members is available at [www.senedd.wales](http://www.senedd.wales) and [www.senedd.cymru](http://www.senedd.cymru).

#### Personal data related incidents

There were no incidents of personal data loss requiring reporting to the Information Commissioner's Office between 1 April 2022 and 31 March 2023. There were eleven incidents of personal data breach reported internally, which were investigated and managed internally. The likelihood of damage or distress to the data subject in each case was considered to be low, so no further escalation was required.

## Diversity, Inclusion and Staff engagement

Information on the Commission's policies and activities relating to diversity, inclusion and staff engagement can be found within the Remuneration Report (pages 132-149).

### Auditor

The Accounts of the Senedd Commission are audited by the Auditor General for Wales. The Audit Report can be found at page 156. The estimated external audit cost for the audit of these financial statements is £68,985 (2021-22, £59,987). No additional non-statutory audit work was incurred during 2022-23 (2021-22, nil).

### Disclosure of information to the Auditor General for Wales

So far as I am aware:

- there is no relevant audit information of which our auditor is unaware; and
- I have taken all the steps that I ought to have taken in order to make myself aware of any relevant audit information, and to establish that our auditor is aware of that information.

### Accounts Direction

The accounts set out in pages 150 to 170 have been prepared in accordance with the Treasury Direction issued under Section 137 of the *Government of Wales Act 2006*. The financial statements comply with the requirements specified in HM Treasury's Financial Reporting Manual and are supported by explanatory notes. These accounts set out the financial impact of decisions made by the Commission both within the financial year and arising from previous financial years.

Information about the Senedd and Commission is also available on the Senedd website at [www.senedd.wales](http://www.senedd.wales) and [www.senedd.cymru](http://www.senedd.cymru).

**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**  
**Date: 26 June 2023**

## Statement of Commission and Principal Accounting Officer responsibilities

The Chief Executive and Clerk of the Senedd is, by virtue of Section 138 of the *Government of Wales Act 2006*, the Principal Accounting Officer for the Commission.

The Chief Executive and Clerk of the Senedd has prepared the statement of accounts in accordance with the Direction issued by HM Treasury and with the accounting principles and disclosure requirements set out in the Government Financial Reporting Manual. The Resource Accounts are prepared on an accruals accounting basis and give a true and fair view of the Commission's state of affairs at the year-end and of its net resource outturn; resources applied to objectives; statement of comprehensive net expenditure; statement of financial position; cash flows, and statement of changes in taxpayers' equity for the financial year.

In preparing the accounts the Chief Executive and Clerk of the Senedd has:

- complied with the accounts direction issued by HM Treasury;
- complied with the relevant accounting and disclosure requirements and applied suitable accounting policies on a consistent basis;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepared the accounts on a going concern basis.

The relevant responsibilities of the Principal Accounting Officer, including the responsibility for the propriety and regularity of the finances of the Commission and for the keeping of proper records, are set out in a Memorandum issued by HM Treasury.

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**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**  
**Date: 26 June 2023**

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## Governance Statement

This Statement, which is signed by the Chief Executive and Clerk as Principal Accounting Officer, sets out the way in which the Commission is governed and managed and how it is accountable for what it does. It outlines assurances on the effectiveness of the Commission's governance framework in delivering its strategic goals for the year ending 31 March 2023.

### Governance framework

Under the terms of the *Government of Wales Act 2006*, the Commission delegates its functions, including responsibility for the management of staff, to the Chief Executive and Clerk subject to a few exceptions and conditions. This delegation includes the governance arrangements to facilitate the effective operation of the Commission to deliver against its strategic goals and priorities.

The governance framework comprises the structures, systems, processes, and the culture and values, by which the Commission is directed and controlled. It defines relationships, accountability and responsibilities among those who work in and with the organisation, determines the rules and procedures through which the Commission's goals, priorities and objectives are set, and provides the means of attaining these and monitoring performance. The framework covers areas such as: governance principles; strategic and operational planning; management of risk and performance; information governance; procurement rules and procedures; financial management; audit; and assurance. Corporate policies and codes of conduct ensure everyone working at, or with the Commission is aware of the need to operate to the highest governance standards. This includes policies on dignity and respect, fraud, corruption and bribery, and whistleblowing.

## Compliance with governance principles

The Commission has adopted a set of governance principles and supporting provisions<sup>20</sup> which are consistent with the principles outlined in HM Treasury and Financial Reporting Council codes of practice and the International Framework: Good Governance in the Public Sector. The principles of leadership, effectiveness, accountability and sustainability run through the ways in which we operate, as demonstrated throughout this statement. The *Assurance* section of this statement (page 126) describes how evidence of compliance with, and effectiveness of our governance framework, has been gathered through the Commission's Assurance Framework which includes assurance statements from senior management.

### Governance structure

#### The Commission

The Commission is the corporate body which is responsible for ensuring that property, staff and services are provided for the Senedd to operate effectively. It comprises the Llywydd (Presiding Officer) who is its Chair, and four Commissioners. Further information on the Llywydd and Commissioners is included within the Overview section of the Annual Report and Accounts (the Annual Report) (pages 14-15).

The Commission's Principal Accounting Officer is the Chief Executive and Clerk of the Senedd who is accountable to the Commissioners for the delivery of their strategic goals and priorities and personally accountable to the Senedd for the organisation and quality of management in the Commission, including its use of public money and the stewardship of its assets. Senedd staff are employees of the Commission.

#### Commission committees

As part of the governance framework, the Commission has an Audit and Risk Assurance Committee and a Remuneration Committee, membership details of which can be found within the Overview section of the Annual Report (pages 16-18). These are independent advisory bodies with no executive powers and produce their own Annual Reports.

The Audit and Risk Assurance Committee's role is to review the comprehensiveness, reliability and integrity of assurances and whether they meet the Commission and the Accounting Officer's needs. It has a focus on: internal

<sup>20</sup> <https://senedd.wales/commission/governance-principles-and-supporting-provisions/>

and external audit reports, including the implementation of recommendations; the Commission's Annual Report and Accounts; reports on risk management, financial management and major projects; and governance and internal control arrangements. Further details on the Committee's work can be found throughout this statement and on its internet pages<sup>21</sup>.

The Remuneration Committee makes recommendations on matters regarding the remuneration and terms of service of the Chief Executive and Clerk and other senior posts. This assists the Commission in ensuring that remuneration arrangements meet the highest standards of probity and accountability for the use of public funds.

During the year, membership of both of these Committees changed as we appointed three new Independent Advisers to replace those whose contracts had come to an end. Details of these changes can be found in their respective Annual Reports. The Chair of the Audit and Risk Assurance Committee remained unchanged.

## Other

There is also an Independent Remuneration Board with statutory functions to determine the salaries and other financial support available to Members. This independent Board produces and publishes its own Annual Report. Further details on this can be found in the Performance Analysis section of the Annual Report (page 54). *The National Assembly for Wales (Remuneration) Measure 2010* requires the Commission to provide the Board with such administrative support as it reasonably requires to enable it to discharge its functions. Since July 2022, the direct support available to the Board is now shown as ringfenced within the Commission budget, and additional processes have been put in place to enable the Executive Board and Commission to be assured that the Board's resourcing needs are reasonable.

## Decision taking and business management

The Commission meets on a regular basis to provide direction and to oversee delivery of the Commission's strategic goals, priorities and objectives.

The Commission delegates its day-to-day management functions to the Chief Executive and Clerk. The formal delegation<sup>22</sup> outlines exceptions and areas on which the Chief Executive and Clerk must consult with the Commission. There is

<sup>21</sup> <https://senedd.wales/commission/senedd-commission-audit-and-risk-assurance-committee/>

<sup>22</sup> <https://senedd.wales/commission/delegation-of-senedd-commission-functions/>

also an established system of delegated authority to Directors and Heads of Service which covers finance, staffing and other resource responsibilities, such as procurement.

The Commission administration is divided into three directorates: Business; Resources; and Communication and Engagement, Directors of which report to the Chief Executive and Clerk. The Director of Finance is a member of the Resources Directorate with a direct reporting line to the Accounting Officer. The directorates are further sub-divided into service areas, led by Heads of Service. Further details on the governance structure, including a structure chart can be found in the Commission Management section of the Annual Report (page 22).

In March 2023, following a robust open competition, a new Chief Finance Officer was appointed to replace the previous Director of Finance who left the Commission in December 2022. Arrangements were made to ensure a smooth transition.

The Commission's Executive Board, chaired by the Chief Executive and Clerk, is the strategic decision-making body for all matters delegated by the Commission. This is supported by the Leadership Team, consisting of members of the Executive Board and all Heads of Service. Further details on the Executive Board and Leadership Team can be found on in the Overview section of the Annual Report (page 23).

## Transition to new ways of working

During the year, hybrid working has been further embedded in our ways of working both in terms of official business of the Senedd and for Commission staff. The focus has been on balancing the needs of the business and the wellbeing of staff which we have continued to monitor through, for example, regular surveys.

We are also reviewing our business continuity arrangements in light of the lessons learned from the pandemic and the different ways of working.

Details of how we are planning for the future ways of working are covered in the *Progress and performance* section of this statement.

## Planning and performance measurement

The Commission's strategic goals and priorities for the Sixth Senedd have provided direction and have informed planning at a corporate and service level. Our goals and priorities are outlined in the Statement of Purpose section of the Annual Report.

The Chief Executive and Clerk, Directors and the Executive Board have provided leadership in terms of setting out how the goals and priorities are to be delivered through effective planning at corporate and service levels. A Corporate Delivery Plan was developed over the year and this provides additional clarity on how and when the priorities will be delivered, and responsibility and accountability for their delivery. Further details on corporate planning, along with the resource and financial planning frameworks, can be found in the *Progress and performance* part of this statement and in the Performance Analysis section of the Annual Report (page 84).

Alongside this, updated guidance and templates have been introduced for service plans which set out in detail the objectives for delivering the priorities identified in the Corporate Delivery Plan. These plans also set out how delivery of the objectives will be resourced and measured, and the risks to achieving them. The new templates help to better align service activity with corporate priorities, and programmes and projects to deliver objectives.

A new Strategic Planning Unit has been established and part of its role is to support the Executive Board in the development of these planning mechanisms and reporting on progress against the plans. Further details on the role of this new unit can be found in the Performance Analysis section of the Annual Report (page 84).

The Leadership Team continuously considers the organisation of resources within and across directorates and service areas which enables the deployment of staff in response to emerging priorities and pressures.

The Commission's Corporate Key Performance Indicator Report includes measures which demonstrate the Commission's performance across services. These measures are reviewed annually by the Executive Board to ensure they reflect any changes to our working practices and remain fit for purpose. Details of the Commission's Corporate KPIs can be found in the Performance Analysis section of the Annual Report (page 33).

## Progress and performance

In last year's Governance Statement, we referred to "a structured programme of work towards achieving our vision of becoming a more flexible, responsive and sustainable Parliament, better able to respond to the demands placed upon it, including those emerging from proposals for Senedd reform". We have made good progress in developing this programme of work, as outlined under the sub-headings in this section.

The two major transformational change programmes, namely Senedd Reform and Ways of Working, have their own distinct but similar governance structures. The programmes share a number of interdependencies relating to the Senedd Commission's preparedness to support a potentially reformed Seventh Senedd. Both programmes, along with other change projects, will therefore be managed as part of a portfolio management framework. This will be overseen by the Strategic Planning Unit which has been established to support the Executive Board in its strategic decision-making. The Unit, which will oversee the interdependencies between the two programmes, will develop a joint reporting cycle. Further details on the role of this Unit can be found in the Performance Analysis section of the Annual Report (page 84).

This is underpinned by enhancements to our corporate planning processes, also outlined under a sub-heading in this section, which will help us to manage risks around the Commission's capacity and capability to deliver an ambitious agenda over the next few years.

### Responding to UK constitutional change and proposals for Senedd reform

#### UK constitutional change

We have managed our response to constitutional changes in the UK by targeting resources at appropriate levels, developing inter-parliamentary working and sharing information with relevant Commission officials and political decision-makers. This has helped to ensure visibility and management of current and emerging constitutional issues. We are adapting to the implications of the *UK's Internal Market Act 2020* for the Senedd. During 2022-23 we took steps to prepare for the potentially significant challenges posed by the UK Government's Retained EU Law (Revocation and Reform) Bill. We are monitoring amendments to the Bill which could change the impact on the Senedd. The preparatory work has been led by the Director of Senedd Business and the associated risks have been monitored by the Executive Board via the Commission's Corporate Risk Register.

## Senedd Reform

Details of the motion agreed by the Senedd, and the intention for the Welsh Government to introduce legislation for Senedd Reform, can be found in the Performance Analysis section of the Annual Report (page 52). There are robust governance arrangements in place to manage preparations for the change this reform might bring about. During the year we established a Senedd Reform programme and a Senedd Reform Programme Board, chaired by the Director of Senedd Business who is the Senior Responsible Owner (SRO). Membership of the Board consists of Directors and senior managers from across the Commission and the Head of Governance and Assurance also attends programme board meetings.

The Senedd Reform programme is coordinating the provision of support and advice to enable the Senedd Commission, the Business Committee, the Independent Remuneration Board, Chairs' Forum, and the Llywydd to deliver the work required of them to prepare for parliamentary business in the Seventh Senedd, in clear sight of each other's work whilst respecting each body's independence.

The Executive Board, as the Commission's decision-making body, has strategic oversight of the programme and receives regular reports on progress against key milestones and emerging risks and issues. The Executive Board regularly reviews the corporate risk on Senedd Reform and related risks around capacity and capability of the Commission to respond and prepare for this transformational change, alongside business as usual and delivering the Ways of Working programme. A Senedd Reform programme risk and issue register has been developed which will be regularly reviewed and updated by the Senedd Reform Programme Board, with emerging or escalating risks or issues reported to the Executive Board in real time.

The Senedd Reform programme will coordinate Senedd Commission-provided support and advice to ensure the Independent Remuneration Board can deliver its Determination for the Seventh Senedd in accordance with its strategic work programme, while being sighted on interdependencies with Commission decisions. The Commission and Independent Remuneration Board undertook a joint engagement exercise with Members of the Senedd in autumn 2022, which has been used to inform their respective priorities for change for the Seventh Senedd.

A Joint Assurance Board has been established with the Welsh Government. The Director of Senedd Business co-chairs it with the Director of European Transition,

Constitution and Justice for Welsh Government. It meets monthly and is intended to give additional assurance to the respective Accounting Officers and political decision-makers, with a particular focus on interdependencies between the Senedd Commission and Welsh Government's respective Senedd Reform/change programmes. The Senedd Commission is also represented on the Welsh Government's Senedd Electoral Reform Delivery Board which brings together key partners involved in implementing Senedd Reform, to develop a shared understanding on the implementation work required to deliver it and management of associated risks.

Planning for Senedd Reform is being undertaken within the parliamentary environment, which has complex decision-making and governance arrangements. A responsibility matrix has been drawn up to set out respective roles and responsibilities to ensure a shared understanding of this environment with the Welsh Government and other stakeholders.

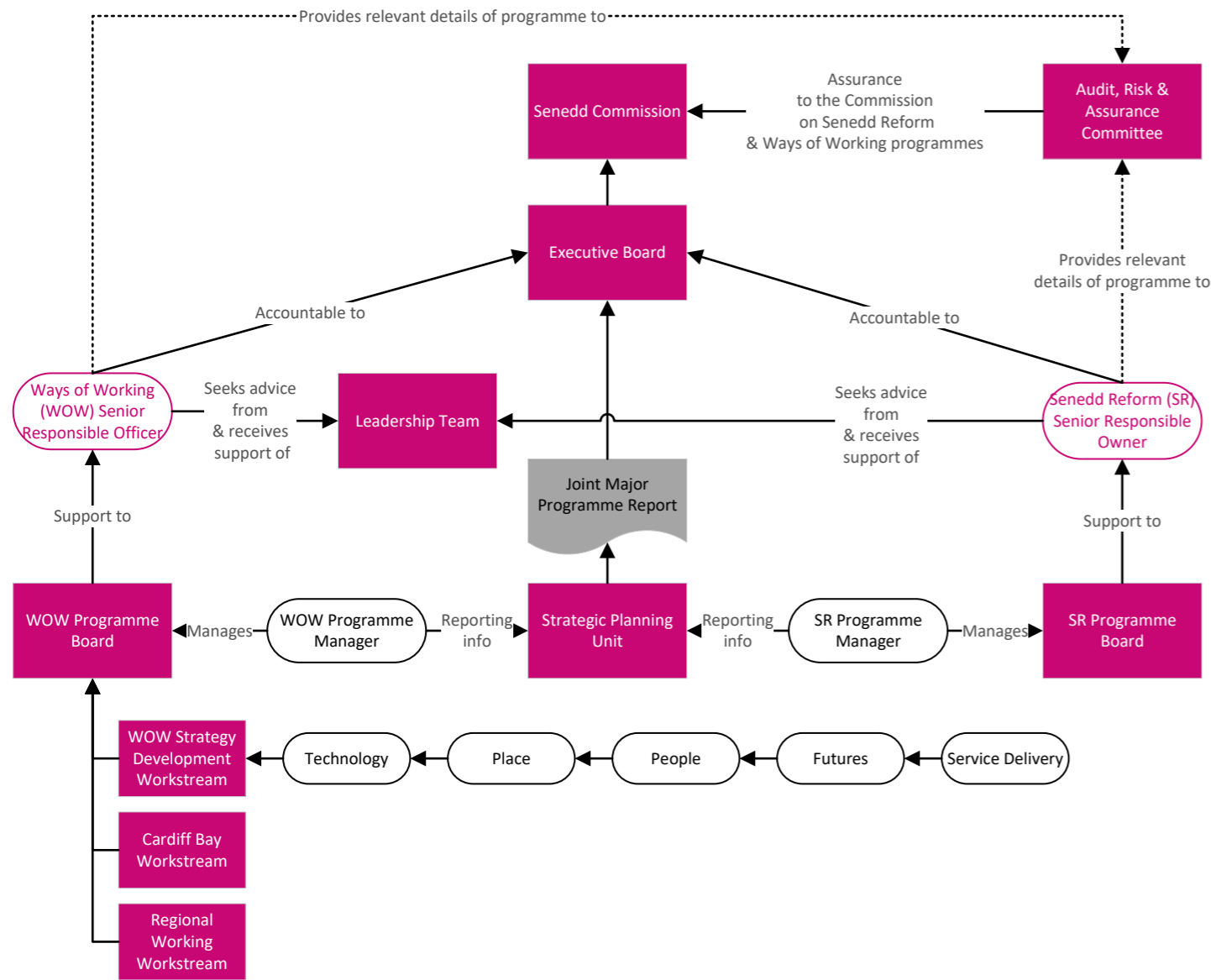
The Commission's Audit and Risk Assurance Committee receives a corporate update at each of its meetings and provides scrutiny and challenge on the governance arrangements, and management of the associated risks.

## Finalising and implementing the "Ways of Working" strategy and programme of work with sustainability, diversity and inclusion built in from the start

Details of the establishment of an integrated Ways of Working strategy and associated delivery programme can be found in the Performance Analysis section of the Annual Report (page 86). That includes details of progress against the Interim Action Plan and a Joint Projects Board, which was established to take forward key elements of the plan at pace. It also refers to ways in which the Commission has worked with the Independent Remuneration Board to better understand the views and needs of Members of the Senedd.

From the start of 2023-24, the Ways of Working programme will move into its strategic delivery phase. The programme has five strategic themes – Service Delivery, Futures (including sustainability), People, Place, and Technology and delivery will be managed through a formal programme governance structure as outlined in the diagram at Figure 1.

Figure 1



A Ways of Working Programme Board, which will supersede the previous Joint Projects Board, will be chaired by the Director of Resources as the Senior Responsible Owner (SRO). Membership of the Board will include senior managers from across the Commission, including relevant Heads of Service in user and supplier roles. The Commission's Leadership Team and TUS representatives will act as an advisory group and the Head of Governance and Assurance will also attend programme board meetings to provide support and independent challenge around the governance of the programme.

As with the Senedd Reform programme, the Executive Board, as the Commission's decision-making body, will have strategic oversight of the programme and will receive regular reports on progress against key milestones and emerging risks and issues.

Regular updates will also be presented to the Commission, alongside any issues emerging from the programme that require their decisions.

The Commission's Audit and Risk Assurance Committee will also receive a corporate update at each of its meetings and will provide scrutiny and challenge on the governance arrangements, and management of the associated risks.

Whilst the programme forms an integral and foundational part of our response to Senedd Reform, it will also deliver broader outcomes in terms of achieving the Commission's strategic goals and priorities. Coordination between the two programmes, and other major activity will therefore be crucial and the portfolio management framework and joint reporting cycles we are developing will facilitate this.

Sustainability is being placed at the heart of this programme as demonstrated by having a specific Futures theme which incorporates sustainability. The Commission's sustainability manager is a member of the Ways of Working Programme Board. Sustainability issues are also included as spending objectives and critical business needs for key projects, so they form the core of our business cases.

Details of the commitment and objectives included in the Commission's Diversity and Inclusion Strategy, and how these underpin everyday activities and strategic planning can be found in the Performance Analysis section of the Annual Report (page 89).

## Finalising and publishing a new Corporate Delivery Plan

During the year, the Commission's first Corporate Delivery Plan (the Plan) was developed with input from the Leadership Team and was published internally in June 2022. The Executive Board subsequently updated the Plan in November, received a progress report in December and will receive a further report, summarising progress against delivering the actions, at the start of 2023-24. The Plan for 2023-24, which is framed around Commission and Executive Board priorities, including the portfolio of change projects, incorporates lessons learned and feedback from the Leadership Team on its development. The Plan will be regularly reviewed and updated by the Executive Board to respond to emerging priorities.

Service Plans have also been produced by Heads of Service which set out in detail how the priorities identified in the Corporate Delivery Plan will be delivered. Further details of the development of service planning can be found in the section on *Planning and performance* in this statement.

Details of the resource and financial planning frameworks to support delivery of the Commission's plans, including a Medium-Term Resourcing Framework (which will include a Medium-Term Financial Plan and Workforce Plan) can be found in the Performance Analysis section of the Annual Report (page 84).

The recently established Strategic Planning Unit will support the Executive Board by overseeing the planning, portfolio management and reporting frameworks. It will coordinate the ongoing development of, and reporting on progress against the Corporate Delivery Plan, work with Heads of Service to ensure robust service delivery planning and monitoring, and ensure the effective coordination of, and reporting on major programmes and projects.

## Financial management and performance

We work within a system of strong and effective control to ensure probity and proper use of funds. This has continued as we have emerged from working through a pandemic to hybrid working as the norm.

Executive Board is responsible for in year management of available funds, a responsibility discharged through a prioritisation process which is subject to rigorous testing and further in year reviews in order to respond to changes in the operating environment. Service budget positions are reviewed monthly by the Finance team and quarterly with the budget managers and reported each period to the Executive Board.

Energy costs have been the emerging cost pressure of the year, with budget implications into 2023-24. Finance Committee are being regularly updated on costs and the mitigations enacted by the Commission to reduce the financial impact.

The Audit Report for 2021-22 was unqualified. The newly introduced process for identification of assets has been well utilised and the careful planning of project work early in the financial year meant that work was phased in a manageable and timely fashion throughout the year, helping the Commission to maximise the use of available resource.

An extract from the Scrutiny of Accounts 2021-22 report by the Public Accounts and Public Administration Committee in December 2022 reads:

*The Committee is pleased to hear that underspends are subject to rigorous evaluation, with reinvestment being allocated to improve services for staff and members. The Committee would welcome further information on an annual basis about any projects funded through the project fund and, for the purposes of transparency, the funds allocated for these schemes.*

*The Commission's comments about savings during the COVID-19 pandemic, and the lessons learnt as a consequence, are welcomed. The Committee encourages the Commission to continue to develop opportunities for maintaining these savings, through initiatives such as online engagement and agile working to alleviate on transport costs. The Commission should keep the Committee updated about their progress in these areas.*

We have continued to receive challenge from the Commission and Finance Committee around the level and use of Commission resources.

The Finance team has been, and will continue to be, instrumental in developing options for future budget strategy and presentation. The Commission and Finance Committee have welcomed these changes which aid understanding and improve transparency.

An extract from the scrutiny report on the draft budget for 2023-24 by the Finance Committee in October 2022 reads:

*The Committee acknowledges that the difficult economic climate, as well as the Commission's ambitious goals for the Sixth Senedd, has made the budget setting process for 2023-24 particularly challenging and notes that this is a situation facing all public sector bodies as they plan for the next financial year.*

*The Committee is pleased with the prudent way in which the Commission has developed its budget proposals and particularly the way that it has actively listened to the Committee's previous recommendations, especially around adhering to the Statement of Principles and presenting its budget in a clear, transparent and evidence-based way. As a result, the Committee believes that the draft budget for 2023-24 is reasonable and proportionate.*

In April 2022, an upgrade to the finance system was launched. An extensive period of testing was undertaken over several months. The latest version has increased functionality and has enabled many existing processes to be improved and/or streamlined. The Commission's Audit and Risk Assurance Committee has received regular updates on progress with the system upgrade project, with a particular focus on the management of risk. The Finance team has undertaken a validation exercise ensuring that balances have been properly and accurately migrated across from the old system to the new system, shortly after go-live. This was further validated and reviewed by an internal audit of key financial controls in November 2022 which provided substantial assurance about the control framework the Commission has in place.

A key role of the Commission's Audit and Risk Assurance Committee is to review and recommend the signing of the Commission's accounts. The Committee also receives an update on our financial position at each of its meetings and information such as reports on scrutiny by Senedd Committees (as previously referenced in this section) and the Commission's responses, are shared with its members in real time.

### **Risk identification and management**

The system of internal control is based on a continuous process designed to identify, prioritise and effectively manage the risks to the achievement of the Commission's strategic goals and priorities, together with compliance with legislation, policies and procedures.

The Commission's most significant risks are captured in a Corporate Risk Register. These corporate risks are collectively owned by the Executive Board and actively managed and regularly monitored by the relevant Director and their Heads of Service. The Corporate Risk Register is reviewed in its entirety by the Executive Board quarterly to ensure the controls are adequate and that progress is being made on further actions to improve the controls. This includes horizon scanning for new or emerging risks.

Below this, risks are captured, managed and monitored at a service level, and Heads of Service provide quarterly reports to their Directors outlining movements and details of any new or emerging risks. This provides an opportunity for Directors to challenge the risks and to decide whether any should potentially be escalated and included on the Corporate Risk Register. The reports provide the basis for the quarterly risk review by the Executive Board. Programme and project related risks are reported to the Executive Board monthly.

During the year, we continued to monitor the risks around Covid-19 at service level and corporately. The corporate risk assessment captures infectious diseases, including Covid-19 with ongoing measures in place to mitigate against the risks.

We have also been closely monitoring risks around corporate capacity and capability, particularly as we plan for major transformational change in terms of Senedd Reform and new ways of working.

The Commission's Audit and Risk Assurance Committee has maintained an overview of the effectiveness of risk management arrangements and has welcomed the continual assessment and visibility of risks, the dynamic nature of the risk register and the focus on change and uncertainty. It carries out reviews of corporate risks at its meetings and selects specific risks for a 'deep dive' assessment.

One area of continued focus by the Committee has been around cyber-security, providing independent challenge to the work we do to protect the Senedd against cyber-attack and denial of service. As well as reviewing detailed updates on the corporate risk at each meeting and carrying out regular 'deep-dive' reviews, the Committee also considers annual internal audit reports on cyber-security. In addition, senior ICT officials attend Committee meetings twice-yearly to provide further updates, including presentation of a detailed Cyber Security Assurance Report, and respond to scrutiny. Further assurance is provided by a report on progress against all internal audit recommendations relating to cyber security.

Another area of focus for the Committee has been around the development of our plans for Senedd Reform, with corporate updates supplementing the detailed information on the risks at each meeting. The Committee will also get a corporate update at each meeting on the Ways of Working programme.

Details of the Commission's risk profile and how this has changed over the year can be found under Risk Profile in the Performance Analysis section of the Annual Report (page 41).

## Assurance

### Assurance framework

The Commission's Assurance Framework has continued to provide an effective means of gathering evidence on levels of assurance. Based on the widely adopted three lines model, the framework provides a structured and evidence-based approach to help us assess the strength of our internal controls, with each service area mapping their levels of assurance. These maps, along with tools to test awareness of staff, are used to inform service-level assurance statements which are reviewed by Directors. Each Director also produces an assurance statement for the Accounting Officer to inform this Governance Statement. The Commission's Independent Advisers (including the Chair of the Commission's Audit and Risk Assurance Committee) carry out detailed scrutiny and challenge of these assurance statements and the process for gathering evidence to support the assurances provided. This adds a further layer of assurance.

Meetings between the Governance and Assurance team and Heads of Service take place through the year and, alongside the assurance statement process, help to identify any areas which need further focus, awareness-raising or training. This is then addressed through further briefing or targeted training sessions delivered by the Governance and Assurance team. An example of this was the delivery of tailored training, which has been accredited by Continuing Professional Development (CPD), for the Communications and Engagement service areas in March 2023.

This all provides confidence that the principles of good governance are well understood and being applied across the Commission and that any areas of relative weakness are being addressed.

Further details on the levels of assurance reported can be found in the section on *Review of effectiveness of internal control and governance arrangements* in this statement.

In line with emerging best practice, this year we adapted the templates for assurance mapping at the service/operational level and developed mechanisms for mapping assurances in a more structured way at the directorate/corporate level.

### Internal audit

In his role as Head of Internal Audit, the Commission's Head of Governance and Assurance provides assurance across a range of service areas and attends each meeting of the Audit and Risk Assurance Committee.

The Head of Internal Audit has delivered a full programme of reviews during 2022-23. Audit reviews have been completed on the Official Languages Scheme, Key Financial Controls with a focus on the new finance system, Regulatory Framework Risk and Business Continuity. The annual review of Members' expenses has also taken place and a report of progress on the implementation of previous cyber security audit recommendations has been produced. Complementing the more traditional internal audit outputs have been other more proactive pieces of assurance work including a Lessons Learned review from the Covid 19 period, observing at project boards and providing ongoing assurance advice to colleagues across the organisation.

Internal audit reports continue to identify a small number of areas where improvements to the control environment can be made and highlight areas where the Commission demonstrates good practice in terms of the systems and controls in place. Where weaknesses or issues are identified, management continues to take positive action to address audit recommendations.

Internal Audit and Audit Wales (as the Commission's external auditors) continue to have an effective working relationship in line with a joint working protocol. Audit Wales has taken account of the internal audit work on Members' expenses in its audit of the accounts.

The 2022-23 Head of Internal Audit's Annual Opinion and Report concludes that, "...the Accounting Officer can take moderate assurance<sup>23</sup> that arrangements to secure governance, risk management and internal control, are suitably designed and applied effectively". The Audit and Risk Assurance Committee considered the report to be a good assessment of work undertaken during the year.

<sup>23</sup> Moderate assurance - some improvements are required to enhance the adequacy and effectiveness of the framework of governance, risk management and control.



During the year, reviews outside of the internal audit programme have been carried out: this has included an effectiveness review of the Independent Remuneration Board and an ongoing review of the effectiveness of Executive Board. Links with other parliamentary and public sector organisations have also been maintained to share information and good practice.

### Other governance areas

The Head of Governance and Assurance produced an Annual Report on Fraud and presented this to the Audit and Risk Assurance Committee, alongside his Annual Report and Opinion for 2022-23. No incidents of fraud or whistleblowing have been reported during 2022-23.

The Senior Information Risk Owner's Annual Report for 2022-23, which has been presented to the Audit and Risk Assurance Committee, forms an important part of the assurance process around data protection issues. It includes details of any data breaches, which would also be reported to the Committee during the year. There were no incidents of personal data loss that required reporting to the Information Commissioner's Office between 1 April 2022 and 31 March 2023.

The Commission continues to use external frameworks and internationally recognised frameworks and standards to guide our governance, management of risk, and assurances in areas such as cyber-security and sustainability.

The Commission carries out formal compliance monitoring against legal and regulatory obligations, reports on which are published on the Commission's website. Examples of this are the Diversity and Inclusion Annual Report, the Official Languages Scheme Annual Report, the Annual Environmental Report, and the Annual Report of the Senior Information Risk Owner.

### Independent assurance

The Commission's Independent Advisers<sup>24</sup> provide support and constructive challenge to the Commission and its work. Aside from their important advisory roles on the Audit and Risk Assurance Committee and the Remuneration Committee they have helped in a number of recruitment schemes, participated in staff meetings and our staff recognition awards, supported our work to make our organisation more inclusive, assisted by bringing their expertise to specific issues and provided challenge to senior managers as part of the assurance statement process.

<sup>24</sup> <https://senedd.wales/commission/independent-advisers/?CId=386&Year=2015>

During the year we appointed three new Independent Advisers to replace those whose contracts had come to an end. Details of these changes can be found in the Overview section of the Commission's Annual Report (pages 16-18).

As part of its role in reviewing audit activity, the Audit and Risk Assurance Committee also assesses the independence of both internal and external auditors. The Committee receives assurances on this from the Head of Internal Audit, including through his Annual Report and Opinion, and from Audit Wales through the submission of the Annual Audit Strategy which contains a section on independence.

Also included in the Committee's work programme is an annual private session with Audit Wales, providing a further opportunity to discuss the external audit process. This is in addition to the discussions of the process during the formal meetings. Additionally, there are opportunities for representatives from Audit Wales and the Commission's Director of Finance to debrief the Committee after the annual lessons learned session held between the Finance team and the external audit team.

The results of independent external recognition activities are also important to the Commission and reflect the inclusive culture and environment in which Commission staff work. Further information on this is included under Diversity and Inclusion within the Performance Analysis section of the Annual Report (page 89).

### Review of effectiveness of internal control and governance arrangements

The process for gathering and reviewing assurances on the effectiveness of internal control and governance arrangements has been in place for a number of years and has evolved over time. Details of the adjustments we have made to the process this year are included in the section on *Assurance - assurance framework* in this statement.

Core to this review was a self-review and challenge process carried out within and across directorates. This was followed by a meeting of the Executive Board, attended by the Head of Governance and Assurance in March 2023 to review the assurance statements from Directors which had taken account of detailed assurance maps and statements from each Head of Service. The Chair and one other member of the Audit and Risk Assurance Committee attended the meeting to provide independent challenge and scrutiny.

The review covered assurances on:

- awareness of and compliance with governance principles, rules and procedures and the effectiveness of the governance arrangements;
- management of risks;
- progress against areas identified for improvement; and
- areas for focus or strengthening.

The review concluded that the process for gathering and reporting on assurances remained effective and demonstrated maturity.

### Areas of focus and development for 2023-24

During the next year, we will continue to take forward the structured programme of work towards achieving our vision of becoming a more flexible, responsive and forward-looking Parliament, better able to respond to the demands placed upon it, including those emerging from proposals for Senedd Reform.

Specific areas of focus and development for 2023-24 will include:

- finalising and implementing the Medium-Term Resourcing Framework;
- ensuring project and programme governance arrangements remain effective, and implementing the portfolio management framework and joint reporting cycles for the Senedd Reform and Ways of Working programmes and other major projects;
- embedding the updated corporate and service planning framework;
- progressing the work on simplifying and communicating rules, and procedures in our regulatory framework as it applies to Members; and
- taking action to address any emerging issues around compliance with our Official Languages Scheme.

### Concluding statement

It has been another year of significant achievement, as demonstrated in our Annual Report. This statement provides assurance that the ways in which we have delivered our objectives in pursuit of our strategic goals have been effective.

I am satisfied that any weaknesses identified through our assurance processes have been addressed or are in the process of being addressed. I am confident that, over the course of the year, we have maintained high standards of governance and that our internal controls and systems and processes within our governance framework operated effectively.

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**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**  
**Date: 26 June 2023**

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## Remuneration and Staff

This section of the report sets out financial information and commentary about Commission office-holders, staff and others paid by the Commission.

### Remuneration Policy

The Independent Remuneration Board (the Board) established by *The National Assembly for Wales (Remuneration) Measure 2010* (the Measure) has responsibility for setting Members' Pay and Allowances. Dr Elizabeth Haywood was appointed Chair of the Board in September 2020 for a five year term.

The Chair receives a day rate of £400. The four other members of the Board (Dame Jane Roberts, Michael Redhouse, Hugh Widdis and Sir David Hanson) are eligible for a day rate of £310<sup>25</sup>.

As an independent Board, it publishes its own Annual Report and arrangements for this are set out in the Measure.

Members' base salary for the 2022-23 financial year was set at £67,920 (2021-22, £67,649). Members' salaries are adjusted in April of each year in accordance with ASHE (Annual Survey of Hours and Earnings), subject to the adjustment being no lower than 0 per cent and no higher than 3 per cent. The increase applied to 2022-23 was 0.4 per cent.

Due to exceptional circumstances and financial pressure from worldwide events, Remuneration Board took the decision in December 2022 to make a one-off cost of living payment to Support Staff of £600 (pro-rated), and increased the allowance available to Members to pay the costs of running their office and engaging with constituents by £1,000.

<sup>25</sup> Hugh Widdis does not claim a daily rate for his work on the Board.

The following positions were entitled to additional salaries as follows:

Position	From 1 April 2022	From 1 April 2021
Llywydd (Presiding Officer)	£43,511	£43,338
Deputy Presiding Officer	£22,286	£22,197
Senedd Commissioners	£13,796	£13,741
Committee Chairs (higher) <sup>26</sup>	£13,796	£13,741
Committee Chair (lower) <sup>27</sup>	£9,191	£9,154
Business Committee Member	£9,191	£9,154

This table is subject to audit

From 1 April 2022 a leader of a political group without an executive role received an additional office holder's allowance calculated using a base level of £13,796 (2021-22, £13,741) plus an additional £1,061 (2021-22, £1,057) for every member of the group to a maximum additional salary of £38,204 (2021-22, £38,052).

The Commission does not provide any benefits-in-kind. Members of the Senedd are members of the Members of the Senedd Pension Scheme for which separate annual accounts are published via the Senedd website<sup>28</sup>.

The Commission pays the salaries and related costs of Welsh Ministers and the Counsel General and they are charged to the Commission's resource accounts for administrative efficiency. The Welsh Government Consolidated Resource Accounts contain the disclosure information.

### Commission office holders

The Commission was established in May 2007 under Section 27 of the *Government of Wales Act 2006* (the 2006 Act). The Commission is made up of five Commissioners: the Llywydd, who chairs the Commission, and four other

<sup>26</sup> Committees were Children, Young People and Education; Climate Change, Environment and Infrastructure; Culture, Communications, Welsh Language, Sport and International Relations; Economy, Trade and Rural Affairs; Equality and Social Justice; Finance; Health and Social Care; Legislation, Justice and Constitution; Local Government and Housing; Petitions; Public Accounts and Public Administration; Standards of Conduct.

<sup>27</sup> The chairs of four committees are not remunerated for chairing those committees as they receive other additional office holder salaries and Members may claim only one additional office holder salary. They include the Business Committee, Scrutiny of the First Minister Committee, the Llywydd's Committee and the Special Purpose Committee on Senedd Reform (ended 8 June 2022).

<sup>28</sup> [www.senedd.wales](http://www.senedd.wales)

Members of the Senedd appointed by the Senedd. The Commissioners who served during 2022-23 are listed on pages 14-15.

Their pension details are not included in the details below because only part of their remuneration related to their roles as Commissioners. Their accrued pension and Cash Equivalent Transfer Values (CETV) as Commissioners cannot be disaggregated from the total amounts accrued.

The salary costs for the Llywydd and the Deputy Presiding Officer<sup>29</sup> are a direct charge on the Welsh Consolidated Fund and are not charged to the Commission's resource accounts.

**Table 1: Single total figure of remuneration**

Name and title	Salary		Pension Benefits <sup>30 31</sup>		Total	
	2022-23 £'000	2021-22 £'000	2022-23 £'000	2021-22 £'000	2022-23 £'000	2021-22 £'000
Elin Jones MS - Llywydd	110-115	110-115	(20)	16	90-95	125-130
Ann Jones MS - Deputy Presiding Officer - to 28 April 2021	-	5-10	-	1	-	5-10
David Rees MS - Deputy Presiding Officer - from 12 May 2021	90-95	75-80	(3)	15	85-90	90-95

<sup>29</sup> [https://senedd.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/abt-presiding-officer/Pages/abt\\_us-deputy-presiding-officer.aspx](https://senedd.wales/en/abthome/about_us-commission_assembly_administration/abt-presiding-officer/Pages/abt_us-deputy-presiding-officer.aspx)

<sup>30</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) less (the contributions made by the individual). The real increase excludes increases due to inflation or any increase or decrease due to a transfer of pension rights. (Pension benefits are shown to the nearest £1,000).

<sup>31</sup> Some members may incur Annual Allowance tax charges as a result of pension accrual during the accounting period.

**Table 2: Llywydd and Deputy Presiding Officer - pension benefits**

Name and title	Real increase / (decrease) in pension £'000	Total accrued pension £'000	CETV at 31 March 2023 £'000	CETV at 31 March 2022 £'000	Real increase / (decrease) in CETV £'000
Elin Jones MS - Llywydd	(2.5-0)	50-55	974	884	(33)
Ann Jones MS - Deputy Presiding Officer - to 28 April 2021	-	-	-	771	-
David Rees MS - Deputy Presiding Officer - from 12 May 2021	0-2.5	20-25	457	422	(4)

Table 1 and Table 2 are subject to audit

The Clerk of the Senedd (appointed under Section 26 of the 2006 Act) is the Chief Executive of the Commission and its Principal Accounting Officer. In practice the Commission has delegated its operational responsibilities to the Chief Executive and Clerk, with some exceptions. Its staff are appointed under paragraph 3 of Schedule 2 to the 2006 Act. The Commission is independent of Ministers of the Welsh Government.

The Commission has a statutory duty to ensure that the Senedd is provided with the property, staff and services it requires to undertake its obligations. This ensures the Senedd and its committees can convene, encourage public awareness of and engagement with the democratic process and support the aspiration to make the Senedd an accessible and effective parliamentary body that inspires the confidence of the people of Wales.

### Independent Advisers and Committee members

The Senedd Commission appoints Independent Advisers to ensure that Commissioners and the Senedd's senior management team are supported and constructively challenged in their roles. The Independent Advisers who served during 2022-23 are listed on pages 16-18.

## Commission senior staff

Appointments of Commission staff, on terms and conditions set by the Commission, are made on merit on the basis of fair and open competition. This approach is in line with civil service arrangements. Staff are not members of the Civil Service but are entitled to benefits under the Civil Service pension arrangements.

The Commission's senior staff are shown in the table below. These director-level posts were agreed in accordance with the Commission's Instrument of Delegation. Directors have declared that they hold no significant third party interests that may conflict with their duties.

The senior managers covered by this report hold appointments which are open-ended. Early termination, other than for misconduct or resignation, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Name	Title and attendance at meetings
Manon Antoniazzi	Chief Executive and Clerk of the Senedd Manon Antoniazzi attended seven out of eight Commission meetings, four out of six Audit and Risk Assurance Committee meetings and two out of two Remuneration, Engagement and Workforce Advisory Committee meetings.
Siwan Davies	Director of Senedd Business Siwan Davies attended eight out of eight Commission meetings, five out of six Audit and Risk Assurance Committee meetings and neither of the two Remuneration, Engagement and Workforce Advisory Committee meetings.
Arwyn Jones	Director of Communications and Engagement Arwyn Jones attended eight out of eight Commission meetings, five out of six Audit and Risk Assurance Committee meetings and neither of the two Remuneration, Engagement and Workforce Advisory Committee meetings.
Ed Williams	Director of Senedd Resources Ed Williams attended eight out of eight Commission meetings, six out of six Audit and Risk Assurance Committee meetings and neither of the two Remuneration, Engagement and Workforce Advisory Committee meetings.

Aside from the Chief Executive and Clerk of the Senedd, the directors do not attend all Commission and Committee meetings. The directors attend relevant meetings that correspond to their individual responsibilities.

**Table 3: Single total figure of remuneration**

Name	Salary (£'000)		Pension benefits (to the nearest £1,000) <sup>32</sup>		Total (£'000)	
	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22
<b>Manon Antoniazzi</b>	165-170	160-165	64	62	230-235	220-225
<b>Siwan Davies</b>	115-120	105-110	46	43	160-165	150-155
<b>Arwyn Jones</b>	105-110	95-100	41	38	145-150	130-135
<b>Ed Williams</b>	95-100	15-20	38	7	135-140	20-25

This table is subject to audit.

"Salary" includes gross salary, overtime, recruitment and retention allowances.

The Chief Executive and Clerk of the Senedd and the directors do not receive any bonus payments or benefits-in-kind.

Huw Williams was appointed to the post of Chief Legal Adviser on 1 April 2022. Prior to that he provided Legal advice via a secondment from Geldards on a consultancy basis (since 1 August 2019).

<sup>32</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) less (the contributions made by the individual). The real increase exclude increases due to inflation or any increase or decreases due to a transfer of pension rights.

## Commission staff salaries

Salaries (or “pay”) are the annualised, full-time equivalent remuneration of all staff (including temporary staff) as at 31 March 2023. Pay does not include Employer’s National Insurance, pension contributions, severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

There were no benefits-in-kind, performance pay or bonuses payable in 2022-23 or in 2021-22.

Pay information	2022-23 £	2021-22 £
Mid-point of the banded remuneration of the highest paid director	167,500	162,500
Percentage change in the mid-point of the banded remuneration of the highest paid director from the previous financial year	3.08%	10.17%
Percentage change in the average FTE employee pay (excluding the highest paid director) from the previous financial year	3.76%	3.97%
Pay of an employee whose pay is on the 25 <sup>th</sup> percentile of pay of all employees for the financial year	31,137	27,271
Pay of an employee whose pay is on the 50 <sup>th</sup> percentile of pay of all employees for the financial year	40,422	39,360
Pay of an employee whose pay is on the 75 <sup>th</sup> percentile of pay of all employees for the financial year	51,137	49,793

This table is subject to audit.

The relationship between the mid-point of the banded remuneration of the highest-paid director during the year ended 31 March 2023 and the pay of an employee on the 25<sup>th</sup>, 50<sup>th</sup> and 75<sup>th</sup> percentile of all Commission staff is disclosed in the following table.

Pay Ratio Information	25 <sup>th</sup> percentile pay ratio	Median pay ratio	75 <sup>th</sup> percentile pay ratio
2022-23	5.38:1	4.14:1	3.28:1
2021-22	5.96:1	4.13:1	3.26:1

This table is subject to audit.

The 25<sup>th</sup> percentile ratio has decreased by 9.73 per cent and the median and 75<sup>th</sup> percentile ratios have increased since the prior year by 0.24 and 0.61 per cent respectively. The decrease in the 25<sup>th</sup> percentile is due to more staff being at the higher end of the salary range within this percentile compared to 2021-22. The spread of salary where the median and 75<sup>th</sup> percentile fall has remained fairly static hence the relatively small movements in the ratio. The highest salary increased by 2.7 per cent as per the pay award.

In 2022-23 and 2021-22 there was no remuneration paid in excess of the highest-paid director. Remuneration ranged from £21,000, which ensured that employees received a Living Wage, to £167,000 (2021-22), £18,000 to £146,000).

## Pensions

**Table 4: Senior management – pension benefits**

Real increase in pension <sup>33</sup> £'000	Total accrued pension <sup>34</sup> £'000	CETV at 31 March 2023 <sup>35</sup> £'000	CETV at 31 March 2022 £'000	Real increase in CETV £'000
<b>Chief Executive and Clerk of the Senedd: Manon Antoniazzi</b>				
2.5-5	30-35	447	372	41
<b>Director of Senedd Business: Siwan Davies</b>				
2.5-5	10-15	125	87	25
<b>Director of Communications and Engagement: Arwyn Jones</b>				
0-2.5	5-10	76	50	15
<b>Director of Senedd Resources: Ed Williams</b>				
0-2.5	0-5	33	5	20

This table is subject to audit.

### Civil Service pensions

Pension benefits for Senedd staff are provided through the Civil Service pension arrangements. From 1 April 2015, as part of government reforms to public service pensions, a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or alpha, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined alpha. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: three providing benefits on a final salary basis (classic, premium or classic plus) with a normal pension age of 60; and one providing benefits on a whole career basis (nuvos) with a normal pension age of 65.

<sup>33</sup> Real increase in pension and related lump sum at pension age.

<sup>34</sup> Total accrued pension at pension age and related lump sum at 31 March 2023 for current post holders and at date they ceased to hold office for previous post holders.

<sup>35</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation or any increase or decreases due to a transfer of pension rights.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus, nuvos and alpha are increased annually in line with Pensions Increase legislation. Under transitional protection arrangements, existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 switched into alpha sometime between 1 June 2015 and 1 February 2022.

In 2018, the Court of Appeal ruled that the 'transitional protection' offered to some members of the judges' and firefighters' schemes, gave rise to unlawful discrimination. On 15 July 2019, the Chief Secretary to the Treasury made a written ministerial statement confirming that, as 'transitional protection' was offered to members of all the main public service pension schemes, the difference in treatment needed to be removed from all schemes for members with relevant service. As a result, steps are being taken to remedy those 2015 reforms, making the scheme fair to all affected members.

Therefore, in due course, eligible members with relevant service between 1 April 2015 and 31 March 2022 may be entitled to different pension benefits in relation to that period (and this may affect the Cash Equivalent Transfer Values shown in this report – see below). All members who switch to alpha have their PCSPS benefits "banked", with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha, the figure quoted is the combined value of their benefits in the two schemes.)

Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a defined contribution (money purchase) pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 4.6 per cent and 8.05 per cent of pensionable earnings for members of classic, premium, classic plus, nuvos and alpha. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years' initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per classic

and benefits for service from 1 October 2002 calculated as in premium. In nuvos a member builds up a pension based on their pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3 per cent of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32 per cent. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the *Finance Act 2004*.

The partnership pension account is an occupational defined contribution pension arrangement which is part of the Legal & General Mastertrust. The employer makes a basic contribution of between 8 per cent and 14.75 per cent (depending on the age of the member). The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3 per cent of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5 per cent of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus, 65 for members of nuvos, and the higher of 65 or State Pension Age for members of alpha. (The pension figures quoted for senior staff show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes but note that part of that pension may be payable from different ages).

Further details about the Civil Service pension arrangements can be found at the website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

## The Cash Equivalent Transfer Value (CETV)

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred into the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008.

## Real increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

## Pension liabilities

The treatment of pension liabilities and details of the relevant pension schemes are set out in the Statement of Accounting Policies within these accounts.



## Staff numbers

Staff numbers by category

All senior managers and staff are employees of the Commission. The average number of full time equivalent persons employed by the Commission across the year (including senior management) was as follows:

**Table 5: Average full time equivalent staff**

Category	2022-23	2021-22
Employed staff	450.98	443.09
Seconded staff	8.51	1.79
Temporary/casual staff	13.95	12.74
<b>Total</b>	<b>473.44</b>	<b>457.62</b>

This table is subject to audit.

At the end of the financial year, the Commission employed 473 full time equivalent staff (31 March 2022: 460).

**Table 6: Off-payroll appointments**

Off- payroll engagements for more than £245 per day and more as at 31 March 2023	31 March 2022 No.
Number of existing engagements	2
Number of temporary off-payroll workers engaged during the year ended 31 March 2023	2022-23 No.
Number	4
Of which:	4
Subject to off-payroll legislation and determined as in-scope of IR35	

There was one off-payroll engagement of board members or senior officials with significant financial responsibility between 1 April 2022 and 31 March 2023 (Interim Chief Finance Officer) (2021-22 – nil).

**Table 7: Staff composition by gender and band\***

Category	31 March 2023				Total
	Female	Male	Non-binary	Other Gender Identity	
Directors	2	3	-	-	<b>5</b>
Staff	248	243	-	-	<b>489</b>
<b>Total</b>	<b>250</b>	<b>246</b>	<b>-</b>	<b>-</b>	<b>496</b>

Category	31 March 2022				Total
	Female	Male	Non-binary	Other Gender Identity	
Directors	2	2	-	-	<b>4</b>
Staff	244	232	-	-	<b>476</b>
<b>Total</b>	<b>246</b>	<b>234</b>	<b>-</b>	<b>-</b>	<b>480</b>

\*In the tables above staff employed are reported as full time equivalent numbers. However, the gender breakdown is reported as actual numbers.

Independent advisers are not included in the FTE figures or gender breakdown above.

## Sickness absence data

The Commission is committed to supporting and managing employees who are absent from work due to ill health or sickness. This means striving to create an environment that provides for open and constructive communication and support for employees' wellbeing to allow them to bring their whole selves to work. We have also introduced a Wellbeing Strategy spanning 2022-25, which provides for a strategic approach to the planning and management of wellbeing interventions, as well as allowing for the assessment of the impact of these activities.

We place a high value on the health and wellbeing of our employees and we are committed to ensuring that these needs are supported and managed with due consideration to the operational needs of the Commission. Absenteeism exacts a high cost and impact on the Commission and our employees and it is in everyone's interest to maximise attendance. We have in place procedures to manage absence to ensure that a fair, consistent and where appropriate, robust approach is taken to manage absence in the Senedd.

The sickness absence rate for the year increased to an average of 7.4 days lost per person (2021-2022 it was 6.7 days lost per person), however this is still below the ONS benchmark which we use to monitor sickness absence as a whole. Absence related to mental health now accounts for 1076 days lost (30 per cent of total absence), which represents a return to pre-pandemic levels, and follows peaks in 2021-22 where mental health absence was 48 per cent of total absence, and in 2020-21 where mental health absence accounted for 40 per cent of total absence. The Senedd's MINDFUL network have continued to hold virtual drop-in sessions, creating a space for general chat and advice to all as and when needed, as well as on site sessions.

The HR, Estates and ICT Services continue to work together to ensure that staff working remotely have appropriate display screen equipment (DSE), including any reasonable adjustments and ergonomic requirements. The Senedd has procured and is in the process of rolling out a new online DSE system which will continue to support those working remotely or on the estate.

Termly Wellbeing Pulse Surveys continue to be conducted which allow us to monitor the wellbeing of our staff, put in place responsive interventions, and monitor the overall effectiveness of our Wellbeing Strategy.

### Staff Turnover data

Turnover has increased over the last 12 months to 9.08 per cent (2021-22 7.21 per cent). This is below the UK average for the voluntary resignation rate (16.4 per cent in 2022 according to Xpert HR), and UK wide it should be noted that the total labour turnover rate has increased markedly over the past few years, primarily due to the effects of the pandemic and the tight labour market which makes it more difficult for employers to retain staff.

This year's turnover rate of 9.08 per cent, is still slightly down from a Commission average of 9.42 per cent based on the turnover rates of the last 4 financial years. Prior to the pandemic turnover was 9.7 per cent in 2018-19.

### Staff Engagement Indicators

The 10th annual people survey was undertaken in March 2023. The survey provides insight into the employee experience of working in the Senedd and helps identify areas for improvement so we can implement change based on employee feedback. We once again partnered with WorkL to undertake the survey, combining their expertise with our specific needs. This partnership has

allowed us to continue to benchmark our results against a wider range of comparable organisations, including the civil service.

The survey is based on a framework which measures six core themes: Reward and Recognition; Information Sharing; Empowerment; Wellbeing; Instilling Pride and Job Satisfaction. Once again, the results demonstrate that teams work flexibly, and support each other through challenge and change, and overwhelmingly, colleagues are proud to work at the Senedd. This year's Workplace Engagement Score continues to be positive (75 per cent), and compares favourably with the Public Sector comparator score (63 per cent).

We do, however, recognise that there is always room to improve, and as such our Corporate Delivery and Service Level objectives reflect feedback from both the Wellbeing Pulse Surveys and the Annual People Survey; including but not limited to a review and refresh of the current Learning and Development offer and ongoing implementation of our 2022-25 Wellbeing Strategy.

### Disability

EMBRACE, the Senedd's workplace equality network for disability, provides peer support, awareness raising activities, generates and contributes to policy development through providing insight and challenge. We also have a Senior Champion for disability who works closely with our network and advocates for disability equality at senior decision-making level.

We have measures in place to support employees who identify as having a disability. We are a Disability Confident Employer. Our Recruitment Policy references our guaranteed interview position for applicants who meet the minimum criteria requirements for roles, which also applies internally for employees seeking promotion. Candidates are invited to discuss with the Recruitment Team any individual requirements to support accessibility throughout all aspects of the recruitment process and are made where required.

Workplace adjustments are made, wherever possible, following discussions between employees and managers for new starters, employees in post or those returning to work following injury or illness that may have an impact on their ability to do their work. This could involve adjustments to working patterns and/or modified equipment and assistive technology that takes account of remote or on-site working. Disabled employees will be provided with a Personal Emergency Evacuation Plan (PEEP) when ordinarily located on our estate. Our estate has hearing loop systems in multiple locations and accessible signage. Regular access audits are conducted on our estate and we have received external recognition

from partners such as Action on Hearing Loss and we are an Autism Friendly organisation.

### Trade union relationships

The Senedd Partnership Forum is a body consisting of Management and Trade Union Side (TUS) representatives and is based on the principle that the aims and objectives of an organisation are best achieved by management and employees, represented by their recognised trade unions, working together cooperatively to achieve shared goals. To this end, this year, the Partnership Agreement has been reviewed and updated to reflect the values, principles, and engagement and consultation procedures. Formal Partnership meetings take place once every half term, with regular less formal meetings each term, to provide an opportunity to discuss the breadth of issues across the Commission and ensure that TUS are consulted with and engaged appropriately.

### Diversity and Inclusion

The Commission's Diversity and Inclusion Strategy 2022-2026 outlines four priority objectives for this Senedd term: Diversity and Inclusion underpins our everyday activities and strategic planning; A representative, inclusive place to work; Values-led leadership and culture; and an inclusive, accessible Parliament for the people of Wales.

One of our longstanding priorities is to ensure that our workforce is representative of the society it serves, and we are working to address the underrepresentation of ethnic minority people in our workforce, particularly at senior decision-making level. Activities include: broadening our talent pipeline, enhancing our employer brand and working with trusted partners to engage more closely as a potential employer of choice with local communities. This year we have worked with our executive search partners to diversify the talent pipeline for senior and public/Crown appointments. We have also designed and launched YMLAEN, our new graduate internship programme for ethnic minority graduates.

Our recent recruitment of independent advisors to the Commission included a focus on diversity and inclusion expertise to help further our organisational commitment. Professor Uzo Iwobi CBE was appointed as an independent advisor bringing a wealth of experience to the Commission.

Further information can be found in our Diversity and Inclusion Annual Report.

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**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**  
**Date: 26 June 2023**

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## Accountability and Audit

### Statement of Senedd supply and supporting notes

#### a) Summary of Resource Outturn 2022-23

		Budget	Outturn	2022-23	2021-22
		Total	Total	Net total outturn compared with budget: under spend / (excess)	Outturn
		£'000	£'000	£'000	£'000
Resources for use by the Senedd Commission	Note SOS 01	45,326	43,862	1,464	40,954
Election related costs	Note SOS 01	-	-	-	1,905
Resources in respect of Remuneration Board decisions	Note SOS 01	16,802	16,529	273	15,450
Annually Managed Expenditure	Note SOS 01	1,800	1,822	(22)	1,660
		<b>63,928</b>	<b>62,213</b>	<b>1,715</b>	<b>59,969</b>

This table is subject to audit.

Explanations of variations between budget and outturn are given in SOS 01 and in the Performance Report.

#### b) Net cash requirement 2022-23

		Budget	Outturn	2022-23	2021-22
				Net total outturn compared with budget: under spend / (excess)	Outturn
		£'000	£'000	£'000	£'000
Net cash requirement	Note SOS 03	58,592	58,297	295	56,091

This table is subject to audit.

SOS 03 can be found in the Annex – regularity reporting, page 201.

## Notes to the Resource Accounts

### (Statement of Senedd supply)

#### SOS 01. Analysis of net resource outturn 2022-23

	Outturn	Analysis of approved budget	Outturn compared with approved budget	Analysis of revised budget	Outturn compared with revised budget	Outturn 2021-22
	£'000	£'000	£'000	£'000	£'000	£'000
Revenue expenditure						
Staff salaries and related costs	27,171	27,417	246	27,241	70	25,367
Non staff costs	10,810	13,478	2,668	11,075	265	12,908
Capital charges - non cash	5,224	2,250	(2,974)	6,290	1,066	2,099
<b>Gross revenue expenditure</b>	<b>43,205</b>	<b>43,145</b>	<b>(60)</b>	<b>44,606</b>	<b>1,401</b>	<b>40,374</b>
Gross revenue income applied	(73)	(220)	(147)	(220)	(147)	(61)
<b>Net revenue expenditure</b>	<b>43,132</b>	<b>42,925</b>	<b>(207)</b>	<b>44,386</b>	<b>1,254</b>	<b>40,313</b>
Capital expenditure*	380	500	120	516	136	641
<b>Net resource outturn (Commission expenditure)</b>	<b>43,512</b>	<b>43,425</b>	<b>(87)</b>	<b>44,902</b>	<b>1,390</b>	<b>40,954</b>
Members' salaries allowances and related costs	16,529	17,552	1,023	16,802	273	15,450
Election related costs - revenue	-	-	-	-	-	1,399
Election related costs - capital*	-	-	-	-	-	506
Support for Remuneration Board	274	-	(274)	352	78	-
Office of the Standards Commissioners	76	165	89	72	(4)	-
<b>Resource outturn</b>	<b>60,391</b>	<b>61,142</b>	<b>751</b>	<b>62,128</b>	<b>1,737</b>	<b>58,309</b>
Members' Pension finance costs	1,822	1,800	(22)	1,800	(22)	1,660
<b>Total net resource outturn</b>	<b>62,213</b>	<b>62,942</b>	<b>729</b>	<b>63,928</b>	<b>1,715</b>	<b>59,969</b>

This table is subject to audit. \* Total Capital expenditure is £380,000 (2021-22 £1,147,000)

## Net resource outturn - Management commentary

The resource outturn on Commission expenditure, before Members' Salaries and Allowances, costs to support the Remuneration Board, costs to support the Office of the Standards Commissioner and pension finance costs, for 2022-23 was £43.5 million against a budget of £44.9 million resulting in an overall underspend of £1.4 million (3.2 per cent). While this falls outside the Commission's target range of 0.0 per cent to 1.5 per cent of budget this was primarily due to a larger than anticipated underspend against non-cash budgets, namely depreciation for Right of Use assets and notional interest charges resulting from the introduction of a new accounting standard concerning the treatment of leases (IFRS 16).

Excluding non-cash items, the out-turn was £38.3 million against a budget of £38.6 million, resulting in an underspend of 0.84 per cent, well within the Commission's target range and reflective of the pro-active approach to managing Commission resources.

The estate has been utilised for hybrid working for the duration of the financial year. Occupancy levels are still significantly below capacity and work has been undertaken to maximise the value and use of the estate by providing flexible working space and upgrading ICT equipment to provide Members with a better experience in hybrid meetings. Better estate management and space utilisation has also led to savings in utilities costs

2022-23 saw a return to the more usual expenditure on estate maintenance and ICT rolling kit replacement following a year of having to prioritise spend in response to managing the pandemic. The Commission buys energy in advance so the majority of the impact of global price rises was mitigated.

In response to the cost of living crisis, the Commission approved a one-off cost of living payment to all staff on the Team Support and Executive Grade 1 pay bands of £500, phased across January, February and March. These two pay bands fall below the UK salary average and it was felt, after consultation with the unions, that it was appropriate to provide the payment on this basis.

Staff salaries and related costs were underspent against budget by 0.26 per cent, non-staff budgets (including non-cash budgets) were underspent by 7.5 per cent.

The Members' Salaries and Allowances laid budget was £17.6 million but this was reduced to £16.8 million via a Supplementary Budget. The outturn was £16.5

million giving an underspend of 1.6 per cent. Savings from this budget are ring-fenced and not available to the Commission.

The Remuneration Board also approved a payment to all Support Staff of £600 which was funded by the Determination.

The Commission's AME budget is for the non-cash accounting adjustment in respect of the future financial liability of the Members of the Senedd Pension Scheme. The budget for 2022-23, laid in November 2021 was for £1.8 million based on data available at the time. The actual costs were £1.82 million.

**SOS 02. Reconciliation of outturn to net operating expenditure**

	Note	2022-23 £000	2021-22 £'000
Net resource outturn	SOS 01	62,211	59,969
Capital expenditure	4	(380)	(1,147)
Direct charges on the Welsh Consolidated Fund		764	760
Income payable to the Welsh Consolidated Fund	SOS 05	2	-
<b>Net operating expenditure</b>		<b>62,597</b>	<b>59,582</b>

This table is subject to audit

The direct charges on the Welsh Consolidated Fund £764,479 (2021-22, £759,690) are in respect of the salary costs of the Llywydd, Deputy Presiding Officer, Auditor General for Wales and the Public Services Ombudsman for Wales; and the salary costs and expenses of the Standards Commissioner, Acting Standards Commissioner and the Chair of the Wales Audit Office. These salaries and expenses are paid by the Commission but, as a direct charge on the Fund, are excluded from the net resource outturn.

The Commission received £1,811 in interest on its commercial bank account during financial year 2022-23 which will be surrendered back to the Welsh Consolidated Fund in 2023-24 as per the *Government of Wales Act 2006* which does not permit the Commission to retain bank interest earned.



## The Certificate and independent auditor's report of the Auditor General for Wales to the Senedd

### Report on the audit of the financial statements

#### Opinion on financial statements

I certify that I have audited the financial statements of the Senedd Commission for the year ended 2022-23 under the Government of Wales Act 2006.

The financial statements comprise the:

- Statement of Supply, Statement of Comprehensive Net Expenditure, Statement of the Financial Position, Statement of Cash Flows, Statement of Changes in Taxpayers' Equity; and
- the related notes including the significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards as interpreted and adapted by HM Treasury's Financial Reporting Manual.

In my opinion, in all material respects the financial statements:

- give a true and fair view of the state of the Senedd Commission's affairs as at 31 March 2023 and of its net cash requirement, net resource outturn and net operating cost for the year then ended; and
- have been properly prepared in accordance with UK adopted international accounting standards as interpreted and adapted by HM Treasury's Financial Reporting Manual and directions made by HM Treasury under the *Government of Wales Act 2006*.

#### Opinion on regularity

In my opinion, in all material respects:

- the Statement of Supply properly presents the outturn against the sums authorised by the Senedd for the year ended 31 March 2023 and shows that those totals have not been exceeded; and

- the income and expenditure recorded in the financial statements have been applied to the purposes intended by the Senedd and the financial transactions recorded in the financial statements conform to the authorities which govern them.

#### Basis for opinions

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my Certificate.

My staff and I are independent of the Senedd Commission in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinions.

#### Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the Principal Accounting Officer with respect to going concern are described in the relevant sections of this Certificate.

The going concern basis of accounting for the Senedd Commission is adopted in consideration of the requirements set out in HM Treasury's Government Financial Reporting Manual, which require entities to adopt the going concern basis of accounting in the preparation of the financial statements where it anticipated that the services which they provide will continue into the future.

## Other information

The other information comprises the information included in the Annual Report but does not include the financial statements nor my auditor's report thereon. The Principal Accounting Officer is responsible for the other information. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

## Opinion on other matters

In my opinion, the part of the Remuneration and Staff Report to be audited has been properly prepared in accordance with HM Treasury directions made under the Government of Wales Act 2006.

In my opinion, based on the work undertaken in the course of my audit:

- the parts of the Accountability Report subject to audit have been properly prepared in accordance with HM Treasury/Welsh Ministers' directions made under the *Government of Wales Act 2006*; and
- the information given in the Overview, Performance Analysis and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements and is in accordance with the applicable legal requirements.

## Matters on which I report by exception

In the light of the knowledge and understanding of the body and its environment obtained in the course of the audit, I have not identified material misstatements in the Overview, Performance Analysis and Accountability Report

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- I have not received all of the information and explanations I require for my audit.
- proper accounting records have not been kept or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements and the audited part of the Accountability Report are not in agreement with the accounting records and returns;
- information specified by HM Treasury regarding remuneration and other transactions is not disclosed;
- certain disclosures of remuneration specified by HM Treasury's Government Financial Reporting Manual are not made or parts of the Remuneration and Staff Report to be audited are not in agreement with the accounting records and returns; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

## Responsibilities of the Principal Accounting Officer for the financial statements

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Principal Accounting Officer is responsible for:

- maintaining proper accounting records;
- the preparation of the financial statements and Annual Report in accordance with the applicable financial reporting framework and for being satisfied that they give a true and fair view;
- ensuring that the Annual Report and financial statements as a whole are fair, balanced and understandable;
- ensuring the regularity of financial transactions;
- internal controls as the Principal Accounting Officer determines is necessary to enable the preparation of financial statement to be free from material misstatement, whether due to fraud or error;
- assessing the Senedd Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Principal



Accounting Officer anticipates that the services provided by the Senedd Commission will not continue to be provided in the future.

### Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit, certify and report on the financial statements in accordance with the *Government of Wales Act 2006*.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a certificate that includes my opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- Enquiring of management, the Senedd Commission's head of internal audit and those charged with governance, including obtaining and reviewing supporting documentation relating to the Senedd Commission's policies and procedures concerned with:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition, posting of unusual journals and management override of controls;

- Obtaining an understanding of the Senedd Commission's framework of authority as well as other legal and regulatory frameworks that the Senedd Commission operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Senedd Commission.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management, the Audit and Risk Assurance Committee about actual and potential litigation and claims;
- reading minutes of meetings of the Senedd Commission, the Audit and Risk Assurance Committee and the Executive Board; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the Senedd Commission's controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

### Other auditor's responsibilities

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I am required to obtain evidence sufficient to give reasonable assurance that the Statement of Supply properly presents the outturn against the sums authorised by the Senedd for the year ended 31 March 2023 and shows that those totals have not been exceeded.

I am also required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Senedd and the financial transactions recorded in the financial statements conform to the authorities which govern them.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### Report

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I have no observations to make on these financial statements.

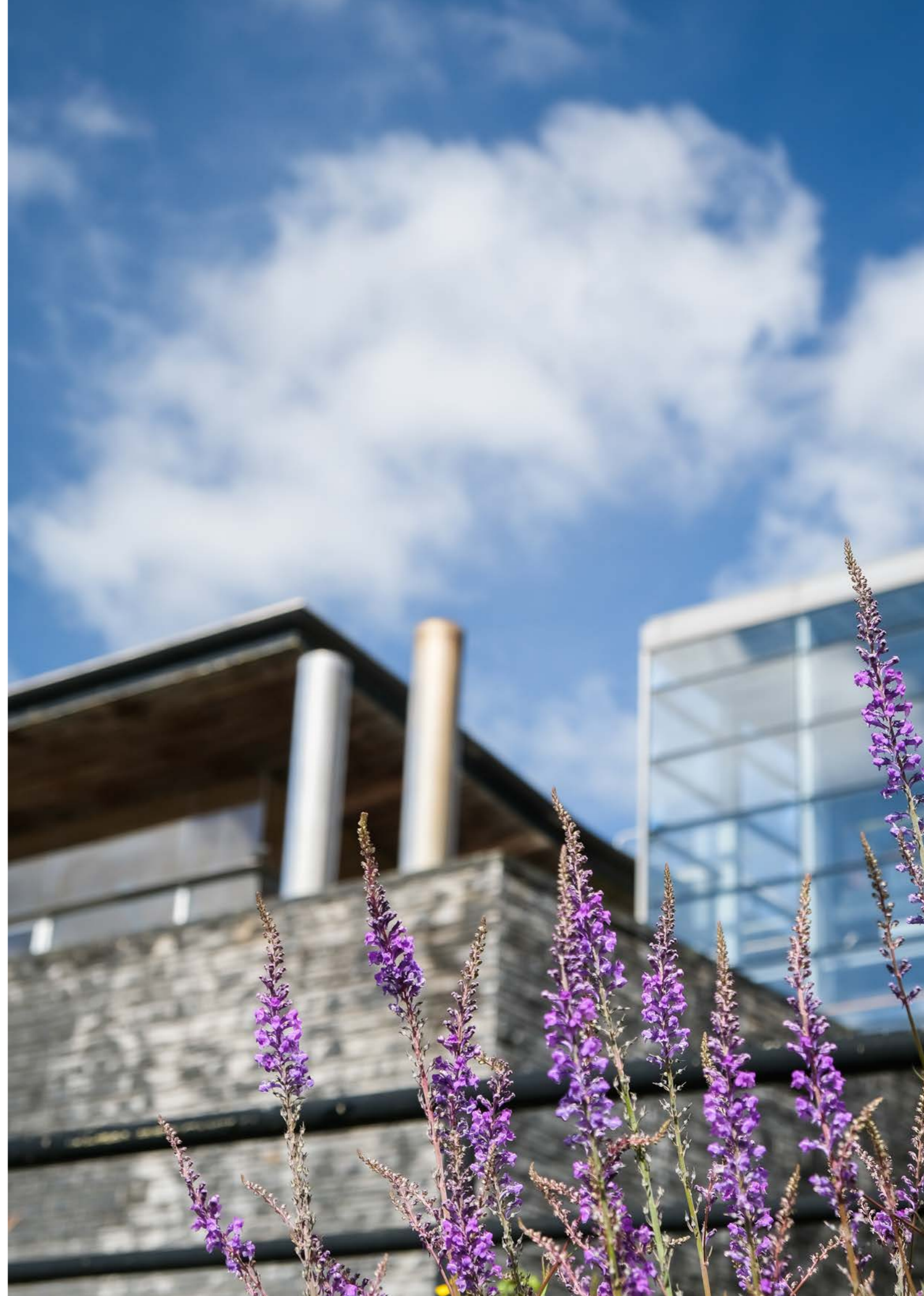
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**Adrian Crompton**  
Auditor General for Wales  
Date: 28 June 2023

1 Capital Quarter  
Tyndall Street,  
Cardiff  
CF10 4BZ

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The maintenance and integrity of the Welsh Parliament website is the responsibility of the Accounting Officer; the work carried out by auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.



# Financial Statements

▼ Outside the Senedd



## Statement of Comprehensive Net Expenditure

For the year ended 31 March 2023

Income from operations	Note	2022-23 £'000	2021-22 £'000
Income from sale of goods and services	SOS 05	73	61
<b>Total operating income</b>		<b>73</b>	<b>61</b>
<b>Operating expenditure</b>			
Members, office holders and staff salary costs	2a	34,521	33,086
Members' other costs	2b	10,260	9,688
Members' Pension finance costs	2a and 9	1,822	1,660
Depreciation and impairment charges	3	4,591	2,099
Finance cost	3	633	-
Other administration costs	3	10,843	13,110
<b>Total operating expenditure</b>		<b>62,597</b>	<b>59,582</b>
Finance income		2	-
<b>Net expenditure for the year ended 31 March</b>	SOS 02	<b>62,595</b>	<b>59,582</b>
<b>Other comprehensive net expenditure</b>			
Items which will not be reclassified to net operating costs:			
Actuarial gain on pension scheme liabilities	2a and 9	(18,506)	(2,856)
Net gain on revaluation of property, plant and equipment	4	(7,305)	(7,746)
<b>Comprehensive net expenditure for the year</b>		<b>36,784</b>	<b>48,980</b>

All activities are continuing.

There are no significant gains or losses other than those included within the Statement of Comprehensive Net Expenditure.

The notes on pages 171 to 200 form part of these accounts

## Statement of Financial Position

As at 31 March 2023

Non-current assets:	Note	31 March 2023 £'000	31 March 2022 £'000
Property, plant and equipment	4	73,230	68,149
Right of use assets	10	66,920	-
Intangible assets	5	-	-
<b>Total non-current assets</b>		<b>140,150</b>	<b>68,149</b>
<b>Current assets:</b>			
Inventories		18	15
Trade and other receivables	6	2,152	2,097
Cash and cash equivalents	7	226	1,171
<b>Total current assets</b>		<b>2,396</b>	<b>3,283</b>
<b>Total assets</b>		<b>142,546</b>	<b>71,432</b>
<b>Current liabilities:</b>			
Trade and other payables	8	(4,351)	(6,081)
Lease liabilities	10	(1,708)	-
<b>Total current liabilities</b>		<b>(6,059)</b>	<b>(6,081)</b>
<b>Total assets less current liabilities</b>		<b>136,487</b>	<b>65,351</b>
<b>Non-current liabilities:</b>			
Provisions	9	(2,532)	(19,216)
Lease liabilities	10	(65,547)	-
<b>Total non-current liabilities</b>		<b>(68,079)</b>	<b>(19,216)</b>
<b>Total assets less total liabilities</b>		<b>68,408</b>	<b>46,135</b>
<b>Taxpayers' equity and other reserves:</b>			
General Fund		35,457	37,173
Pension Fund Reserve	9	(2,361)	(19,045)
Revaluation Reserve		35,312	28,007
<b>Total equity</b>		<b>68,408</b>	<b>46,135</b>

The notes on pages 171 to 200 form part of these accounts

The Commission retains the following reserves:

- General Fund which represents the total assets less liabilities of the Commission, to the extent that the total is not represented by other reserves and financing items.
- Pension Fund Reserve shows the movement in actuarial gains or losses on pension scheme liabilities (recognised in the Statement of Changes in Taxpayers' Equity).
- The Revaluation Reserve is a non-cash reserve created to reflect the true value of Commission assets when the market value of a certain category of asset is more or less than the value of such asset at which it is recorded in the books of account.

**Manon Antoniazzi**  
**Chief Executive and Clerk of the Senedd**  
**Date: 26 June 2023**

The notes on pages 171 to 200 form part of these accounts

## Statement of Cash Flows

For the year ended 31 March 2023

	Note	2022-23 £'000	2021-22 £'000
<b>Cash flows from operating activities</b>			
Net operating expenditure	SOS 02	(62,595)	(59,582)
<b>Adjustments for non-cash transactions:</b>			
Depreciation, amortisation and impairment	3, 4 and 5	2,603	2,099
Loss on disposal of assets	3, 4 and 5	-	2
Increase in inventories		(3)	(5)
Increase in trade and other receivables	6	(54)	(197)
Increase in trade and other payables	8	(1,730)	1,078
Increase in payables relating to items not passing through the Statement of Comprehensive Net Expenditure	SOS 03	945	(759)
Increase in lease liabilities	10	68,908	-
Interest on lease liabilities		633	
Pension finance costs	9	1,822	1,660
<b>Net cash inflow / (outflow) from operating activities</b>		<b>10,529</b>	<b>(55,704)</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	4	(380)	(1,147)
<b>Net cash outflow from investing activities</b>		<b>(380)</b>	<b>(1,147)</b>
<b>Cash flows from financing activities</b>			
Right of use assets - additions		(66,920)	-
From the Welsh Consolidated Fund (supply)		58,521	57,262
From the Welsh Consolidated Fund (direct charges)	SOS 02	764	760
Payments to the Welsh Consolidated Fund	SOS 03	(1,171)	(412)
Bank interest (payable to the Welsh Consolidated Fund)		(2)	-
Payment of lease liabilities	10	(2,286)	-
<b>Net cash inflow / (outflow) from financing activities</b>		<b>(11,094)</b>	<b>57,610</b>
Net increase in cash and cash equivalents	SOS 03	(945)	759
Cash and cash equivalents at beginning of year	7	1,171	412
<b>Cash and cash equivalents at end of year</b>	<b>7</b>	<b>226</b>	<b>1,171</b>

The notes on pages 171 to 200 form part of these accounts

## Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2023

	Note	General Fund £'000	Revaluation Reserve £'000	Pension Reserve £'000	Taxpayers' equity £'000
<b>Balance at 31 March 2021</b>		<b>38,244</b>	<b>20,261</b>	<b>(20,241)</b>	<b>38,264</b>
Comprehensive net expenditure for the year	SOS 02	(59,582)	7,746	2,856	(48,980)
Transfer between reserves	9	1,660	-	(1,660)	-
Welsh Consolidated Fund					
Supply (authorised)	SOS 03	57,463	-	-	57,463
Supply (not drawn)	SOS 03	(201)	-	-	(201)
Direct charges	SOS 02	760	-	-	760
Amount payable to the Welsh Consolidated Fund					
Supply		(1,171)	-	-	(1,171)
<b>Balance at 31 March 2022</b>		<b>37,173</b>	<b>28,007</b>	<b>(19,045)</b>	<b>46,135</b>
Comprehensive net expenditure for the year	SOS 02	(62,595)	7,305	18,506	(36,784)
Transfer between reserves	9	1,822	-	(1,822)	-
Welsh Consolidated Fund					
Supply (authorised)	SOS 03	58,592	-	-	-
Supply (not drawn)	SOS 03	(71)	-	-	-
Direct charges	SOS 02	764	-	-	-
Bank interest (payable)	SOS 02	(2)	-	-	-
Amount payable to the Welsh Consolidated Fund					
Supply		(226)	-	-	-
<b>Balance at 31 March 2023</b>		<b>35,457</b>	<b>35,312</b>	<b>(2,361)</b>	<b>68,408</b>

The notes on pages 171 to 200 form part of these accounts

## Notes to the Accounts

### 01. Statement of accounting policies

These financial statements have been prepared on an accruals basis in accordance with the 2022-23 Financial Reporting Manual (FRM) suitably adapted for the constitution of the Senedd and the Commission as specified by the *Government of Wales Act 2006*. The accounting policies contained in the FRM follow International Financial Reporting Standards (IFRS) to the extent that it is meaningful and appropriate to the public sector.

Where the FRM permits a choice of accounting policy, the accounting policy which has been judged to be most appropriate to the particular circumstances of the Commission for the purpose of giving a true and fair view has been selected. The Commission's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts. In addition to the primary statements prepared under IFRS, the FRM also requires the Commission to prepare two additional statements of supply.

#### Review of new standards

A review of all new standards and interpretations issued and effective in 2022-23 by the International Accounting Standards Board (IASB) and the International Financial Reporting Interpretations Committee (IFRIC) during the year has been completed.

The following standards and interpretations/amendments, which have not been applied in these financial statements, were in issue but not yet effective:

- Applying IFRS 9 'Financial Instruments' with IFRS 4 'Insurance Contracts' (Amendments to IFRS 4)
- Onerous Contracts—Cost of Fulfilling a Contract (Amendments to IAS 37)
- Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16)
- Reference to the Conceptual Framework (Amendments to IFRS 3)
- Amendments to IFRS 17 Insurance Contracts

- Classification of Liabilities as Current or Non-current (Amendments to IAS 1)
- Definition of Accounting Estimates (Amendments to IAS 8)
- Disclosure of Accounting Policies (Amendments to IAS 1 and IFRS Practice Statement 2)
- Deferred Tax related to Assets and Liabilities arising from a Single Transaction (Amendments to IFRS 1 and IAS 2)
- Initial Application of IFRS 17 and IFRS 9—Comparative Information (Amendments to IFRS 17 and IFRS 9)
- Classification of Liabilities as Current or Non-current—Deferral of Effective Date (Amendment to IAS 1)

The Commission does not expect that the adoption of the standards and interpretations would have a material impact on the financial statements in future periods.

### **IFRS 16 - Leases**

IFRS 16 - Leases provides a single lessee accounting model, requiring lessees to recognise leased assets and the liabilities representing the right to use the leased items and the respective future lease payments.

The rental expense on operating leases previously recognised within the income statement is replaced by a depreciation charge and a finance charge. This will apply to all relevant leases unless the term is less than 12 months or the underlying asset has a low value. The Commission has adopted a de-minimis level of £5,000.

IFRS 16 gives a narrower definition of a lease than IAS 17 and IFRIC 4 and requires that assets and liabilities will be recognised initially at the discounted value of the minimum lease payments, and that the assets, to be described as right of use assets, will be presented under property, plant and equipment. Therefore, implementation of IFRS 16 will increase the value of property, plant and equipment assets and the value of lease liabilities. The Commission has chosen not to apply IFRS 16 to intangible assets and in compliance with the FReM, the Commission has not reassessed whether any contract is, or contains, a lease at the date of initial application of IFRS16.

### **Impact on 22-23 accounts**

For leases signed as at 31 March 2023 (the date of initial application), that are currently reported under Note 10, the impact of adopting the new standard has increased the property, plant and equipment asset by £69 million and the value of lease liabilities will also increase by around £67 million.

Depreciation and Finance Costs, which replace rental payments, have been charged to the Statement of Comprehensive Net Expenditure (SoCNE). Rental payments are charged to the lease liability.

The adoption of IFRS 16 has resulted in a decrease of approximately £2.3 million in net cash outflow from operating activities, offset by a corresponding increase in net cash outflow from financing activities. There is however, no overall cash flow impact from the adoption of the new standard.

### **Accounting convention**

These accounts have been prepared under the historical cost convention, modified to account for the revaluation of fixed assets in accordance with International Financial Reporting Standards (IFRS).

### **Property, plant and equipment**

Assets are capitalised when expenditure on equipment and / or projects is considered to meet the recognition tests set out within International Accounting Standard 16 on Property, plant and equipment. The Commission does not apply a de-minimis to capitalisation but carries out a substantive assessment of transactions to capitalise expenditure when appropriate to do so.

Professional valuations are obtained for land and buildings every three years as a minimum. Other tangible assets are not revalued but held at fair value as, in the opinion of the Commission, the amounts involved would not be material.

### **Asset impairment**

Property, plant and equipment are reviewed annually to ensure that assets are not carried above their recoverable amounts. Where these values are less than the carrying amount of the assets, an impairment loss is charged to the Statement of Net Expenditure.

## Assets under construction

Assets under construction are carried at historic cost as this is considered to be a satisfactory proxy for fair value. Once brought into use, the asset is transferred to the appropriate asset category and included in subsequent revaluations and impairment reviews.

## Intangible assets

Software licences are capitalised as intangible fixed assets and amortised on a straight line basis over the expected life of the asset.

## Donated assets

Donated assets are capitalised at current value on receipt and are normally revalued in the same way as purchased assets. The value of donated assets is credited with the value of the original donation and subsequent revaluations. The value of donated assets is included within the General Reserve in accordance with HM Treasury's guidance under the Clear Line of Sight Programme.

## Depreciation

Assets under construction are not depreciated. Depreciation is provided at a rate calculated to write off the value of buildings and other tangible assets by equal instalments over their estimated useful lives. Assets are analysed into relevant component parts to reflect the differing economic lives. Assets are not depreciated in the year of acquisition.

Asset lives are normally as follows:

Asset	Asset life
Land and Buildings:	50 years or an alternative period provided by a qualified (RICS) valuer
Fixed plant:	10 years, or an alternative period provided by the supplier at the time of purchase or valuation
Fixtures and fittings:	Five to ten years
ICT, audio visual and broadcasting equipment:	Three to six years
ICT infrastructure:	10 years
Intangible assets (software):	Five years
Motor vehicles:	Four years
Donated assets:	Assessed on receipt of asset

## Realised element of depreciation from revaluation reserve

Depreciation is charged on the revalued amount of assets. An element of the depreciation, therefore, may arise due to an increase in valuation and would be in excess of the depreciation that would be charged on the historical cost of assets. The amount relating to such an excess would be a realised gain on valuation and is to be transferred from the Revaluation Reserve to the General Fund, on disposal of the asset.

## Asset components

Property assets are reviewed through the triennial professional valuations to confirm whether any part of the asset has a significantly different useful life. Where this is the case the asset will be split into components and the different parts will be depreciated over their respective useful lives. Assets purchased in the interim period are reviewed by the Finance team and Asset Managers.

ICT assets are "grouped" into ICT; audio visual and broadcasting equipment; ICT infrastructure, and intangible assets. The different parts will be depreciated over their respective useful lives.

## Statement of comprehensive expenditure

Operating income and costs relate directly to the operating activities of the Commission. Income includes charges for goods and services provided on a full cost basis to external customers. Income and costs are shown net of Value Added Tax where it is recoverable.

The Commission reimburses Members in respect of expenses or costs incurred in each financial year in accordance with the Determination on Members' Pay and Allowances, subject to the various limits on expenses or costs set out in the Determination.

## Inventories

Inventories, including goods held for resale in the Commission's shop, are stated at the lower of cost and net realisable value.

## Foreign exchange

Transactions which are denominated in a foreign currency are translated into sterling at the exchange rate ruling on the date of each transaction.



## Cash and cash equivalents

Cash and cash equivalents comprise cash in hand and current balances with the Government Banking Service and with commercial banks which are readily convertible to a known amount of cash and which are subject to insignificant risk to changes in value.

## Leases

**Leased assets:** Leases of land and property that transfer substantially all of the risks and rewards of ownership are classified as finance leases. The leased assets are measured initially at an amount equal to the lower of their fair value and the present value of the minimum lease payments. Subsequent to initial recognition, the assets are revalued, in accordance with the accounting policy for Property, plant and equipment.

At lease commencement date, the Commission recognises a right-of-use asset and a lease liability on the balance sheet. The right-of-use asset is measured at cost, which is made up of the initial measurement of the lease liability, any initial direct costs incurred by the Commission, and any lease payments made in advance of the lease commencement date (net of any incentives received).

The Commission depreciates the right-of-use assets on a straight-line basis from the lease commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The Group also assesses the right-of-use asset for impairment when such indicators exist. At the commencement date, the Commissioner measures the lease liability at the present value of the lease payments unpaid at that date, discounted using the interest rate implicit in the lease if that rate is readily available or the Commission's incremental borrowing rate. The incremental borrowing rate which has been applied (set by HMT) is 0.95 per cent.

Lease payments included in the measurement of the lease liability are made up of fixed payments (including in substance fixed), variable payments based on an index or rate, amounts expected to be payable under a residual value guarantee and payments arising from options reasonably certain to be exercised.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It will be remeasured to reflect any reassessment or modification, or if there are changes in in-substance fixed payments. When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right-of-use asset is already reduced to

zero. The Commission has elected to account for short-term leases (less than one year) and leases of low-value assets (less than £20k) using the practical expedients. Instead of recognising a right-of-use asset and lease liability, the payments in relation to these are recognised as an expense in profit or loss on a straight-line basis over the lease term. On the statement of financial position, right-of-use assets have been included in property, plant and equipment and lease liabilities have been included in trade and other payables.

Assets held under other leases are classified as operating leases and are not recognised in statement of financial position.

**Lease payments:** Rentals payable under operating leases are charged to the statement of comprehensive expenditure in the period to which they relate.

## Segmental reporting

Management is satisfied that under the requirements of IFRS 8 the organisation has no additional disclosure to make.

## Employee benefits

Salaries, wages and the cost of all employment related benefits, including the liability associated with untaken annual leave, are recognised in the period in which the service is received from employees. The liability for untaken annual leave is based upon the average number of days accrued per staff member multiplied by the median staff salary.

## Pensions

### Civil Service and Others Pension Scheme

Staff employed directly by the Commission and staff seconded to the Commission are eligible for membership of the Scheme. It is an unfunded multi-employer defined benefit scheme and the Commission is unable to identify its share of the underlying assets and liabilities. The valuation of the Scheme was completed as at March 2016 on 26 February 2019. Work on the next quadrennial actuarial valuation due as at 31 March 2020 is under way by the Government Actuary's Department. Amounts payable to the Scheme are charged to the Statement of Comprehensive Net Expenditure when due.

Details can be found in the resource accounts of the Cabinet Office: Civil Superannuation Accounts

(<https://www.civilservicepensionscheme.org.uk/about-us/resource-accounts/>).

### The Members of the Senedd Pension Scheme (MSPS)

A pension scheme for the Members of the Senedd was originally established under the *Government of Wales Act 1998* and continues in force under the *Government of Wales Act 2006*. The scheme is a defined benefit scheme and applies to the salary of Members and to any office holder salary. The cost of pensions provided for the Members is met by payment of charges calculated on an accruing basis, with liability for payment of future benefits charged to the accounts of the MSPS. Any liabilities of the fund arising from a deficit on assets would currently be met through increased funding by the Commission. In reporting on the assets and liabilities of the Scheme, the Commission has followed International Accounting Standard 19. In accordance with IAS 19, the Scheme Trustees are required to undertake a sensitivity analysis for each significant actuarial assumption as of the end of the reporting period, showing how the defined benefit obligation would have been affected by changes in the relevant actuarial assumption at that date.

The MSPS prepares its own annual accounts, separate from the Commission's accounts, and these are available on the Senedd website<sup>36</sup>.

### Value Added Tax

The Commission is treated as a Crown Body for the purposes of the *Value Added Tax Act 1994* and accordingly for the purposes of Section 41 of that Act (application to the Crown) it is treated as a government department, and VAT on goods and services supplied to the Senedd may be recoverable. The Commission is standard rated for VAT on its trading activities, such as the Senedd shop.

### Provisions

The preparation of the financial statements requires various estimates and assumptions to be made that affect the application of accounting policies and reported amounts. The Commission recognises a provision in full in the year that the obligating event occurred. All such estimates and judgments are reviewed on an ongoing basis and any revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future period affected. The most significant areas of estimation and critical judgments are:

<sup>36</sup> <https://senedd.wales/how-we-work/about-members-of-the-senedd/members-of-the-senedd-pension-scheme-the-scheme/members-of-the-senedd-pension-scheme-annual-report-and-accounts/>

**Members of the Senedd Pension Scheme:** Details of the actuarial assumptions can be found in Note 02.A and the Annual Report and Accounts for the Pension Scheme.

**Dilapidations:** Generally, the Commission considers that, with the minimal backlog of maintenance and the annual review and agreement to the 10-year forward work programme, there is no current need to make a provision for general dilapidations. Advice regarding specific issues is sought and a provision made where deemed appropriate.

## 02. A – Member and staff related costs

Information on Members and staff numbers (and other relevant disclosures) can be found in the Accountability Section – Remuneration and Staff Report.

### Member and staff related costs

**Table 8: Staff costs comprise**

Category	Staff £'000	Members and office holders £'000	Total 2022-23 £'000	Total 2021-22 £'000
<b>Salaries</b>				
Permanent Staff, Members and office holders	19,459	5,295	24,754	23,851
Temporary and Agency Staff	569	-	569	521
Seconded staff	156	-	156	72
<b>Social security costs</b>				
Permanent Staff, Members and office holders	2,263	697	2,960	2,686
Temporary and Agency Staff	54	-	54	43
Seconded staff	15	-	15	5
<b>Other pension costs</b>				
Permanent Staff, Members and office holders	5,225	1,041	6,266	6,003
Temporary and Agency Staff	107	-	107	88
Seconded staff	30	-	30	15
Subtotal Members, office holders and staff salary costs	27,878	7,033	34,911	33,284
Less recoveries in respect of outward secondments	(390)	-	(390)	(198)
<b>Total Members, office holders and staff salary costs</b>	<b>27,488</b>	<b>7,033</b>	<b>34,521</b>	<b>33,086</b>

There were no severance payments made to Commission staff in 2022-23 (2021-22, one payment.)

The Commission pays the salary and related costs of the Welsh Ministers, as explained in the Remuneration Report within these accounts. Amounts paid to the Welsh Ministers are disclosed within the Welsh Government's consolidated resource accounts. As at 31 March 2023 there were 60 serving Members of the Senedd. At the year-end there were 36 office holder posts of which 14 formed the Cabinet: one First Minister, eight Ministers of whom one is also Counsel General, and five Deputy Ministers of whom one is also Chief Whip.

### Civil Service Pension arrangements

For 2022-23 employer's contributions of £5.299 million (2021-22, £5.018 million) were payable at one of four rates in the range 26.6 per cent to 30.3 per cent of pensionable pay, based on salary bands. The scheme's actuary reviews employer contributions every four years following a full scheme valuation. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

New employees since 1 April 2015 are eligible to join either alpha or partnership. Alpha is a career average defined benefit pension scheme; partnership is a defined contribution pension scheme.

The partnership pension account is an occupational defined contribution pension arrangement which is part of the Legal & General Mastertrust. Contributions due to the partnership pension providers at the Statement of Financial Position date were £34,444 (2021-22, £30,924). There were no contributions prepaid at that date.

Further details about the Civil Service pension arrangements can be found at the website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk).

### Members of the Senedd Pension Scheme

The Senedd provides a defined benefit scheme, governed by section 18 of the *Government of Wales Act 1998*. Section 20 (4) of and Schedule 11 to the *Government of Wales Act 2006* provides continuity for the Scheme. The *Government of Wales Act 2006* has not affected the legal status of the Scheme.

The Remuneration Board of the Senedd is the independent body responsible for setting the pay, allowances and pensions for Members of the Senedd and their staff. Details of pay and allowances are contained in the Board's Determination published in March 2023.

The Remuneration Board as part of its Determination for the Fifth Senedd introduced a new career average pension scheme (CARE) for Members. The

Scheme was approved by HM Treasury in accordance with the *Public Service Pensions Act 2013* and introduced with effect from 6 May 2016.

The Scheme provides benefits for Members of the Senedd and Office Holders. All Members of the Senedd are members of the Scheme from the date they enter the Senedd unless they specifically opt not to be.

From the start of the Sixth Senedd all Members are in the CARE Scheme. The Scheme has an accrual rate of 1/50th and pension age is linked to State Pension Age. The member contribution rate is 10.5 per cent. Members aged 55 or over on 1 April 2012 were subject to 'Transitional Protection' and continued to have their benefits calculated on a final salary basis for an additional five years until 6 May 2021. These members contributed either 10 per cent or 6 per cent for 40th or 50th accrual respectively until 6 May 2021.

In December 2018, the Court of Appeal ruled that the 'transitional protection' offered to some members of the judges' and firefighters' schemes, gave rise to unlawful discrimination. On 15 July 2019, the Chief Secretary to the Treasury made a written ministerial statement confirming that, as 'transitional protection' was offered to members of all the main public service pension schemes, the difference in treatment needed to be removed from all schemes for members with relevant service.

The Independent Remuneration Board of the Senedd is responsible for the rules of the Members Pension Scheme. Having considered the view of the Pension Board, the Board agreed that a remedy should be adopted to remove the discrimination in the rules of the Members Pension Scheme as a result of the transitional protection provisions they currently contain. The Board consulted with the affected Members and the Senedd Commission on a proposed remedy. Affected Members will be offered an immediate choice to remain in the CARE Scheme or to return to the Final Salary section for the Remedy period 6 May 2016-6 May 2021.

With effect from 7 May 2021 all Members are now in the CARE scheme.

The employer contribution rate is currently 19.9 per cent. The next actuarial valuation of the Scheme will take place as at 31 March 2023.

Normal Retirement Age is linked to State Pension Age (or 65, whichever is higher). Any Final Salary pension accrued before 6 May 2021 will continue to be payable at a Normal Retirement Age of 65.

The assets of the Scheme are held, separately from those of the Senedd Commission, by Mobius Life Limited, and are managed by four investment managers. Investments comprise units in pooled funds managed by Baillie Gifford, BNY Mellon, Partners Group and LGIM. The Trustees invest in a , a Sustainable Real Return fund, a Sustainable Multi Asset Fund, a Private Markets fund, an Ethical Global Equity Index (hedged and unhedged) fund, a Property fund and an Index Linked Gilts fund. During the year the Board agreed to disinvest from the Baillie Gifford Diversified Growth Pension Fund and switch the funds to the Baillie Gifford Sustainable Multi Asset Fund. The Trustees continue to work towards their ESG and investment objectives to reduce the Scheme's direct exposure to the oil and gas sector.

The principal funding objective is to maintain a fund of assets which is expected to be sufficient to provide the benefits promised to members and their beneficiaries. This objective is as advised by the Trustees of the Scheme, taking into account, advice from the Actuary. The aim is to ensure that accruing benefits are paid for during members' participation in the Scheme and that the charges borne by the Senedd for accruing benefits are reasonably stable over time. These objectives are addressed by determining a contribution rate expressed as a level percentage of pensionable salary called the Standard Contribution Rate. This standard rate is such that it would be just sufficient to finance the benefits under the Scheme, provided that experience is in accordance with the actuarial assumptions made. Depending on the size of the accumulated fund and the actual experience of the Scheme as disclosed at each three-yearly actuarial valuation, larger or smaller contributions may have to be paid for a period to allow, in particular, for amortising surpluses and deficits.

The Pension Scheme was set up in 1999 and is immature, with contribution income still exceeding regular outgoings on benefits. The weighted average duration of the scheme's liabilities is around 20 years.

**Table 9: The amounts recognised in the Statement of Financial Position are as follows**

	Note	31 March 2023 £'000	31 March 2022 £'000
Present value of scheme liabilities		(45,135)	(65,211)
Fair value of scheme assets		42,774	46,166
<b>Net liability</b>		<b>(2,361)</b>	<b>(19,045)</b>
Amount in the Statement of Financial Position			
Liabilities		(2,361)	(19,045)
Assets		-	-
<b>Net liability</b>	<b>9</b>	<b>(2,361)</b>	<b>(19,045)</b>

**Table 10: Analysis of amounts charged to the Statement of Comprehensive Net Expenditure**

	2022-23 £'000	2021-22 £'000
Current service cost	2,251	2,200
Interest on pension liability	1,749	1,253
Interest on scheme assets	(1,227)	(846)
	<b>2,773</b>	<b>2,607</b>
<b>Allocated in the account as:</b>		
Other pension costs	951	947
Pension finance costs	1,822	1,660
	<b>2,773</b>	<b>2,607</b>

**Table 11: Analysis of amounts recognised in the Statement of Change in Taxpayer's Equity (SCITE)**

	2022-23 £'000	2021-22 £'000
Actual return less interest on scheme assets	(4,921)	2,233
Experience gains and losses arising on pension liabilities	(3,536)	229
Changes in assumptions	26,963	394
<b>Net actuarial gains recognised in SCITE</b>	<b>18,506</b>	<b>2,856</b>

**Table 12: Movement in liabilities during the year**

	31 March 2023 £'000	31 March 2022 £'000
Liabilities at 1 April	65,211	63,885
Current service cost (net of member contributions)	2,251	2,200
Member contributions (including net transfers-in)	502	500
Benefits paid during the year	(1,151)	(2,004)
Interest on pension liability	1,749	1,253
Actuarial (gains)/losses	(23,427)	(623)
<b>Liabilities at 31 March</b>	<b>45,135</b>	<b>65,211</b>

**Table 13: Movement in assets during the year**

	31 March 2023 £'000	31 March 2022 £'000
Assets at 1 April	46,166	43,644
Interest on scheme assets	1,227	846
Actual return less interest on scheme assets	(4,921)	2,233
Employer contributions	951	947
Contributions by Members (including net transfers-in)	502	500
Benefits paid and expenses	(1,151)	(2,004)
<b>Closing fair value of scheme assets at 31 March</b>	<b>42,774</b>	<b>46,166</b>

The Commission expects to contribute £1,019,391 to the Members of the Senedd Pension Scheme in 2023-24.

The major categories of scheme assets as a percentage of total scheme assets are as follows:

**Table 14: major categories of scheme assets as a percentage of total scheme assets**

	2022-23	2021-22
Equities	51%	54%
Alternative investments	16%	16%
Property	8%	7%
Fixed interest and cash	25%	23%
	<b>100%</b>	<b>100%</b>

The assets of the Scheme are invested in a diverse spread of funds as follows:

- BNY Mellon Sustainable Real Return
- Baillie Gifford Sustainable Multi Asset Growth
- Legal & General Investment Management (“LGIM”) Managed Property
- Partners Group Generations
- LGIM Ethical Global Equity Index (hedged and unhedged share classes)
- LGIM Over 5 Year Index-Linked Gilt Index
- LGIM Cash (note this does not form part of the Scheme’s strategic asset allocation and is utilised on an ad-hoc basis for cash flow purposes)

This strategy is forecast to deliver a similar expected level of return to the Scheme’s previous investment strategy. The total market value of the Funds invested at 31 March 2023 was £42.7 million (31 March 2022, £46.1 million).

Over the year to 31 March 2023 the Scheme’s investment portfolio generated a return of approximately -7.8 per cent. This was driven by fall in all major asset classes during the period. The actual return on scheme investments during 2022-23 was a loss of £3.6 million (2021-22, gain of £3.2 million).

The Scheme’s investment strategy underperformed against equity markets over the same period, which fell c. 0.7 per cent (in local terms), but outperformed UK long term Government bonds (which returned c.-29.7 per cent). The Scheme underperformed against its discount rate (Consumer Prices Index plus 2.5 per cent), which returned c.12.6 per cent during a period of heightened inflation.

## Principal actuarial assumptions at the Statement of Financial Position date:

**Table 15: Principal actuarial assumptions at the Statement of Financial Position date**

Assumption	31 March 2023	31 March 2022
Discount rate	4.65%	2.65%
Future earnings increases – in excess of discount rate	0.55%	-2.00%
Future pension increases (CPI) – in excess of discount rate	2.05%	-0.50%
Expectation of life at age 65 (years):		
Male	23.6	23.5
Female	25.2	25.1
Widows	24.0	23.9

### Sensitivity to main assumptions

If the real rate of return in excess of earnings changes by 1 per cent a year, the total actuarial liability would change by around 2 per cent and the change in total liabilities by circa £0.9 million.

If the real rate of return in excess of pension changes by 1 per cent a year the total actuarial liability would change by about 16 per cent and the change in total liabilities by circa £2.7 million.

If longevity at retirement were assumed to be 2 years greater, this would increase the total actuarial liability by about 6 per cent and would increase total liability by circa £7.2 million.

Amounts for the current and previous four periods are as follows:

**Table 16: Amounts for the current and previous four periods**

	31 March 2023 £'000	31 March 2022 £'000	31 March 2021 £'000	31 March 2020 £'000	31 March 2019 £'000
Defined benefit obligation	45,135	65,211	63,885	54,679	55,178
Scheme assets	42,774	46,166	43,644	35,248	37,150
Net liability	(2,361)	(19,045)	(20,241)	(19,431)	(18,028)
Experience gains and losses arising on pension liabilities	3,536	229	355	(635)	(370)
Actual return less interest on scheme assets	(4,921)	2,233	7,144	(3,220)	388

Further information on the Members of the Senedd Pension Scheme<sup>37</sup> can be found in the Annual Report and Accounts for the scheme for the year ending 31 March 2023.

<sup>37</sup> <https://senedd.wales/how-we-work/about-members-of-the-senedd/members-of-the-senedd-pension-scheme-the-scheme/>

## 02. B – Members' other costs

Members' other costs of £10.260 million (2021-22, £9.688 million) in the Statement of Comprehensive Net Expenditure consist of:

Category	2022-23 £'000	2021-22 £'000
Office Costs	1,408	1,129
Additional Costs	260	240
Members' Staff Costs	8,410	8,209
Travel costs	182	110
<b>Total Members' other costs</b>	<b>10,260</b>	<b>9,688</b>

Members' staff costs include three severance payments in 2022-23 at a total cost of £25,361 (2021-22, nil).

The Senedd has a group stakeholder (defined contribution) pension scheme with AVIVA to which the Commission makes a monthly contribution of 10 per cent of gross salary for Members of the Senedd support staff. In addition, from the start of the Sixth Senedd, where a member of support staff chooses to make a personal contribution to their pension, those personal contributions will be matched by an employer contribution up to a maximum of three per cent of actual salary paid. The Scheme is compliant with automatic enrolment legislation and the Scheme's last re-enrolment staging date was 1 January 2023. The employer pension contributions paid in 2022-23 were £885,875 (2021-22 £703,437), this included £139,184 paid by staff via a salary sacrifice arrangement (2021-22 £102,572).

## 02. C – Commissioner for Standards

Under the terms of *The National Assembly for Wales (Commissioner for Standards) Measure 2009*, the Commission pays the salary of, and any related costs incurred by, the Commissioner for Standards ('Commissioner'). The Commission is responsible for ensuring that the salary and allowances agreed in the terms and conditions of the appointment of the Commissioner, and any reasonable liabilities incurred in the course of his duties, are charged to the Welsh Consolidated Fund.

The Commissioner for Standards is Douglas Bain CBE TD who was appointed with effect from 1 April 2021. The appointment is for a six year period. More information about Douglas Bain and his work as the Commissioner is available from <http://standardscommissionerwales.org/>

### Support resources

The Commissioner's office is supported by members of Commission staff who have been seconded to assist with the volume of casework under consideration, to provide customer service and to ensure that the office runs effectively. The table below provides the detail of the time and costs incurred by the Commissioner and the salary costs of his support staff. In addition, during 2022-23, the Acting Commissioner sought legal advice on a number of matters. This advice was provided by Commission staff.

### Staffing hours and costs

Nature of cost	2022-23		2021-22	
	Hours	Costs	Hours	Costs
Commissioner Hours	429		377	
Commissioner Employment Costs		£38,955		£31,552
<b>Costs charged to the Welsh Consolidated Fund <sup>(1)</sup></b>		<b>£38,740</b>		<b>£31,552</b>
Support Staff Employment Costs		£71,115		£70,874
Legal and other professional support Costs		£9,524		£5,137
<b>Directly attributable resource costs supplied by the Commission</b>		<b>£119,595</b>		<b>£76,011</b>

<sup>(1)</sup> There was a gross underpayment of £216 in October 2022, corrected in April 2023.

## 03. Other administration costs

Other administration costs of £16.2 million (2021-22, £15.2 million) in the Statement of Comprehensive Expenditure consist of:

	2022-23 £'000	2021-22 £'000
Leases - buildings	535	2,795
Leases - other	37	56
Accommodation and facilities costs	5,345	5,412
ICT costs	2,972	3,144
Administrative expenses	1,311	1,191
Staff related costs	643	512
<b>Other administration costs</b>	<b>10,843</b>	<b>13,110</b>
Interest charges on right of use assets	633	0
Depreciation, amortisation and impairment charges	4,591	2,099
<b>Total Other administration costs</b>	<b>16,067</b>	<b>15,209</b>

The estimated external audit cost for the audit of these financial statements is £68,985 (2021-22, £59,987). No additional non-statutory audit work was incurred in 2022-23 (2021-22, nil).

The reduction in lease costs compared to 2021-22 is due to the introduction of IFRS 16. Lease costs (excluding VAT) are now charged to the lease liability in the Statement of Financial Position. The charge in 2022-23 was £2.286 million.



## 04. Property, plant and equipment

	Land and buildings	ICT	Fixtures and fittings <sup>38</sup>	Assets under construction	Total
	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>					
<b>At 1 April 2022</b>	<b>65,510</b>	<b>8,502</b>	<b>1,863</b>	<b>118</b>	<b>75,993</b>
Additions	24	97	150	109	213
Reclassification	-	79	-	(79)	-
Revaluation	5,390	-	-	-	5,414
Disposals	-	-	-	-	-
<b>At 31 March 2023</b>	<b>70,924</b>	<b>8,678</b>	<b>1,924</b>	<b>148</b>	<b>81,620</b>
<b>Depreciation</b>					
<b>At 1 April 2022</b>	<b>-</b>	<b>(6,803)</b>	<b>(1,042)</b>	<b>-</b>	<b>(7,845)</b>
Charged in year	(1,914)	(561)	(128)	-	(2,603)
Revaluation	-	-	-	-	-
Disposals	1,914	-	-	-	1,914
<b>At 31 March 2023</b>	<b>-</b>	<b>(7,364)</b>	<b>(1,170)</b>	<b>-</b>	<b>(8,534)</b>
<b>Carrying amount at 31 March 2023</b>	<b>70,924</b>	<b>1,314</b>	<b>843</b>	<b>148</b>	<b>73,229</b>
<b>Carrying amount at 31 March 2022</b>	<b>65,510</b>	<b>1,699</b>	<b>821</b>	<b>118</b>	<b>68,148</b>

The carrying amount of land and buildings held under lease arrangements as at 31 March 2022 is £5.284 million (31 March 2022, £4.910 million).

A comprehensive revaluation of land and buildings was undertaken by DS Gibbon FRICS of Avison Young (UK) Limited as at 31 March 2023, in accordance with the Royal Institution of Chartered Surveyors Valuation Standards. The Senedd and the Pierhead were re-valued at depreciated replacement cost (DRC) as a proxy for current value. The valuer's approach included calculating the cost of constructing modern equivalent buildings and depreciating the cost to account for the age and future economic life of the buildings.

<sup>38</sup> Fixtures and fittings includes 'donated assets', consisting of the Mace donated by the Parliament of New South Wales for the opening of the Senedd.

For the current year J Williams of Avison Young (UK) Limited was commissioned to carry out a full valuation of land and buildings.

Revaluations have resulted in an increase in the value of Land and Buildings in the Statement of Financial Position of £7.329 million compared to the carrying amount that would have been recognised had the assets been carried under the cost model.

Impairment reviews did not identify any indications of impairment at 31 March 2023 and hence no impairments have been recognised.

	Land and buildings	ICT	Fixtures and fittings <sup>39</sup>	Assets under construction	Total
	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>					
<b>At 1 April 2021</b>	<b>61,130</b>	<b>7,366</b>	<b>1,789</b>	<b>191</b>	<b>70,476</b>
Additions	-	989	84	74	1,147
Reclassification	-	147	-	(147)	0
Disposals	-	-	(10)	-	(10)
Revaluation	4,380	-	-	-	4,380
<b>At 31 March 2022</b>	<b>65,510</b>	<b>8,502</b>	<b>1,863</b>	<b>118</b>	<b>75,993</b>
<b>Depreciation</b>					
<b>At 1 April 2021</b>	<b>(1,683)</b>	<b>(6,508)</b>	<b>(929)</b>	<b>-</b>	<b>(9,120)</b>
Charged in year	(1,683)	(295)	(121)	-	(2,099)
Disposals	-	-	8	-	8
Revaluation	3,366	-	-	-	3,366
<b>At 31 March 2022</b>	<b>0</b>	<b>(6,803)</b>	<b>(1,042)</b>	<b>-</b>	<b>(7,845)</b>
<b>Carrying amount at 31 March 2022</b>	<b>65,510</b>	<b>1,699</b>	<b>821</b>	<b>118</b>	<b>68,148</b>
<b>Carrying amount at 31 March 2021</b>	<b>59,448</b>	<b>858</b>	<b>860</b>	<b>191</b>	<b>61,357</b>

<sup>39</sup> Fixtures and fittings include 'donated assets', consisting of the Mace donated by the Parliament of New South Wales for the opening of the Senedd.

## 05. Intangible assets

Intangible assets comprise software and software licences for major systems used by the Commission:

	Software £'000	2023 Total £'000
<b>Cost or valuation</b>		
At 1 April 2022 and at 31 March 2023	884	884
<b>Amortisation</b>		
At 1 April 2022 and at 31 March 2023	(884)	(884)
Carrying amount at 31 March 2022 and 2023	-	-

	Software £'000	2022 Total £'000
<b>Cost or valuation</b>		
At 1 April 2021 and at 31 March 2022	884	884
<b>Amortisation</b>		
At 1 April 2021 and at 31 March 2022	(884)	(884)
Carrying amount at 31 March 2021 and 2022	-	-

## 06. Trade and other receivables

	31 March 2023 £'000	31 March 2022 £'000
Amounts falling due within one year:		
Trade receivables	176	89
Other receivables	24	14
Prepayments	1,771	1,810
Recoverable VAT	181	184
	<b>2,152</b>	<b>2,097</b>

There were no receivable amounts falling due after more than one year.

## 07. Cash and cash equivalents

	2023 £'000	2022 £'000
Balance at 1 April	1,171	412
Net change in cash and cash equivalent balances	(945)	759
<b>Balance at 31 March</b>	<b>226</b>	<b>1,171</b>
The following balances at 31 March were held at:		
Government Banking Service	71	1,257
Commercial banks and cash in hand	155	(86)
<b>Balance at 31 March</b>	<b>226</b>	<b>1,171</b>

## 08. Trade payables and other current liabilities

	31 March 2023 £'000	31 March 2022 £'000
Amounts falling due within one year:		
VAT payable	21	14
Other taxation and social security	881	849
Trade payables	721	680
Accruals	2,500	3,367
Amounts due to the Welsh Consolidated Fund	226	1,171
	<b>4,349</b>	<b>6,081</b>

There were no payable amounts falling due after more than one year.

## 09. Provisions for liabilities and charges

	MS Pension Scheme £'000	Dilapidation Provision £'000	2022-23 Total £'000	2021-22 Total £'000
<b>Balance at 1 April</b>	<b>19,045</b>	<b>171</b>	<b>19,216</b>	<b>20,412</b>
Decrease in provision	(18,506)	-	(18,506)	(2,856)
Pension finance costs	1,822	-	1,822	1,660
<b>Balance at 31 March</b>	<b>2,361</b>	<b>171</b>	<b>2,532</b>	<b>19,216</b>

Under IAS 19, a liability of £2.361 million is recognised for the Members of the Senedd Pension Scheme. Further information is provided on this in Note 02.A. Additional information on the dilapidation provisions can be found within the provisions section of Note 01 – Statement of accounting policies.

From the total provision of £2.361 million (2021-22, £19.216 million), no amount is expected to crystallise within one year (2021-22, £0 million).

## 10. Commitments under leases

### (a) Operating leases

Commitments under operating leases to pay rentals during the year following the year of these accounts are given in the table below, analysed according to the period in which payments are incurred.

Category	31 March 2022 £'000	31 March 2021 £'000
Land and buildings:		
Not later than one year	-	2,796
Later than one year but not more than five years	-	11,084
Later than five years	-	13,869
	-	<b>27,749</b>
Other – car, printers, and copiers:		
Not later than one year	18	38
Later than one year but not more than five years	41	85
	<b>59</b>	<b>123</b>

At 31 March 2023, the operating lease for the pool car had ended and a new one not signed. It is anticipated that a new pool car arrangement will begin in 2023-24.

### (b) Finance leases

Commitments that are classed as leases as per the application of IFRS 16 are analysed in the tables below. The Commission has no other finance leases. The Commission has applied the 'cumulative catch-up method' to transition and applied a discount rate of 0.95% in calculating the value of the right of use assets. This is the HM Treasury Discount rate promulgated in PES papers as the incremental borrowing rate effective as at 31 March 2023.

The liquidity risk inherent in the maturity analysis of the right of use asset is minimal given that the Commission receives funding from the Welsh Government on the basis of a budget which provides for the costs of servicing the lease.

Right of Use Assets	Buildings	Information Technology
At 1 April 2022	68,821	87
Depreciation expense	(1,966)	(22)
<b>At 31 March 2023</b>	<b>66,855</b>	<b>65</b>

Maturity analysis	£'000
<b>Buildings</b>	
Not later than one year	2,261
Later than one and not later than five years	11,500
Later than five years	66,700
Less interest element	(11,640)
Present value of obligations	<b>68,821</b>
<b>Other</b>	
Not later than one year	25
Later than one and not later than five years	63
Later than five years	-
Less interest element	(1)
Present value of obligations	<b>87</b>
Total present value of obligations	<b>68,908</b>
Current portion	1,653
Non-current portion	67,255

	£'000
Total cash outflow for leases	2,286

Figures exclude VAT

## 11. Capital and other commitments

There were no contracted capital commitments at 31 March 2023 and 31 March 2022.

## 12. Other financial commitments

The Commission has contracts that make reference to early termination but do not quantify charges for such an event. Early termination would be a breach of contract and the contractor would be entitled to damages representing the loss of profit on the work which would have been done under the contract if it had run its full course. As this figure is variable for each contract, such contracts have not been included in this note.

## 13. Financial instruments

The Commission does not issue or trade in financial instruments such as loans and has no borrowings. It relies primarily on funding from the Welsh Consolidated Fund for its cash requirements, and is therefore not exposed to liquidity risks. It also has no material deposits, and all material assets and liabilities are denominated in sterling, so it is not exposed to interest rate risk or currency risk.

## 14. Related-party transactions

The Commission has a number of transactions with the Welsh Government and with other government departments and public bodies, including HM Revenue and Customs. Additionally, regular transactions take place with the Members of the Senedd Pension Scheme (see Remuneration and staff report, page 132). Standing Orders of the Senedd require the Senedd, on a motion proposed by the Commission, to elect Trustees to the Members of the Senedd Pension Scheme.

The Senedd may give special or general directions to the Commission for the purpose of, or in connection with, the exercise of the Senedd Commission's functions.

The Commission has not undertaken any material transactions directly with Commissioners, senior managers or their close family members nor with any organisations where Commissioners, senior managers or members of their close family hold positions of control or influence.

An independent Remuneration Board was established by *The National Assembly for Wales (Remuneration) Measure 2010*. The Remuneration Board determines the salaries and allowances of all Members of the Senedd and office holders. The Members may no longer employ family members as their support staff and any who are currently employed must be made redundant at the end of the current Senedd.

The Commission decides the policies on salary and conditions for Commission staff. There are no restrictions in place relating to the employment by the Commission of family members of Commissioners or senior management.

Directors have declared that they hold no significant third-party interests that may conflict with their duties. A Register of Financial and Other Interests of Members is available at [www.senedd.wales](http://www.senedd.wales) and [www.senedd.cymru](http://www.senedd.cymru).

## Annex – regularity reporting

### Regularity Reporting

The Senedd Commission’s budget is authorised by the Senedd via formal budget motions. These motions authorise the Commission’s capital and revenue expenditure, as well as retainable income and the amount that may be drawn from the Welsh Consolidated Fund.

The Statement and supporting notes have been prepared in accordance with the 2022–2023 Government Financial Reporting Manual (FRoM) suitably adapted for the constitution of the Senedd and the Commission as specified by the *Government of Wales Act 2006*.

### SOS 03 Reconciliation of Net Cash Requirement to increase in cash

	31 March 2023 £'000	31 March 2022 £'000
Net cash requirement	(58,297)	(56,091)
From the Consolidated Fund (supply) – current year	58,592	57,463
Amounts due from the Consolidated Fund not drawn	(71)	(201)
Bank interest received	2	
Amounts paid to the Consolidated Fund	(1,171)	(412)
<b>Increase in cash</b>	<b>(945)</b>	<b>759</b>

This table is subject to audit.

An amount of £1,811 was received in respect of bank interest for the year ended 31 March 23. As per the *Government of Wales Act 2006*, the Commission is not permitted to retain this amount and will return it to the Welsh Consolidated Fund.

### SOS 04 Reconciliation of Net Resource Outturn to Net Cash Requirement 2022-23

	Note	Budget	Outturn	Net total outturn compared with budget: under spend/(excess)	Outturn 2021-22
		£'000	£'000	£'000	£'000
Net Resource Outturn	SOS 01	63,928	62,213	1,715	59,969
Cash required for rent		2,320	2,286	34	-
Accruals adjustments		-	-	-	-
Non-cash items	See below	(8,006)	(7,046)	(960)	(3,761)
Changes in working capital other than cash		350	843	(493)	(117)
<b>Net cash requirement</b>		<b>58,592</b>	<b>58,297</b>	<b>295</b>	<b>56,091</b>

<i>Non-cash items</i>	Note	Budget	Outturn	Outturn compared with budget 2022-23	Outturn 2021-22
		£'000	£'000	£'000	£'000
Depreciation and amortisation and de- recognition	4 and 5	(5,410)	(4,591)	(819)	(2,101)
Interest charges and depreciation relation to IFRS16		(896)	(633)	(263)	-
Pension finance costs and other provision movements	9	(1,700)	(1,822)	122	(1,660)
		<b>(8,006)</b>	<b>(7,046)</b>	<b>(960)</b>	<b>(3,761)</b>

This table is subject to audit.

### SOS 05 Analysis of income payable to the Welsh Consolidated Fund

	Budget 2022-23 £'000	Outturn 2022-23 £'000	Outturn 2020-21 £'000
Retainable operating income	220	73	61
Subtotal	220	73	61
Amount retained	220	73	61
<b>Amount payable to the WCF</b>	-	-	-

There has been no other operating income in 2022-23 (2021-22, nil).

This table is subject to audit.

