

Annual Report and Accounts: 2021-22

June 2022



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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www.senedd.wales

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June 2022





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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.

▼ Official Opening of the Senedd

Crowds gather outside the Senedd ready for the Official Opening, 14 October 2021



Foreword



Rt Hon. Elin Jones MS
Llywydd, Welsh Parliament

It gives me great pleasure to present this Annual Report covering my sixth year as Llywydd; the first report of the Sixth Senedd.

It is just over a year since the Senedd Election took place and we welcomed 20 new Members of the Senedd. Since then, we have continued to innovate and work flexibly to support Members as they represent the interests of their constituents and hold Government to account. The outreach and engagement activities, which raise awareness and encourage participation, have also recommenced in all parts of Wales.

We will continue to examine the lessons learnt from the previous years of operating within Covid-19 restrictions so that we capitalise on what worked well, in the interest of Welsh democracy.

Last Autumn also saw the election of the second Youth Parliament. The new cohort will undoubtedly build on the excellent work of their predecessors in giving a voice to the rights of young people of Wales.

Many challenges lie ahead, whether it be on recovery from the pandemic, climate change or advancing equality. Our focus will continue to be on delivering effective Parliamentary services for the benefit of the people of Wales.

The coming years may also see more fundamental changes to the Senedd itself. We need a parliament which more closely represents the people of Wales and will implement the necessary reforms.

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 in such challenging circumstances.

Introduction



Manon Antoniazzi

Chief Executive and Clerk of the Senedd

As I look back over the past year I'm struck by how much I have appreciated hearing the buzz of a busy parliamentary building once again as more Members, as well as public visits and events, have returned to the Senedd.

Throughout the pandemic, Commission staff have found novel and innovative ways of ensuring that the business of the Senedd has continued with as little disruption as possible.

With Covid regulations still in place during last May's Senedd Election, colleagues worked tirelessly to plan for the different scenarios under which the work of the Sixth Senedd might begin.

We welcomed new and returning Members to take their Oaths or Affirmations in the manner of their choosing; either in person at the Senedd or virtually from various locations across Wales. At a hybrid Plenary session, the Llywydd, Deputy Presiding Officer and First Minister were elected, and the work of the Sixth Senedd got underway; representing the people of Wales.

In preparing for the Sixth Senedd, colleagues in the Business Directorate looked at ways of ensuring our committees could be as effective as possible in reflecting the

diverse voices of Wales. Working with leading academic, Diana Stirbu, that work continues, building on the many examples of good practice which already exist.

Whilst ensuring we continue to provide outstanding parliamentary support in the current Senedd, we have also been planning for future reforms that may change the institution we serve. The Special Purpose Committee on Senedd Reform has been considering a range of issues including the way Members are elected as well as the size and diversity of the Senedd. And we have been supporting the Senedd and its Members in strengthening and developing new interparliamentary relations post EU exit.

With so many opportunities on the horizon, colleagues in the Resources Directorate have been reflecting on our capacity to deliver such wide-ranging changes. This work, alongside the lessons we've learned during the pandemic, will lead to exciting developments about how the Commission and its staff work in future. Our aim, as always, is to ensure we fulfil the needs of the Senedd as a modern, flexible parliament with distinction.

In October, Her Majesty The Queen officially opened the Sixth Senedd. Although we had to work within more constraints than usual in light of public health considerations, performers from across the country took part in a joyous event, reflecting Wales' rich and diverse talents and celebrating the Senedd's new term on an international stage.

I began this introduction with my delight at seeing the Senedd bustling once again as we re-opened our doors to the public. The worst of Covid-19 may be behind us, but new challenges have emerged. The Sixth Senedd is already looking at the impact of the cost-of-living crisis and how Wales can play its part in helping those fleeing the war in Ukraine.

Our role, as Commission staff, will be to support Members as they continue to search for answers to these challenges and serve the people of Wales.

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.
- 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.

Sixth Senedd 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 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 6 out of 6 Commission meetings.



Janet Finch-Saunders MS (Welsh Conservatives)

Commissioner with responsibility for sustainable development. Janet Finch-Saunders attended 6 out of 6 Commission meetings.



Rhun ap Iorwerth MS (Plaid Cymru)

Commissioner with responsibility for official languages. Rhun ap Iorwerth attended 6 out of 6 Commission meetings.

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 Commissioners appointed at the start of the Sixth Senedd are responsible for this report.



Joyce Watson MS (Welsh Labour)

Commissioner with responsibility for equalities. Joyce Watson attended 6 out of 6 Commission meetings.



Ken Skates MS (Welsh Labour)

Commissioner with responsibility for budget and governance (including Audit and Risk Assurance Committee membership). Ken Skates attended 6 out of 6 Commission meetings.

Fifth Senedd Commissioners

The Fifth Senedd Commissioners also oversaw activities described in this report. Following the Senedd Elections in May 2021, they continued in their roles as Commissioners until the new Sixth Senedd Commissioners were elected.



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 6 out of 6 Commission meetings.



Suzy Davies MS (Welsh Conservatives)

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



Rhun ap Iorwerth MS (Plaid Cymru)

Commissioner with responsibility for official languages, and delivery and transformation of services to Members.



David Rowlands MS (Brexit Party)

Commissioner with responsibility for security and Senedd resources.



Joyce Watson MS (Welsh Labour)

Commissioner with responsibility for equalities, and the Commission as the employer of Senedd staff.

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.



Ann Beynon (November 2018 - Present)

Ann took up her appointment as an Independent Adviser in November 2018 and she is a member of the Audit and Risk Assurance Committee (ARAC) and the Remuneration, Engagement and Workforce Advisory Committee (REWAC).

Ann Beynon attended 4 out of 4 ARAC meetings and 2 out of 2 REWAC meetings.



Robert (Bob) Evans (November 2018 - Present)

Bob took up his appointment as an Independent Adviser and a member of ARAC in November 2018. In February 2019, he was appointed Chair of ARAC.

Bob Evans attended 4 out of 4 ARAC meetings.



Ceri Hughes (November 2018 - Present)

Ceri took up her appointment as an Independent Adviser in November 2018 and serves as a member of REWAC.

Ceri Hughes attended 2 out of 2 REWAC meetings.



Sarah Pinch (November 2018 - Present)

Sarah took up her appointment as an Independent Adviser in November 2018 and has been appointed as Chair of REWAC.

Sarah Pinch attended 2 out of 2 REWAC 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.

Aled Eirug attended 4 out of 4 ARAC meetings.

The Independent Advisers' primary role is to act as members of the Audit and Risk Assurance Committee (ARAC) or the Remuneration, Engagement and Workforce Advisory Committee (REWAC) and help to ensure that Commissioners and the Commission's senior management team are supported and constructively challenged in their roles. They are individuals with a wealth of boardroom, government, public and private sector experience, at the highest levels, to help the Commission meet its own high standards of good governance and efficient use of public money.

The Independent Advisers are involved in a number of the activities and service areas of the Commission, acting as critical friends on projects and sometimes participating in the meetings of the Commission.

Remuneration

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



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 below.



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 and Corporate Governance and Assurance.

The Director of Finance/Head of Financial Services, Nia Morgan, responsible for corporate financial strategy, planning, budget management, payments and pensions reports to Ed Williams.

Ed took over the Director role in February 2022; it was previously held by David Tosh.

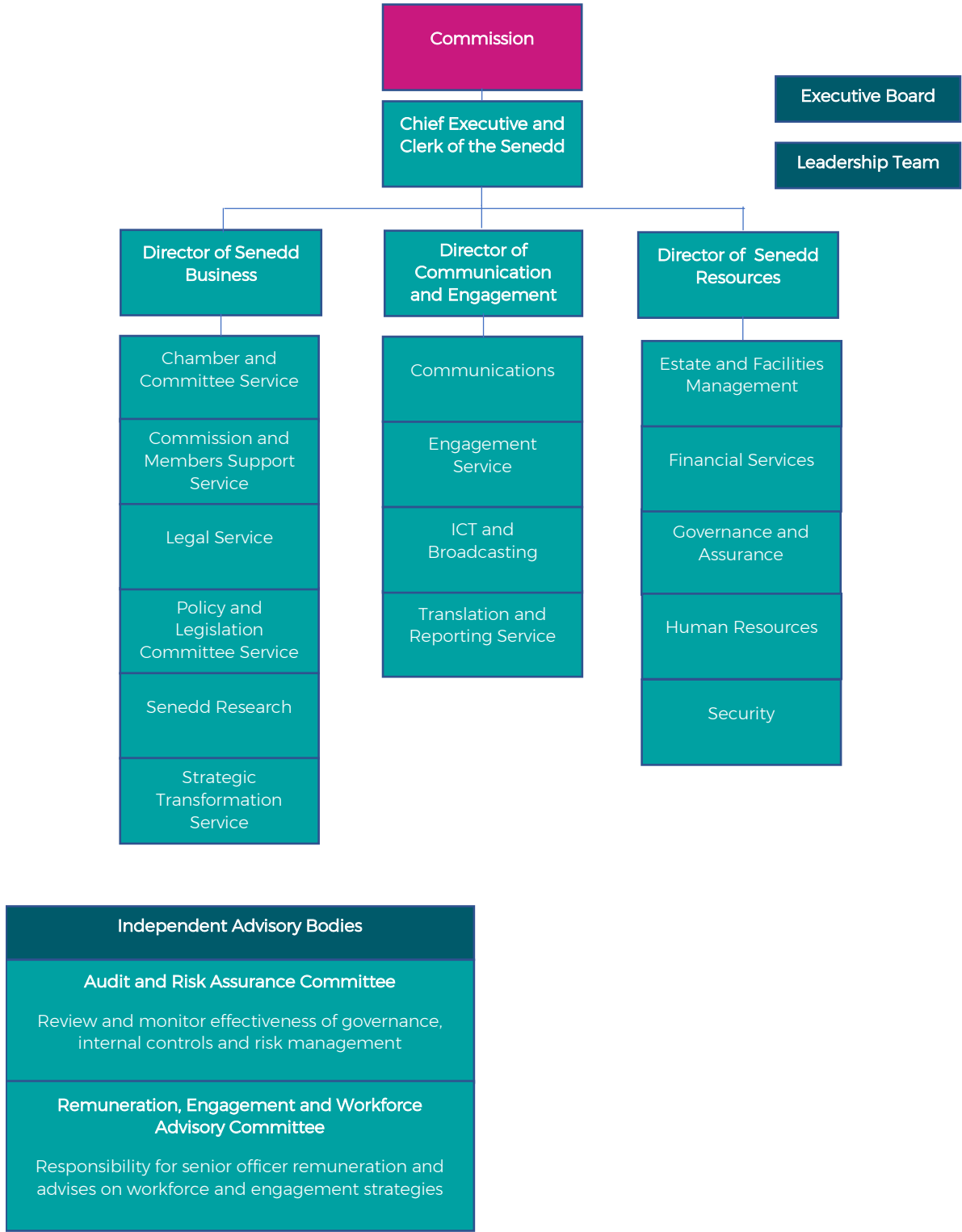


David Tosh

Director of Senedd Resources

David left the Commission in January 2022 on retirement.

Governance Structure



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 programme¹. The Executive Board is chaired by the Chief Executive and includes the Directors, Director of Finance/Head of Financial Services, Head of Human Resources and Inclusion, 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.

¹ 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 2021-22	Progress made during 2021-22	Looking forward to 2022-23
To provide outstanding parliamentary support	Providing support for Members across the range of business, and adapting to Members' needs 1 2 3 4 5	Senedd Elections 2021	Evaluating lessons learned from the transition to the Sixth Senedd, including effectiveness of Members induction and training, advice and guidance	Following the Election, a range of induction sessions for Members and their staff were delivered. With the exception of practical training provided in the Siambr, all core induction sessions were delivered virtually. This was necessary at the time due to Covid restrictions, but it also worked well, providing flexibility for Members around other commitments.	
		Regulatory Framework		The Independent Remuneration Board Chair and Chief Executive and Clerk have regularly engaged to discuss their respective roles and achieving the common goal of simplifying the regulatory framework for Members.	
		Senedd Reform		In October 2021, the Special Purpose Committee on Senedd Reform was created with a remit to consider the conclusions previously reached by the Committee on Senedd Electoral Reform in the Fifth Senedd and, by 31 May 2022, to make recommendations for policy instructions for a Welsh Government Bill on Senedd Reform.	Senedd Reform

Responding to, and facilitating constitutional change, including strengthening interinstitutional networks and learning 6	UK-related Constitutional Change	UK Constitutional Change
Maintaining a good reputation and developing sustainable services	An internal review of the Commission's approach to corporate and service level planning, instigated by the Capacity Review, has resulted in the development of a new Corporate Delivery Plan. This will provide additional clarity on how and when the priorities will be delivered, and responsibility and accountability for their delivery.	Finalising and publishing a new Corporate Delivery Plan

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2021-22	Progress made during 2021-22	Looking forward to 2022-23
To have citizens at the heart of all we do	Listening to citizens and showing how we act on what they tell us; that we are their voice 7			We continue to engage with citizens through interviews, focus groups and workshops as part of committee inquiries, which has helped inform evidence gathering sessions and in developing recommendations for the Welsh Government.	
	Encouraging and inspiring citizens to be involved in our deliberations online and in person 8			We have adapted our engagement programmes by providing online educational sessions and virtual events. We continue to focus resources on creating innovative content to continue expanding our reach to new audiences through a variety of platforms.	
	Establishing the Senedd as the focal point of Welsh public life 9 10			We produced a national, bilingual awareness-raising campaign to encourage participation in the 2021 Senedd Elections, with the campaign generating an increase in the number of visitors to the Senedd website, many of which were first time visitors. In November 2021, 60 new Welsh Youth Parliament Members were elected for our second Welsh Youth Parliament term.	

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2021-22	Progress made during 2021-22	Looking forward to 2022-23
To use resources sustainably	Putting sustainability at the heart of all that we do 16			In December 2021 we published our Carbon Neutral Strategy to be net carbon neutral by 2030, and work has already begun on the actions it contains.	
	Building and developing a skilled, committed and diverse workforce, equipped with the technology and facilities to perform their roles 12 13 14	Cyber-security	On-going work around cyber-resilience	Cyber-security remains one of the Commission's most significant risks and is subject to constant management, awareness-raising, improvement, and monitoring. The steps taken previously to secure our infrastructure have continued to protect the organisation and further protection applied during the past 12 months has allowed the organisation to keep pace with the evolving threat.	
	Effective planning and financial and project management, so we can respond quickly and flexibly to meet the needs of the Senedd 11		Concluding the capacity review and starting to implement the recommendations in the context of potential budget constraints/tighter budget for 2022-23	The Capacity Review was initiated over the start of the Sixth Senedd and the 12 core recommendations were grouped under the 3 themes of: Service delivery and staffing; Planning, and prioritising investment; and Improving productivity. The review's time-critical recommendations are already being delivered, while the remaining activity is being incorporated into the new Ways of Working strategy.	

Providing assurance through appropriate governance and evidencing value for money 17	Compliance with the Data Protection legislation (Senedd Commission)	Ensuring effective governance around changes to ways of working	The governance arrangements which were put in place at the start of the pandemic have continued to help ensure effective and timely decision-making and communication around decisions with staff, Members of the Senedd and their staff, media and the public.	
	Compliance with the Data Protection legislation (Members of the Senedd)		Following the Senedd Elections, induction sessions were provided for Members and their staff which covered their role as a data controller.	
Providing a safe and healthy environment to work and engage 15	Coronavirus	Evaluating lessons learned and the long term impacts of the Covid-19 pandemic	In May 2021, the Executive Board approved a report entitled Future ways of working: Learning and opportunities. The report incorporates detailed reflections on lessons learned during the pandemic and draws on key data and assessment information. The recommendations from the report are being implemented as part of a new Ways of Working strategy.	Finalising and implementing the Ways of Working strategy and programme of work
	Dignity and Respect		A review of the Commission's Dignity and Respect policies and procedures is being carried out following the work to update the Code of Conduct for Members of the Senedd.	

Our KPIs – Further information on our KPIs can be found on page 35.

- 1 Parliamentary Business taken place as scheduled

2 RoP published to deadline

3 MS/MSS satisfaction for parliamentary support

4 MS/MSS satisfaction for working in language of choice

5 Provision of bilingual papers

6 International engagement
- 7 Citizen engagement

8 Followers of Senedd corporate media channels

9 Reach of committee inquiry and report launches

10 Engagement with media distribution platforms

11 Operational outturn

12 Staff survey
- 13 Welsh language learners

14 Job applications from ethnic minority individuals

15 Staff sickness rate

16 Carbon emissions

17 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 45. Further information on the process and mitigation for these risks and the progress made on the areas identified for focus and development during 2021-22 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.

▼ First Plenary meeting of the Sixth Senedd, 12 May 2021



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 2021 to March 2022.

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 has adapted to the changing situation and some of our ways of working have adjusted as a result. This should be borne in mind when using previous years data for direct comparison.

Over the last couple of years, due to restrictions and changing situations, we have seen a detrimental effect on some of our key performance indicators such as international parliament engagement activities and the number of Welsh learners. However, continually adapting our ways of working to the current situation have also provided some benefits, such as, enabling us to increase our online visitor engagement and seeing increases to our social media follower numbers.

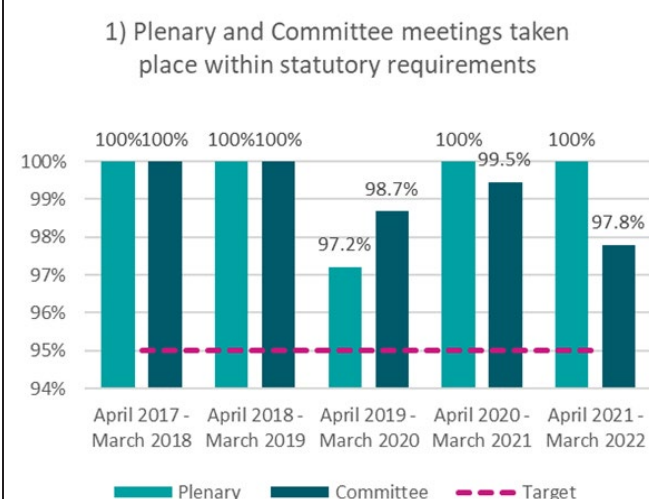
In order to ensure we adequately reflect the changes to our working practices due to the impact of Covid-19, and to ensure they are focused around the Commission's goals and priorities for the Sixth Senedd, during this reporting period we have reviewed our current set of key performance indicators and these will be reported on in next year's Annual Report.

To provide outstanding parliamentary support

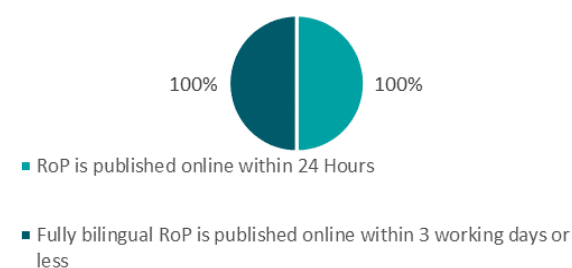
Progress during the year:

Due to the ongoing effects of the pandemic, the timetables for Plenary and committee meetings were reviewed, agreed or amended on a more frequent basis by the Business Committee. Therefore, some meetings which would have ordinarily been scheduled, were not. All of the 63 Plenary meetings scheduled took place within statutory requirements, with an additional 2 emergency meetings also taking place. This included 10 meetings being held as fully virtual and 55 of the meetings being held as hybrid meetings. Of the 224 committee meetings scheduled by the Business Committee, 219 took place as planned and 5 were cancelled. An additional 11 meetings were also held.

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



2) RoP published to deadline April 2021 - March 2022

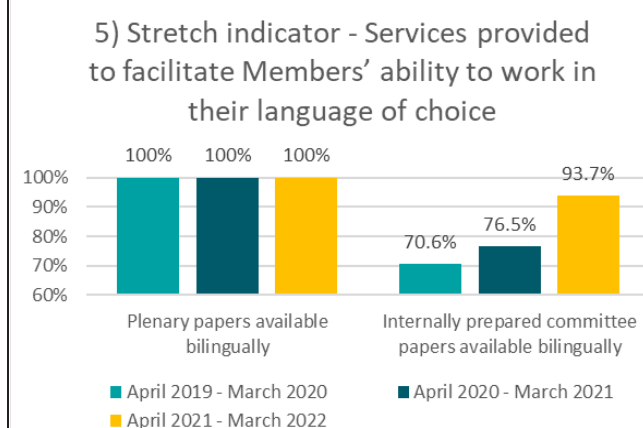
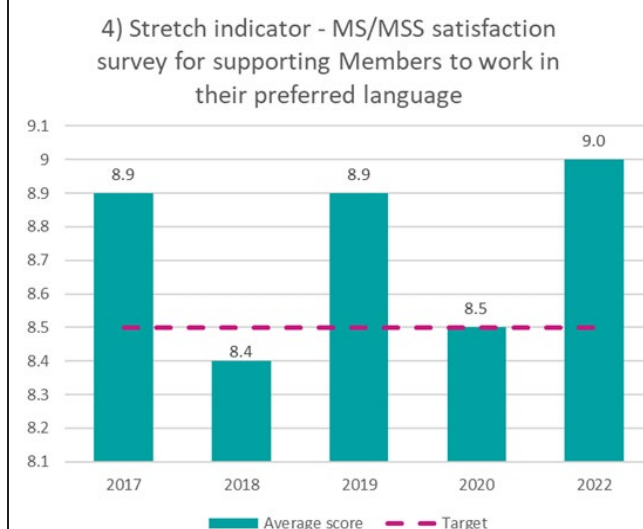
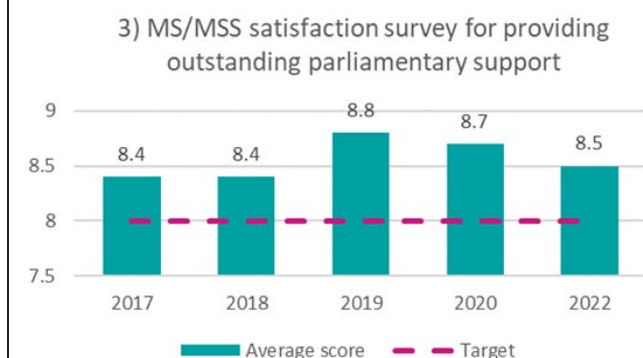


To provide outstanding parliamentary support

Progress during the year:

Due to the Senedd Elections in May 2021, the Members of the Senedd (MS) and Members support staff (MSS) satisfaction survey was conducted in September 2020 and between January and February 2022. Conducting the survey in early 2022 allowed new Members of the Senedd and new Member support staff to gain experience working in the Senedd and to contribute to the survey. There was a slight decrease in the average score for providing outstanding parliamentary support compared to 2019 and 2020, however, the score is still above the 8.0 target. The average score for supporting Members to work in their preferred language has improved since the last survey was conducted.

Within individual committees, the Chair and the Members may decide to not have all internally prepared papers produced bilingually. Of the 1,238 internally prepared committee papers, 1,056 were produced bilingually. Of those 1,056 papers, due to tight turnarounds, 67 papers were not produced bilingually within the agreed committee timescales.



To have citizens at the heart of all we do

Progress during the year:

The restrictions and regulations of the pandemic have continued to impact engagement activities and has therefore resulted in very few physical inward and outward engagements taking place during this reporting period.

The data reflects activity delivered by the Teams, including workshops, focus groups, interviews and presentations and shows a positive increase in the public's confidence, interest and understanding of the Senedd following the engagement activity. Due to the pandemic, the activities have predominately been delivered online, with some face to face sessions being delivered when regulations have allowed. We have also seen good attendance at our visitor engagement online presentations (537 participants) and the 360 degree virtual tour of the Senedd (1,629 participants).

6) Participation in relevant international parliamentary networks

Category	April 2019 - March 2020	April 2020 - March 2021	April 2021 - March 2022
Planned inward engagement	32	3	12
Undertaken inward engagement	23	2	7
Planned outward engagement	17	5	6
Undertaken outward engagement	18	5	4

7) The extent members of the public's confidence / interest / understanding of the Senedd has increased following their engagement with certain Teams

Team	Increase in participants confidence to get involved in politics	Increase in participants interest in the work of the Senedd	Increase in participants understanding of the work of the Senedd
Public Engagement Team	79%	85%	88%
Youth Engagement Team	78%	89%	88%
Visitor Engagement Team	80%	92%	100%

To have citizens at the heart of all we do

Progress during the year:

Followers across our main Senedd social media accounts (main Senedd Wales / Senedd Cymru Facebook pages, Twitter channels, LinkedIn, Instagram and YouTube) have continued to rise. Analysis shows a spike around high-profile events, such as the Senedd Elections in May and the Official Opening in October. Our channels have continued to benefit from a rise in interest in Welsh devolution as a result of the pandemic. We are developing an annual social media strategy to further develop the use of our social channels, drawing on audience insight to shape our plans.

Overall reach and engagement with media platforms on the work of committees has fallen this year. This is due to the pre-election period and the establishment of the Sixth Senedd. The steady rise in reach during early 2022 aligns with an increase in outputs from the newly established committees. We expect to see a significant rise in reach over the year as committees continue to increase their outputs. We are developing a news strategy, with a focus on reaching new audiences outside of Cardiff, including better engagement with the national press.

8) Increase in the number of followers on our main corporate social media channels

Period	Followers
April 2019 - March 2020	79,397
April 2020 - March 2021	101,168
April 2021 - March 2022	110,011

9) Reach as a result of promotion of committee inquiry and report launches

Month	April 2019 - March 2020	April 2020 - March 2021	April 2021 - March 2022
Apr	5,000,000	5,000,000	5,000,000
May	10,000,000	10,000,000	10,000,000
Jun	10,000,000	10,000,000	10,000,000
Jul	10,000,000	10,000,000	10,000,000
Aug	10,000,000	10,000,000	10,000,000
Sep	10,000,000	10,000,000	10,000,000
Oct	20,000,000	20,000,000	20,000,000
Nov	10,000,000	10,000,000	10,000,000
Dec	10,000,000	10,000,000	10,000,000
Jan	10,000,000	10,000,000	10,000,000
Feb	10,000,000	10,000,000	10,000,000
Mar	10,000,000	10,000,000	10,000,000

10) Media distribution platforms engaged with as a result of promotion of committee inquiry and report launches

Month	April 2019 - March 2020	April 2020 - March 2021	April 2021 - March 2022
Apr	50	50	50
May	50	50	50
Jun	150	150	150
Jul	50	50	50
Aug	50	50	50
Sep	50	50	50
Oct	150	150	150
Nov	50	50	50
Dec	50	50	50
Jan	50	50	50
Feb	50	50	50
Mar	50	50	50

To use resources sustainably

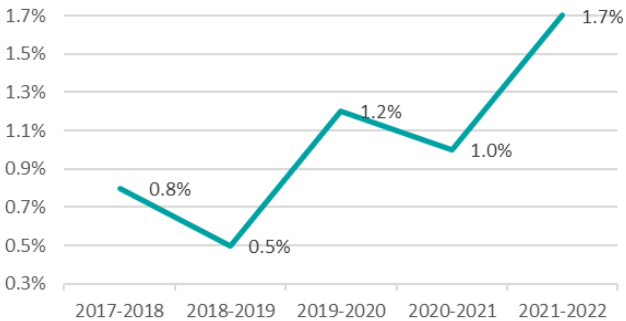
Progress during the year:

The end of year operational outturn is outside the target range this year. The principal reason for this was the release of £100k from the provision for accrued annual leave. This provision is calculated at the year end and was lower than expected. This increased the level of funds unutilised at the year end. Our accounts are unqualified and have been certified by the Auditor General for Wales.

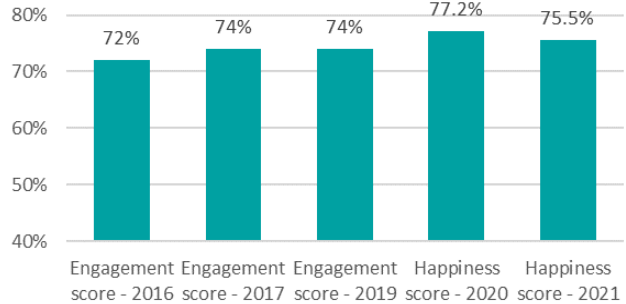
The annual staff survey, conducted in November 2021, was delivered via an independent survey specialist for the second successive year including the replacement of the Engagement Score with the Workplace Happiness Score - a framework which measures: employee engagement, happiness and well-being, reward and recognition, information sharing, empowerment, instilling pride and job satisfaction. This year's Workplace Happiness Score was 75.5%. Whilst not directly comparable, previous years Engagement scores for the Commission, together with the benchmark Civil Service Median Score of Engagement 66% (reported May 2021), are included here to provide continuity.

Through the pandemic Welsh language classes have continued to be delivered virtually. However, due to the personal circumstances of individual learners, for example, working different hours, there has been a decrease in the number of Welsh learners.

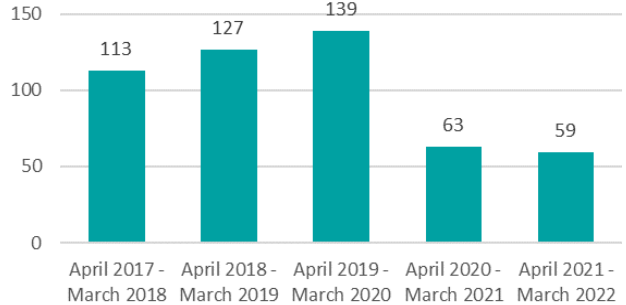
11) End of year operational outturn is within the range 0% to 1.5% of the approved operational budget



12) The happiness score from the staff survey is at, or above, the Civil Service Median score



13) Average number of Welsh language learners enrolled across all levels is maintained or increased



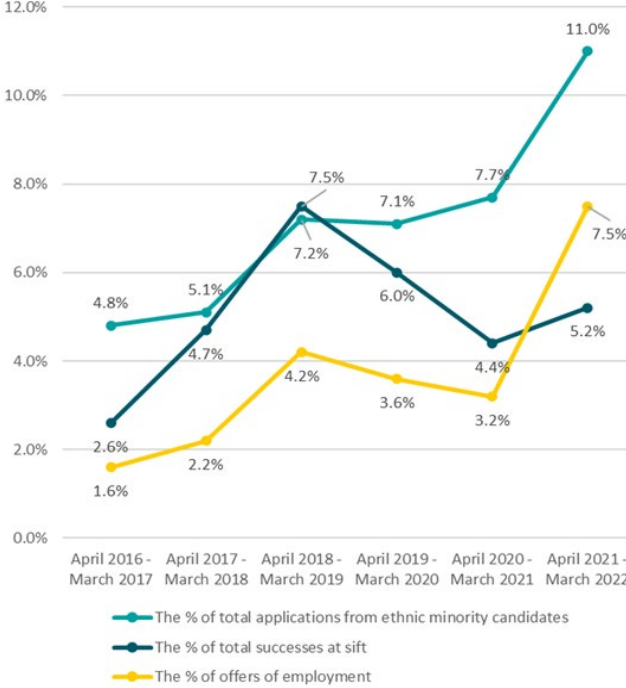
To use resources sustainably

Progress during the year:

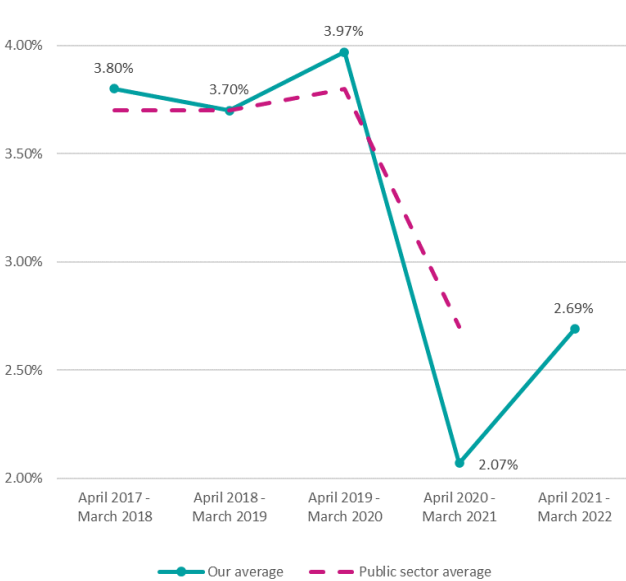
Our target is to increase the number of applications for externally advertised jobs from individuals identifying as ethnic minority year on year. Over the Fifth Senedd, we have doubled the number of applications from candidates that identify as ethnic minority, from 32 (4.8%) in 2016 to 64 (7.7%) in 2021. At the beginning of the Sixth Senedd, the number of applications from candidates that identify as ethnic minority is 105 (11.0%) in 2022.

The pandemic has affected the sickness absence data in a number of ways; while the virus may have led to additional sickness absence, measures such as furloughing, social distancing, shielding and increased homeworking appear to have both helped reduce other causes of absence allowing the general downward trend to continue, and impacted some of the measures used for appropriate comparison. As a result, the CIPD benchmark is not currently available. During the first half of the reporting year, Commission absence remained low, but has steadily increased to the end of the year. The Commission conducts regular wellbeing pulse surveys and we are aware of the impact the pandemic is having on the perceived physical and mental wellbeing of staff. Noting that mental health accounts for about half of our sickness absence, we have plans underway to further increase the support and resources to our staff around mental health, particularly as we plan for new ways of working.

14) Stretch indicator - Increase applications for externally advertised jobs from individuals identifying as ethnic minority



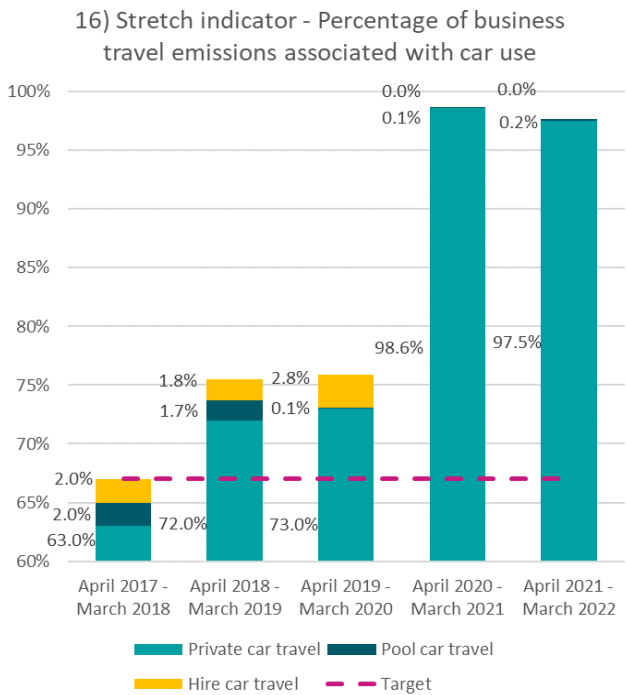
15) Stretch indicator - Staff rolling 12 month average sickness absence rate is at, or below, the public sector average as reported by the CIPD



To use resources sustainably

Progress during the year:

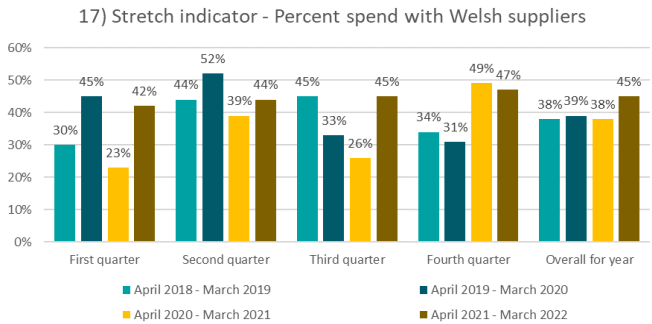
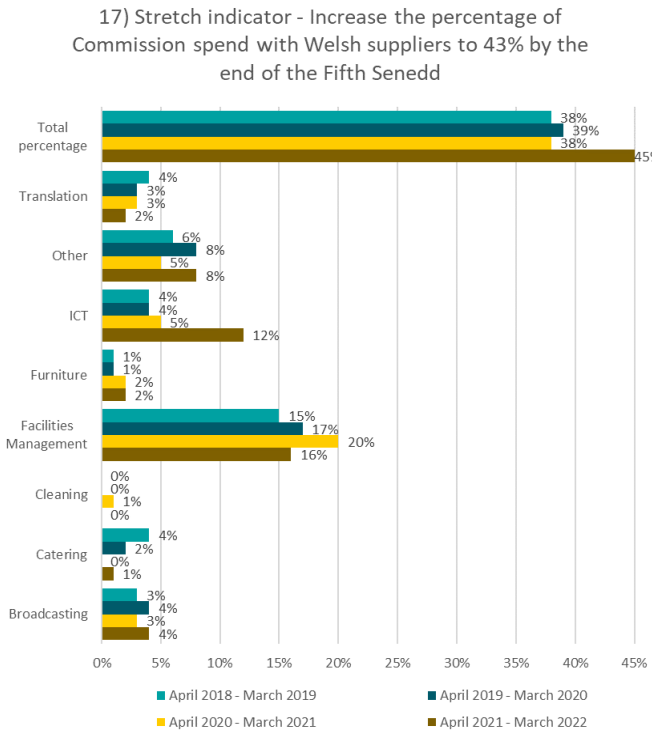
Our target is to reduce our total level of carbon emissions associated with business car travel to below the 2017-2018 baseline of 67%. In this second year of the pandemic, although travel claims are still less than a third of pre-Covid levels, with guidance to avoid public transport still having been prevalent this year, the majority of this travel has been via private car.



To use resources sustainably

Progress during the year:

Our spend with Welsh suppliers has seen a positive increase over the last financial year. Although some areas have still been impacted by the pandemic, as activity on site has increased this has resulted in more spend through the catering contract compared to the previous year where there was virtually no spend. This activity is likely to increase further during the next financial year. Within the categories ICT and Other we have seen the benefits of Welsh suppliers securing contracts through tendering activity that was carried out during quarters 1, 2 and 3, where Welsh spend has increased in these areas compared to the previous year.



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 levels² are included in the Governance Statement on page 112.

Despite a sharp focus on mitigating actions, the following risks have remained on the 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.

- Coronavirus

The risk which was on the Register at the start of 2021 focused primarily on the ongoing impact of Covid-19 restrictions on the workforce and Senedd business. This was reconfigured during the latter part of 2021 to focus on the measures to minimise the risk of introducing infection on the Senedd estate and the impact that increasing cases would have on business continuity.

A separate Covid-related risk also remained on the Register, to reflect the ongoing potential for a breach of the Official Languages Scheme during virtual or hybrid internal meetings. It should be noted that all formal business of the Senedd was compliant with the Scheme since the early days of the pandemic and every effort has been made to improve bilingual services to internal meetings.

- Cyber-security

Cyber-security remains one of the Commission's most significant risks and is subject to constant management, awareness-raising, improvement, and monitoring, with regular detailed updates on mitigation provided to Executive Board. It is also an area which is subject to regular independent

² 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.

audit and scrutiny, including by the Commission's Audit and Risk Assurance Committee. Further details on this, including the impact of the pandemic can be found in the Progress and performance and Risk identification and management sections of the Governance Statement on page 112.

- Compliance with the Data Protection legislation (Senedd Commission)

Mitigation of data protection risks remained a focus during this period for a number of reasons including: the additional resource needed to continue supporting changes to the different ways we were gathering and using information due to the pandemic; and the reprioritising of resources to provide guidance and support to new Members of the Senedd following the Senedd Elections in May 2021. A separate risk around data protection for Members of the Senedd was added to the Register following the Election.

- Dignity and respect

This risk remained on the Register as a further review of the Commission's Dignity and Respect policies and procedures is being carried out following the work to update the Code of Conduct for Members of the Senedd. This has involved wide consultation with Commission staff, Members and their staff, and Trade Unions which is now feeding into this further review.

- UK-related Constitutional Change

The risk which was on the Register at the start of 2021 related primarily to the EU transition period. The risk was reassessed in July 2021, and now reflects the impact of the wider and evolving constitutional landscape of Wales and the UK, including the implications of the UK's Internal Market Act on the Senedd.

following risks were added to the Corporate Risk Register during this period:

- Senedd Reform

This risk was added to the Register in response to requirements emerging from the proposed programme of Senedd Reform. Further details on this can be found under Special Purpose Committee on Senedd Reform in the Performance Analysis section on page 60.

- Regulatory Framework

This risk was added to the Register to outline mitigation around the challenges of effectively communicating, and ensuring understanding of, changes to the regulatory framework as they applied to Members of the Senedd. This includes the Code of Conduct for Members of the Senedd, Rules and Guidance on the Use of Senedd Resources, the Independent Remuneration Board of the Senedd's Determination on Members' Pay and Allowances, and related policies and procedures. The mitigating action included a coordinated approach to making a complex framework comprehensible. The separate risk around Members' standards of conduct was incorporated into this new risk.

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

A separate risk around data protection for Members of the Senedd was escalated to the Register during this period 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. This was included in their induction programme which was well attended and resource was prioritised to provide guidance and further training.

The following risk was removed from the Register during the year:

- Senedd Elections 2021

This risk related specifically to the possibility of having to move the date of the May 2021 Senedd Elections because of the pandemic. The Welsh Elections (Coronavirus) Act, which received Royal assent on 16 March 2021, along with detailed scenario planning mitigated the risk. It was removed from the Register following the successful transition to the Sixth Senedd with residual risks managed at a service level.

Other risks, including those relating to the Covid-19 pandemic and constitutional change, were reconfigured during this period as previously mentioned.

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 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					
	2017-18 £m	2018-19 £m	2019-20 £m	2020-21 £m	2021-22 £m
Operational budget (Note 1)	37	38	40	42	41
Independent Remuneration Board's Determination	16	16	16	16	16
Annually Managed Expenditure (Note 2)	2	2	2	2	2
Election related expenditure	0	0	0	1	2
	54	55	58	61	61

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:	2017-18 £m	2018-19 £m	2019-20 £m	2020-21 £m	2021-22 £m
Staff related costs (Note 3)	21	23	25	26	26
Non staff related costs	13	12	12	13	13
Project fund (Note 4)	0	0	1	1	0
Depreciation (non cash)	3	2	2	2	2
	37	38	40	42	41

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.

Total Commission Expenditure					
	2017-18 £m	2018-19 £m	2019-20 £m	2020-21 £m	2021-22 £m
Operational spend	38	38	40	42	41
Independent Remuneration Board's Determination	14	15	15	16	15
Annually Managed Expenditure	2	1	2	2	2
Election related expenditure	0	0	0	0	2
	54	54	56	60	60
Total expenditure vs total budget - under/(over) (Note 5)	-	1.0	2.0	1.0	1.0

Note 5 - 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:	2017-18 £m	2018-19 £m	2019-20 £m	2020-21 £m	2021-22 £m
Staff related costs	22	24	24	25	25
Non staff related costs	13	13	13	14	14
Project fund	0	0	1	1	0
Depreciation (non cash)	3	2	2	2	2
	38	39	40	42	41
Operational expenditure vs operational budget – under/(over)	(1.0)	(1.0)	-	-	1.0

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% to 1.5% of the operational budget.

2021-22 Outturn				
	Budget £m	Outturn £m	Variance £m	Variance %
Staff related costs	26	25	1	1.0%
Non staff related costs	13	14	(1)	-1.1%
Project fund	0	0	0	-
Election costs	2	2	0	-
Depreciation (non cash)	2	2	0	-
Total operational activity	43	43	0	-
Independent Remuneration Board's Determination	16	15	1	-
Annually Managed Expenditure	2	2	0	-
	61	60	1	1.0%

The operational outturn for 2021-22 is 1.7%. The Commission took a prudent stance anticipating a further increase in the cost of annual leave which staff have accrued but not taken following the significant rise in this cost in 2020-21 and the continuing issues arising from the pandemic affecting people's daily lives through 2021-22. The provision is calculated at the year end and was lower than expected which increased the level of funds unutilised at the year end.

SUPPORTING PLENARY



10 Individual Member debates



65 Plenary sessions

QUESTIONS ASKED IN PLENARY



23 Topical Questions



715 Oral Questions



2,450 Written Questions



1 Emergency Question

To provide outstanding parliamentary support

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



SUPPORTING LEGISLATION



2 new Bills introduced

SUPPORTING COMMITTEES



230 Committee meetings



93 Committee reports



Taking the oath or affirmation and early activities following the Welsh general election

Taking the Oath or Affirmation allows Members to begin to deliver their duties after a Senedd Election. There is a huge amount of preparation in order to ensure Members can get on with their work as quickly as possible once the results have been announced.

The Welsh Elections (Coronavirus) Act 2021 had created uncertainty about the date of the Senedd Elections and shortened the dissolution period to one week. The Act led to the Dissolution Guidance, which was first drafted and published in November 2020, to be updated and reissued on two separate occasions, with the latest version published in late March 2021, less than two weeks before the start of the pre-election period.

The uncertainty remained until one week before the Senedd Elections. There was also the added complication of not knowing what Covid restrictions would be in place during the Elections so multiple plans were prepared in advance to cover advice and arrangements for a range of contingencies.

Once the Senedd Election results were confirmed, Commission staff worked across teams to welcome new and returning Members and one of the first activities to be carried out was to ensure that all Members were able to take the Oath.

Usually, welcome and orientation activities are done entirely in-person. This year, reflecting requirements for social distancing and maximum capacity levels for the estate, onsite in-person activities was combined with virtual oath taking.

The welcome event for the 60 newly elected Members of the Sixth Senedd took place from Friday afternoon to Monday afternoon, with each swearing their allegiance, in front of the Clerk to the Senedd, and receiving their initial induction to the role - 35 at the Senedd, 3 in the North Wales office and 22 virtually. Twenty Members were elected for the first time. Commission staff were on hand to help Members with practical issues such as office space and ICT equipment as well as advice on their new role, security and support to employ staff. Covid driven virtual oath taking was popular and had the added benefit of enabling Members to take their oath in their constituency or region, or in the presence of family and friends. Virtual oath-taking will be made available following future Elections.

Having taken the Oath, all 60 Members were able to take part in the first Plenary meeting of the Sixth Senedd. At that meeting the Senedd elected a Llywydd (The Rt Hon. Elin Jones MS) and a Deputy Presiding Officer (David Rees MS) and agreed to nominate Mark Drakeford MS as First Minister. Since social distancing rules were still in place the meeting was held in hybrid format with 20 Members in the Siambr and the remaining 40 Members joining online from their offices in Tŷ Hywel.

Once the First Minister had appointed a Minister responsible for government business, the Business Committee could be established, and the routine organisation of weekly parliamentary business was able to get underway.

One of the early responsibilities of the Business Committee was to propose Members to be the four Senedd Commissioners, usually one from each political group. For the first time there were fewer than four political groups formed by Members of the Senedd. This meant that the Business Committee had to determine who the fourth Commissioner should be.

Over the following weeks Commission officials delivered a range of further induction sessions for Members and their staff covering subjects such as taking part in Plenary meetings, understanding their role as an employer and a data controller, and supporting them in setting up their constituency offices. With the exception of practical training provided in the Siambr, all core induction sessions were delivered virtually. This was necessary at the time due to Covid restrictions, but it also worked well, providing flexibility for Members around other commitments, as well as a chance to get used to our ICT systems in a training setting. It is something we will consider providing at the next Election too.

The Business Committee review of the committee timetable

Committees are often described as the ‘engine room’ of Parliaments, playing a key role in supporting scrutiny and a broad range of parliamentary functions. As such, they are required to cover the full scope of devolved activity, with some additional ‘specialist’ committees in areas such as finance, public accounts and public administration, and petitions. Each Senedd establishes its own committee structure.

At the start of the Sixth Senedd, the Business Committee agreed a fortnightly committee timetable, on the basis that it would provide:

- sufficient meeting time for committees to perform their roles;
- a fair balance between the time members are expected to spend on committee work and their wider responsibilities;
- flexibility for committees to hold additional meetings when there is a need to complete time-limited work, and/or address peaks in workload; and
- sufficient flexibility to accommodate an additional committee in the system, if needed (currently the Special Purpose Committee).

In addition to a fortnightly timetable, the Business Committee increased the amount of time available during the week within which committees could meet.

In December 2021, the Business Committee decided to review the timetable, to test whether arrangements made at the start of the Sixth Senedd could be improved.

The following terms of reference were agreed:

To review the current approach to the committee timetable, and committee remits, with a view to identifying any changes to the approach that could improve committee effectiveness, whilst maintaining an appropriate balance between the time committee members spend on committee work (in and outside committee meetings) and their wider responsibilities.

In preparation for the review, Commission officials considered the likely issues committees might need to consider during the Sixth Senedd, including the requirements of the legislation programme, and then prepared for the Business

Committee's consideration options for a structure which were judged to be both coherent and workable. In addition, relevant aspects of the legacy reports of the committees of the Fifth Senedd, including the Chairs' Forum, were discussed. A key factor in the Business Committee's review was the potential impact of the new structure on Member workload.

The Business Committee sought the views of committees, committee members, committee Chairs, and party groups, to inform the review.

After taking into account responses to the review, the Business Committee agreed a revised committee timetable at its meeting on 8 March 2022, with the changes to be implemented from the Summer Term 2022.

In summary, the Business Committee concluded that improvements to the committee timetable should be made, whilst maintaining an appropriate balance between the time committee members spend on committee work and their wider responsibilities.

It agreed to revise the committee timetable in four ways, to address issues raised in the responses to the review:

- maintain a fortnightly timetable for most committees;
- provide committees with reserve meeting slots in their non-sitting weeks that can be used without having to seek permission from the Business Committee (but with committee agreement);
- introduce an alternating Wednesday morning/Thursday afternoon meeting pattern to provide all policy and legislation committees, Public Accounts and Public Administration Committee, and Finance Committee with the same amount of meeting time and flexibility; and
- remove protected weeks, whilst continuing to provide protected time for committees that meet occasionally.

Whilst some feedback was provided on committee remits in the responses to the review, the Business Committee concluded that there did not appear to be a case for changing any committee remits at that time.

In arriving at its decision on the future timetable, the Business Committee recognised that the review had been conducted in the context of the Covid-19 pandemic, and that committee activity during the period of the review's focus has

been significantly affected by the public health restrictions in place to control the spread of the virus.

Once the Senedd agreed the remits, chairing arrangements and membership of its new committee structure, committee Chairs and members were provided with training on committee procedure and specialised briefing in their subject area. In addition, each committee set aside time to consider strategic objectives, ways of working and an initial forward work programme. In line with the recommendations of the Stirbu report (page 66), committees will undertake regular self-reflection and evaluation.

Special Purpose Committee on Senedd Reform

On 6 October 2021, Members of the Senedd voted to create the Special Purpose Committee on Senedd Reform, with a remit:

- to consider the conclusions previously reached by the Committee on Senedd Electoral Reform in the Fifth Senedd, as set out in its report Senedd reform: The next steps laid before the Senedd on 10 September 2020; and
- by 31 May 2022, to make recommendations for policy instructions for a Welsh Government Bill on Senedd Reform.

The establishment of the Committee reflected a consensus that it is crucial that the Senedd is equipped to make good legislation and hold the Welsh Government to account on behalf of the people of Wales.

The Committee took the approach of following three broad phases:

- Phase One: Members identify where there is, or a potential to establish, common ground between the policy positions of their political parties, in relation to Senedd Reform;
- Phase Two: on areas identified in Phase 1, gather further information as necessary for the Committee to develop recommendations for policy instructions; and
- Phase Three: develop recommendations for policy instructions.

During productive Phase One discussions, the Committee's Members considered a range of issues, including:

- the Senedd's size and system for electing Members;
- measures that could potentially increase the diversity of the Senedd; and
- the system for reviewing constituency boundaries and seat distribution.

To assist it in its work, the Committee also considered evidence previously gathered by the Expert Panel, which previously reported in 2017, recommending that the Senedd needed between 20 and 30 additional Members, elected through a more proportional electoral system with accountability to the public and diversity at its heart.

The new Committee also considered evidence previously gathered by the Committee on Senedd Electoral Reform, which was established in the Fifth Senedd to gather further evidence on the need for reform, to listen to the views of the public and to inform political parties and their manifestos ahead of the 2021 Senedd Elections.

Following a Plenary debate on its final report, which is required to be published before the end of May 2022, the Committee will be dissolved.

This document looks back over the last 12 months and reports on activities undertaken during April 2021 to March 2022. However, it is worth noting that in May 2022 the Special Purpose Committee on Senedd Reform published its report – Reforming our Senedd: A stronger voice for the people of Wales. The report was debated in Plenary in June and the Senedd voted in favour of reform proposals.

Legislative consent in the Sixth Senedd

Since the first National Assembly for Wales was elected in 1999, the Senedd has received additional powers on a regular basis, and the change of the institution's name in 2020 to Senedd Cymru / Welsh Parliament was a recognition of that change in powers and status.

In practice, this means that most law which affects Wales is now made by or through the Senedd. When the UK Parliament wishes to legislate on a subject matter that is devolved to the Senedd, it will not normally do so without the consent of the Senedd. This is known as the legislative consent (or Sewel) convention. It is a vital aspect of the Senedd's work, but one which is becoming increasingly challenging in the Sixth Senedd.

If a Bill is introduced in the UK Parliament which makes provision in relation to Wales for any purpose within the legislative competence of the Senedd or modifies the legislative competence of the Senedd, the Welsh Government must lay a legislative consent memorandum (LCM) in the Senedd. This should summarise the Bill's policy objectives and explain whether it is appropriate for such provision to be made. LCMs are generally considered in Plenary by way of a debate and a vote on a legislative consent motion. Multiple votes can take place if a Bill is amended as it passes through the UK Parliament.

The importance, and challenges, of scrutiny

The Senedd and its committees are given significant time for scrutiny of Senedd Bills through the various stages of the Bill process. However, under the LCM process there are far fewer opportunities to scrutinise UK Bills. This means that focussed Senedd engagement in the LCM process is particularly important to ensure that law which represents the interests of Wales and its people is enacted.

Given the compressed timetable for consideration of legislative consent for UK Bills, the Senedd's committees need to play a major scrutiny role in preparation for Senedd debates. It is often necessary for committees to respond quickly to amendments made to Bills as they pass through the UK Parliament, preparing detailed reports to very short timescales.

The legislative consent process places significant demands on committees and the officials that support them, and the unpredictability of the timing of amendments to UK Bills (and the broader UK legislative timetable) makes planning work programmes and resourcing particularly difficult.

These challenges have been exacerbated by the growing volume (and size) of UK Bills requiring legislative consent:

- In the first full year of the Fifth Senedd, 10 LCMs were considered relating to approximately 80 clauses and schedules;
- In the first six months of the Sixth Senedd, 14 LCMs were laid relating to approximately 350 clauses and schedules.

Improving the process

We expect this volume of LCMs to continue for the foreseeable future. To ensure that the legislative consent process does not place excessive pressure on committees and their support teams, and that the quality of Senedd scrutiny is not compromised, it will be necessary to improve the effectiveness and efficiency of the process.

To this end, Senedd Commission staff are currently supporting:

- A review by the Senedd's Business Committee, working with colleagues in the Welsh Government and UK Parliament to identify ways in which the procedure might be refined, information more easily shared and inter-institutional working improved;
- A much broader study by the Senedd's Legislation, Justice and Constitution Committee of how the legislative consent process works in Wales, the respective approaches to legislating for Wales taken by the Welsh and UK Governments, and the implications for the Senedd's role as a devolved legislature.

The aim here is to ensure that the legislative consent process delivers better outcomes in the Sixth Senedd in terms of effective scrutiny by the Senedd and that law represents the interests of Wales, wherever it is made.

Further information on the legislative work carried out by the Senedd can be accessed from our website: <https://senedd.wales/senedd-business/legislation/>

The Independent Remuneration Board's Strategy for 2021 – 2026

The Independent Remuneration Board of the Senedd has statutory functions to determine the salaries and other financial support available to Members. The Senedd Commission is under a legal duty to provide reasonable resources to the Board to enable it to deliver its functions, as set out in the National Assembly for Wales (Remuneration) Measure 2010. The Board produces and publishes its own Annual Report which sits outside the Senedd Commission's governance framework.

The Board published its Strategy for the Sixth Senedd³, accompanied by a summary on a page⁴, in December 2021.

The Board's Strategy sets out its purpose and guiding principles, as well as its goals and strategic objectives for its term of office. It identifies Senedd Reform, climate change and the global health pandemic as important factors when considering and determining the support needed by Members of the Senedd to carry out their work.

The Strategy outlines the Board's strategic objectives as:

- Delivering a Determination which responds to Members' changing business needs, citizens' expectations and the evolving constitutional context – a responsive Determination.
- Simplifying the Determination to provide flexibility for Members to determine their own priorities with proportionate safeguards, in co-operation with the Senedd Commission – a simpler Determination.
- Delivering a sustainable model of support, which takes account of diversity needs, the climate change emergency and long-term finances in Wales – a sustainable Determination.
- Engaging effectively with Members and a wider range of stakeholders to enable effective reviews and promote public trust – promoting trust and engagement.

The Board's goal for its term is to enable Members of the Sixth Senedd to do their parliamentary job effectively, in their locality and in the Senedd, and to prepare a

³ <https://remunerationboard.wales/media/nzmkdomh/strategy-for-2021-26.pdf>

⁴ https://remunerationboard.wales/media/sziigmwr/board-on-a-page_final_en.pdf

package of pay and support for the Seventh Senedd, all within a changing constitutional, social and global context.

The Board has considered its work programme to deliver its Strategy and the resources it requires from the Commission to support it which will inform the Commission's future budget strategy.

The Chair and Chief Executive and Clerk have regularly engaged to discuss their respective roles and achieving the common goal of simplifying the regulatory framework for Members.

Stirbu report

Professor Diana Stirbu of London Metropolitan University was commissioned, through the Senedd Research Academic Fellowship Scheme, to explore the power, influence, and impact of Senedd committees. The aim was to develop a framework to evaluate the effectiveness of committees in the Sixth Senedd.

On 21 October 2021, Professor Stirbu presented her final report to the Chairs’ Forum (a committee of all the Senedd’s committee Chairs, chaired by the Llywydd). The Forum endorsed Professor Stirbu’s report and agreed to monitor the implementation of its recommendations.

Professor Stirbu reported that, although Senedd committees do not currently have an agreed method or criteria for measuring effectiveness, the research had discovered existing good practices. However, these practices often happen inconsistently and in isolation. The research therefore found that evaluation should be integral to committees’ strategic approach, to ensure consistency between objectives, desired long-term impact and outcomes, and committee activity. This includes goal setting, planning future work, monitoring, tracking progress, and assessing the legacy of work.

To examine how this could be achieved, Professor Stirbu’s research looked specifically at:

- the conditions for effective committee activity; and
- the conditions for effective evaluation and self-reflection to take place.

Public engagement and diversity of evidence were cross-cutting themes in the research. It revealed that the impact of committees depends, to an extent, on the degree to which they communicate effectively with a wide range of stakeholders.

To support the work of the Chairs’ Forum, a programme has been established to coordinate the work needed to evaluate, develop, and implement the report recommendations. Work to deliver a number of the recommendations has already begun, though the programme as a whole is likely to last for the duration of the Sixth Senedd.

Enriching our evidence: improving links between the Senedd and the research community

Knowledge exchange is the two way process of bringing together the research community, Members, and officials to share ideas and expertise for the benefit of parliamentary and research activities.

The Senedd Commission has been building knowledge exchange capacity and networks in the higher education and research sectors for a number of years. This year saw the launch of a new knowledge exchange strategy, Enriching our Evidence⁵, aimed at broadening, deepening and diversifying the evidence available to the Senedd.

The knowledge exchange programme is one element of the Senedd’s approach to gathering evidence from a wide range of sources, including stakeholders and people with lived experiences.

Work is ongoing to promote the Senedd as a place of influence, making it easier for researchers to engage with the Senedd, and to ensure the best and most diverse range of research evidence is available to support effective law-making and the scrutiny of government actions, and increase research impact.

Recent successes include:

- the establishment of a ‘knowledge network’ of over 75 universities, research institutions and individuals, alongside a newsletter⁶ to share news, information, and new opportunities for engagement;
- the roll out of new guidance and training to help researchers understand how to engage with the Senedd, including support for the Welsh Crucible and the UK Research and Innovation (UKRI) Future Leaders Forum;
- the development of committee evidence diversity monitoring;
- the exploration of ‘areas of research interest’ to identify evidence and expertise around issues of interest to Senedd committees; and
- various international knowledge exchange activities.

⁵ <https://research.senedd.wales/media/lfrfuyoa/external-a5-eng.pdf>

⁶ <https://wales.us20.list-manage.com/subscribe?u=21dc5a218a4bbe36193ac178f&id=99a95504a3>

Our existing knowledge exchange programmes are also continuing, with:

- five research projects commissioned from experts on the Brexit Research Framework;
- the publication of three reports from the Senedd Academic Fellowship scheme, including the influential Stirbu report (page 66) on the effectiveness of Senedd committees;
- various uses of the Covid Register of Experts⁷, including original research on Test, Trace, Protect⁸, research on remote working⁹, a guest article on vaccine hesitancy¹⁰, an expert committee roundtable¹¹, and a survey¹² of the register;
- a collaborative PhD on democratic innovation between Aberystwyth University and the Senedd's citizen engagement team; and
- Senedd Research continuing to host UKRI PhD interns¹³ throughout the year.

Implementation of the new knowledge exchange strategy will continue throughout the Sixth Senedd.

⁷ <https://research.senedd.wales/knowledge-exchange/covid-19-register-of-experts/>

⁸ <https://research.senedd.wales/research-articles/coronavirus-how-can-test-trace-protect-be-improved/>

⁹ <https://research.senedd.wales/research-articles/remote-working-the-new-normal/>

¹⁰ <https://research.senedd.wales/research-articles/vaccine-hesitancy-in-wales/>

¹¹ <https://business.senedd.wales/ielistDocuments.aspx?CId=737&MId=12447&Ver=4>

¹² <https://research.senedd.wales/research-articles/beyond-the-pandemic-what-some-experts-think/>

¹³ <https://www.ukri.org/wp-content/uploads/2020/11/UKRI-101120-Policy-Internships-Scheme-Applicant-Guidance.pdf>

Bilingual services

During this period, the work of the Official Languages Team has focused primarily on planning, drafting and consulting on the Official Languages Scheme for the Sixth Senedd. The draft Scheme for consultation has been agreed and the consultation is underway. Members of the Senedd and their support staff and Senedd Commission staff were offered opportunities to comment on the content and format of the draft. In accordance with the Commission's strategic aim to put citizens at the heart of everything we do, and the requirements of the Official Languages Act, there has also been an opportunity for the people of Wales to comment on the draft scheme for consultation. These comments were considered and incorporated into the Scheme for the Sixth Senedd as required.

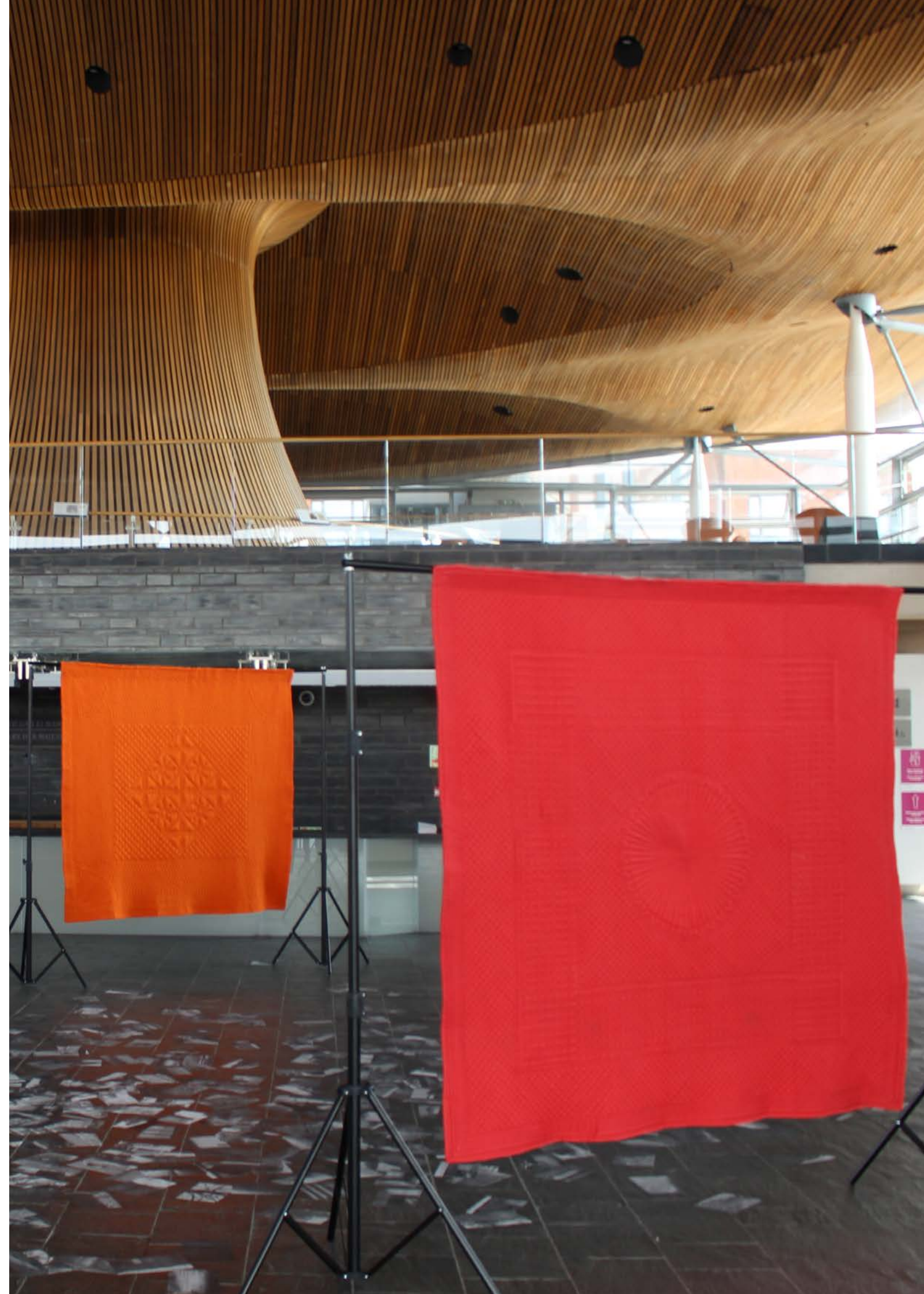
Having embedded the arrangements for conducting Senedd business online, in virtual or hybrid form, and having also welcomed a number of new Members of the Senedd following the Senedd Elections, there has been a significant increase in the percentage of contributions in Welsh. This increase can be attributed to a number of changes in the way Members contribute to proceedings. As the Senedd moves towards the next stage of returning to the estate we will apply the lessons learned to ensure that we continue to support Members and witnesses to use their official language of choice.

The retirement of a member of staff within the Official Languages Team has led to an opportunity for restructuring. The tutoring team's capacity has been increased to enable us to provide further support to Members, support staff and Commission staff. We will be working on even more flexible and specialist provision. Some of our learners will be sitting WJEC exams over the coming year, which is an opportunity for them to receive recognition for their dedication and hard work during the pandemic. The team will also continue to actively seek new learners across the organisation, be they former learners, new Commission staff or new Members or support staff who have joined since the Senedd Elections in May 2021.

The Team has also reviewed the Courtesy Level Welsh assessment in order for it to be accessible online or face to face, and the pronunciation module available to new Commission staff members was reviewed to assist them with the assessment. In the coming year, the team will work to produce training resources on working bilingually to accompany the refreshed training on pronunciation. The content of the awareness video was reviewed for new Commission staff members, and new pieces were recorded. Plans are in hand to create a series of videos and resources to support the awareness training.

Following a process of restructuring several teams across the Senedd Commission, we have reviewed these teams' Service Area Language Schemes in detail. The detailed reviews have also led to meaningful changes and good practice being shared with other teams. Heads of service review their plans annually as part of the process of producing the corporate assurance statement. At the same time, the Bilingual Skills Strategy was reviewed, and it was decided to incorporate the strategy within the Official Languages Scheme for the Sixth Senedd.

The Official Languages Scheme Annual Report 2021-2022 includes detailed information of our work in this area, available via our website.

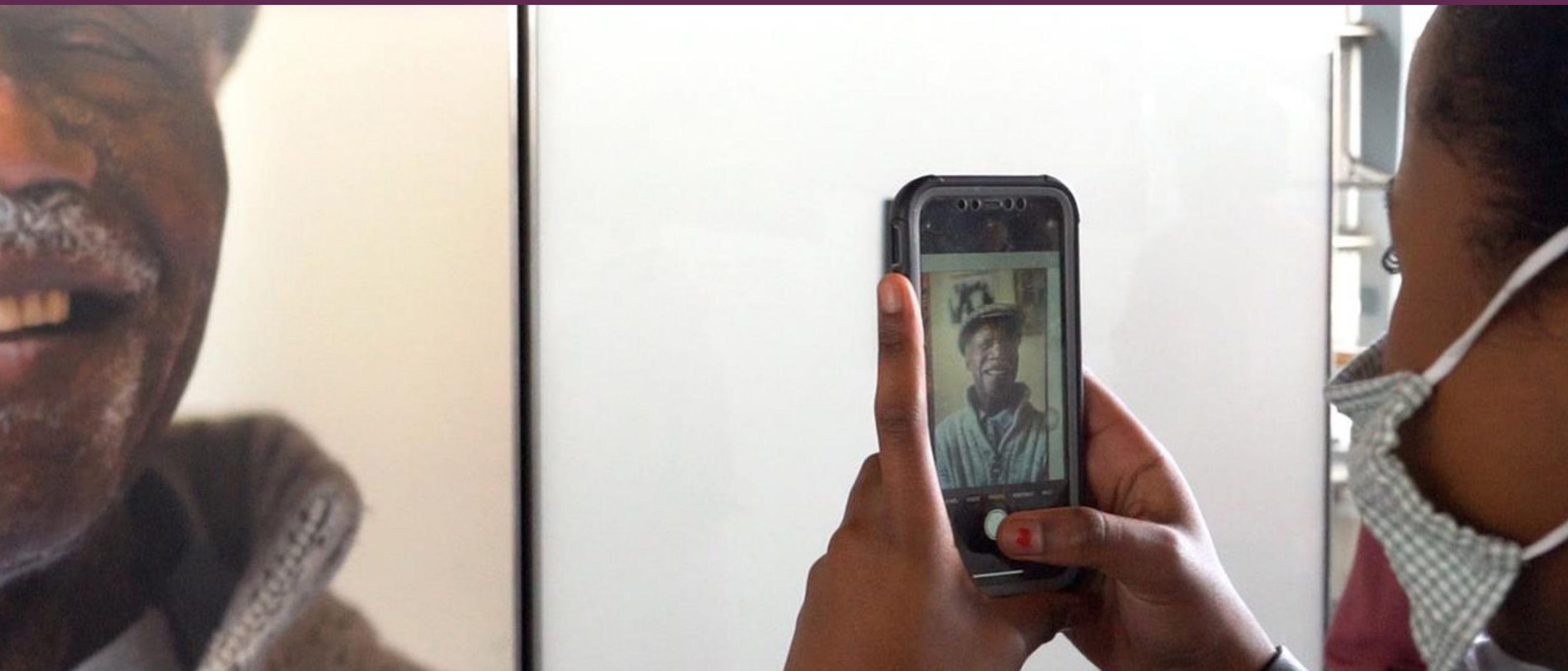


To have citizens at the heart of all we do

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.

▼ Windrush Cymru: Celebrating the Lives and Journeys of a Generation

This exhibition ran in the Senedd during Autumn 2021



OUTREACH AND ENGAGEMENT



Towards the end of the Fifth Senedd we saw a **122%** increase in followers on our corporate social media accounts



514,188

Number of views between September and December 2021 of the [Visit the Senedd](#) webpages

Our election campaign generated a **57%** increase in the number of visitors to the Senedd website



84% were first time visitors to the site

Communications and Engagement

Putting people at the heart of Parliament continues to be the focus of the Senedd Commission’s communications and engagement work.

Over the course of the pandemic, we have seen an unprecedented interest in Welsh politics and the work of the Senedd, which has resulted in an increased demand for news stories and higher engagement with our digital output. Towards the end of the Fifth Senedd we saw a 122% increase in followers on our corporate social media accounts and we reached more people than ever before as a result of adapting our engagement programmes online.

We will continue to build on this success, focusing resources on creating innovative content to continue expanding our reach to new audiences through a variety of platforms and engage them in valuable conversations about the work of the Senedd and how it impacts their lives.

Communication and Engagement highlights

Senedd Elections campaign

Our Communications and Engagement Teams produced a national, bilingual awareness-raising campaign to encourage participation in the 2021 Senedd Elections.

With the central theme of “Your Voice / Dy Lais”, the campaign used a mix of traditional media, social and digital media, radio, TV, and outdoor advertising to reach our target audience.

There was a particular focus on reaching 16-17 year olds, to encourage registration and participation in the Senedd Elections for the first time.

The campaign reflected the diversity of our communities, featuring inspiring images of people and Wales, with the Vote 16 campaign focusing on the lives and activities of young people.

Our media campaigns also trialed new ways of reaching audiences who have not traditionally engaged in the work of the Senedd, leading to successes such as the BBC One Wales special ‘Hayley: Virgin Voter’ which aired in the days running up to the Senedd Elections.

The Covid restrictions challenged the way we engage with young people as the usual school visits and in-person events could not take place. In turn, it presented

new opportunities to be more creative in the use of a range of virtual techniques and digital resources.

The online educational sessions and virtual events organised by our Engagement Team reached over 5,000 young people and educational professionals in the run-up to the Senedd Elections.

The campaign helped generate a 57% increase in the number of visitors to the Senedd website – 84% of which were first time visitors to the site.

The insight gathered from the evaluation of this campaign, alongside data on Senedd Election turnout, will help to inform our future campaign work.

Official Opening of the Sixth Senedd

Attended by Her Majesty The Queen, Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall, and guests, the Official Opening of the Sixth Senedd took place on 14 October 2021.

The day was not only a celebration of the Senedd but of the diverse communities across Wales whose voices we represent. We worked with partners: Hijinx, Tân Cerdd Project, Literature Wales, National Dance Company Wales and Welsh National Youth Opera, who helped deliver an event that celebrated Wales and its people.

The Welsh-language Children's Laureate, Gruffudd Owen, created a rousing poem under the theme of Dy Lais/Your Voice and workshops were held in schools across Wales to develop the poem. The result was a combination of influences that united to remind us "our unique voices were made to be heard". Photographer, filmmaker and poet, Zillah Bowes, also worked with people across Wales to create a unique piece of art to commemorate the Official Opening.

Our Covid Community Champions, who showed strength, unity, generosity of spirit and made a positive difference in their area during the pandemic were also able to join us from all parts of Wales.

Key successes:

- The highest media reach ever for proactive Senedd coverage – reaching a global audience (over 2,000 pieces of coverage).

- Increased use of new name – with media outlets across the world referring to us as Senedd / Welsh Parliament and a continued shift in the use of the term across even the hardest to reach media.
- Significant growth on Instagram – a channel that reaches our target younger audience.
- Human interest stories helped attract attention in media and online beyond the Royal visit and showcased us as a Parliament for all.
- Partner organisations helped to amplify our content beyond our traditional audience – especially on Twitter.
- Our social media content embedded in media coverage.

International Women's Day

International Women's Day (IWD) aims to help forge a gender equal world. Celebrating women's achievements and increasing visibility, while calling out inequality.

The IWD theme for 2022 was #BreaktheBias and aimed to promote a gender equal world, free of bias, stereotypes and discrimination. A world that is diverse, equitable, and inclusive. A world where difference is valued and celebrated.

As part of the Senedd's efforts to mark IWD, we held a virtual panel event with the Equality and Social Justice Committee to shine a spotlight on the Committee's most recent report Minding the Future: the childcare barrier facing working parents.

Exhibitions and visits

Exhibitions at the Senedd showcase the very best of Wales, ranging from partnerships with key national organisations to projects developed with Welsh communities.

Gwawr / Dawn, by Zillah Bowes

Gwawr / Dawn is a digital artwork created by artist Zillah Bowes for the Official Opening of the Sixth Senedd in 2021. It features photographs of people from all over Wales, along with landscapes, taken outside before and after sunrise.

Zillah Bowes is a multidisciplinary artist, creating works in film, photography and poetry. Her work has been shown worldwide in many ways including cinema, TV, online and galleries.

Windrush Cymru: celebrating the lives and journeys of a generation

We collaborated with Race Council Cymru and Amgueddfa Cymru – National Museum Wales to host an exhibition portraying the stories of the Windrush Generation in Wales, in their own words.

We were honoured by the visit of 12 Elders from the Windrush Generation in Wales who came together to see the exhibition in the Senedd with their families and curators from the National Museum.

During their visit they stated:

“it was a tremendous occasion to be recognised in the Senedd as people who have come to Wales to blend in and make a contribution.”

They shared their views on the exhibition in a video¹⁴ that was showcased on our website and social media. Both the physical and the online exhibition were very popular with visitors.

Content from the Windrush exhibition was also shared online through the website and the visit social media accounts during the exhibition dates October 2021 to February 2022. There was a substantial increase in the number of people who viewed content from the ‘Visit the Senedd’ pages during the exhibition dates with a total of 514,188 views between September and December (increase of 568% vs 1 May 2021 – 31 Aug 2021).

Undo Things Done, by Sean Edwards

During July and August 2021 we hosted the closing presentation of Undo Things Done, Sean Edwards’ exhibition commission for Cymru yn Fenis / Wales in Venice¹⁵ 2019.

Undo Things Done was commissioned by the Arts Council of Wales on the occasion of the 58th International Art Exhibition – La Biennale di Venezia with lead partner Tŷ Pawb, Wrexham and guest curator Marie-Anne McQuay.

¹⁴ <https://senedd.wales/visit/exhibitions/windrush-cymru-celebrating-the-lives-and-journeys-of-a-generation/>

¹⁵ <https://arts.wales/venice>

The exhibition takes as its starting point, Edwards’ experience of growing up on a council estate in Cardiff in the 1980s; capturing and translating what he calls a condition of ‘not expecting much’ into a shared visual language; one that evokes a way of living familiar to a great number of people. As part of the presentation in the Senedd, which includes Welsh quilts, prints, sculpture and film, the artist has reworked Refrain, 2019. Nearly 2,000 visitors attended the exhibition.

Virtual visits

During the pandemic, the Visitor Engagement Team launched virtual sessions to continue reaching the people of Wales while the building was closed to the public. These sessions have been popular and have expanded the reach of our engagement activities. As a result, the Team have continued to host them in addition to face-to-face visits. The Team hosted 82 online Introduction to the Senedd presentations that were attended by 560 people.

Some feedback from attendees includes:

“Very informative session delivered by someone with a real passion for the work of the Senedd.”

“My interest in what’s happening in the Senedd has increased enormously!”

“This is a brilliant session for an A-Level Politics group who found it very interesting and incredibly useful. In particular, the slides on the referenda showing the geographical breakdown of the vote were great, and the specific examples of (e.g. taxes, milestones, constituencies and regions, budget figures equality, petitions etc) were so helpful for A-Level students in exemplifying principles. The explanation of the FPTP [first past the post] and MS electoral systems was very clear. Thank you for such an engaging, well-pitched, clear and informative session.”

Engagement programmes

Welsh Youth Parliament

The election campaign to elect Members to the second Welsh Youth Parliament (WYP) began on 2 June 2021, with the election then taking place in November 2021.

At the end of 2021, 60 new WYP Members were elected, aged between 11 and 18 years, for our second Welsh Youth Parliament term.

Of the 60 members, 40 were elected to represent geographical constituencies, with a further 20 nominated from organisations and charities. All will serve a two-year term.

Compared with the first election campaign whereby the majority of the engagement was face-to-face, the Engagement Team had to adapt to an online engagement programme during the pandemic, where working with partners and utilising our links with schools were crucial to the success of the second election. New social media channels such as Tik Tok were used to expand the reach of our engagement with younger audiences as part of a wider digital campaign.

The first meeting with all 60 WYP Members was held virtually over the weekend of 18-19 February 2022, chaired by the Llywydd, The Rt Hon. Elin Jones MS. Members voted to prioritise the following themes: Our Mental Health and Wellbeing, the Climate and the Environment, and Education and the School Curriculum. They will also ensure the work and recommendations of the first Welsh Youth Parliament are taken forward.

Citizen Engagement

Since the beginning of the Sixth Senedd, the Citizen Engagement team has supported 23 committee inquiries.

Highlights include engagement for the:

- Economy, Trade, and Rural Affairs Committee's inquiry into the HGV driver shortage¹⁶. In-depth interviews with 16 current and former HGV drivers ensured that lived experience supported Members in the oral evidence sessions and in developing recommendations to the Welsh Government in its subsequent report published in January 2022.
- The Equality and Social Justice Committee's inquiry into childcare and parental employment¹⁷. In November 2021, 10 focus groups and 2 one-to-one interviews involving 59 participants from across all five Senedd regions took place. Views and experiences shared helped inform the

¹⁶<https://business.senedd.wales/documents/s121854/HGV%20driver%20shortage%20and%20supply%20chain%20issues%20-%20Engagement%20findings.pdf>

¹⁷ <https://business.senedd.wales/documents/s121398/Summary%20of%20engagement.pdf>

Committee's evidence session with the Deputy Minister for Social Services and its subsequent report published in January 2022.

- The Health and Social Care Committee's inquiry into the Waiting Times' Backlog¹⁸. The Citizen Engagement Team facilitated 13 interviews and 2 focus groups. The engagement findings supported Members in their Ministerial scrutiny session with the Minister for Health, the Chief Executive of the National Health Service in Wales, and the Deputy Chief Medical Officer.

Education

The Education and Youth Engagement Team have delivered over 255 virtual sessions with schools, colleges and youth organisations reaching an audience of over 32,000 young people, teachers and professionals within the youth work sector.

Some of the feedback received stated:

"Talks like these are invaluable as they enable us to provide enriching experiences for our students beyond what can be provided through their academic studies."

"I just wanted to thank you for the super session today. The children were really engaged and left school this afternoon full of information and questions. They couldn't wait to tell parents."

"The pupils in both classes thoroughly enjoyed it, as did I! We learned a lot and thank you for the resources."

Some of the engagement highlights from the Education and Youth Engagement Team include:

- Votes 16 campaign - The Team produced engaging and informative online sessions for first time voters and a host of online resources for schools, colleges and youth groups to use independently.

"I'm very happy you've covered everything I needed to know and I know much more now about the Senedd and voting."

¹⁸ <https://business.senedd.wales/documents/s122418/Paper%206%20-%20Report%20from%20the%20Senedds%20Citizen%20Engagement%20Team.pdf>

- Vote 16 Online Mock Election events - which gave young people from across Wales the opportunity to raise issues of importance to them.

"It was just an amazing opportunity to be able to speak about things we're really passionate about on a National platform and feeling like our voices were being heard."

"I was really grateful to the Senedd for giving us this opportunity to make our voices heard, and grateful to them for valuing and listening to our voices."

- The second Welsh Youth Parliament elections campaign - where we focused on encouraging young people from across Wales to stand as candidates and vote in the November elections.

"You have inspired us to think about how important political change is for young people in Wales, and we cannot wait to vote in the election this year!!"

- The Team has welcomed opportunities to support the work of Senedd committees and the Citizen Engagement Team. This has included supporting discussions with young people regarding the work of the Children, Young People and Education Committee and the Culture, Communications, Welsh Language, Sport, and International Relations Committee.

"The children enjoyed it so much and loved to be part of the conversation. Thank you for giving them this special opportunity."



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.

▼ The Pierhead bees, Spring 2022



USE RESOURCES SUSTAINABLY

ENVIRONMENTAL RESPONSIBILITY



100% diversion of waste from landfill
for the **fourth consecutive year**

Our bees have increased their honey
production by almost **30%** this year



AWARDS AND ACCREDITATION



Futures Report

The Executive Board initiated work early in the pandemic to capture learning and opportunities for the future. During the first year under Covid, this work engaged widely across the organisation to explore ways in which the Commission could become more flexible, responsive and sustainable in support of its strategic goals.

The Futures work covered a broad range of areas and is a snapshot of learning and reflections at the end of the Fifth Senedd. Its Report includes the outputs from the various engagement exercises, together with the findings of the discussions, surveys and workshops.

It set out a strong basis for a future vision for the organisation: a sustainable, responsive and flexible organisation which fulfils our Parliament’s business needs with distinction.

The Executive Board agreed the Report in May 2021 and the recommended actions which will be considered alongside the Commission’s other priorities.

The Report was also considered at an early meeting of the new Commission, which responded positively and was supportive of the findings and overall vision.

Focus has since turned to implementation in two main ways:

- the Report helped inform the work programme of the Capacity Review with some recommended actions already completed and delivering benefits for the Commission’s work;
- into the medium term this work, alongside the Capacity Review (page 88) and future accommodation needs of the Senedd, will be amalgamated into a Ways of Working strategy and associated delivery programme.

The Futures Report allowed for a conscious, careful consolidation of change in a way which seeks to maximise impact and minimise disruption, creating an organisation better able to respond to the demands placed on it in the years to come.

Capacity Review

The Capacity Review was initiated in 2021 to ensure the Commission can continue sustainably to meet its strategic priorities during a period of significant change. The Commission's drivers for change are many and include:

- the Senedd growing as a modern, law-making Parliament;
- UK government activity altering the constitutional landscape in which the Senedd operates;
- a new programme of Senedd Reform; and
- taking forward future ways of working for Members and the Commission.

The Review sought to examine the Commission's known and expected future demand, exploring how efficient and effective it is in delivering services to Members and the Senedd and assessing the opportunities to be ever-more efficient and resilient.

The Capacity Review not only set out recommendations that addressed capacity and efficiency, but also recommendations intended to help the Commission build a more cross-corporate view of current resource and demand in the future. With this organisation-wide view in place, further recommendations intended to create the capabilities to move resources flexibly to where they were most needed.

The Review was conducted over the start of the Sixth Senedd. Desktop research and analysis of data was conducted alongside interviews with each Head of Service and engagement with the Commission's Leadership Team. The review's 12 core recommendations were grouped under 3 themes:

- Service delivery and staffing;
- Planning, and prioritising investment; and
- Improving productivity.

In addition to these core recommendations, decisions were made to bring forward a number of actions immediately in light of their urgency. These included a review of service planning, the development of a Corporate Delivery Plan and the capacity of the ICT service area to sustain digital and hybrid working demand (with immediate pressures having been addressed).

Many recommendations in the Capacity Review are either directly or indirectly material to the Commission's agile working ambitions and the need for the Commission to define its future accommodation requirements.

As a result, whilst the Review's time critical recommendations are already being delivered, Commissioners approved folding the remaining Capacity Review activity into a new Ways of Working strategy. It is intended that this strategy will also incorporate the Commission's Agile Futures actions and its future accommodation needs. This approach recognises the interdependent relationship between how the Commission works and the space it works in, and will ensure the Commission continues to derive maximum benefits and value for public money.

Diversity and Inclusion

The Diversity and Inclusion Annual Report 2021-2022 includes detailed information of our work in this area, as well as accompanying workforce and recruitment diversity data, and our equal pay, gender pay gap and ethnicity pay gap data. These reports are available via our website.

The concepts of diversity, inclusion, wellbeing and safety have continued to be central considerations of our decision-making in our response to adjusting to the challenges as we emerge from the Covid-19 pandemic, ensuring that we keep people on our estate and those working remotely safe while day-to-day business continues and plan for using the estate more on a basis that is safe and inclusive.

Some of the highlights of this year include:

Ymlaen Graduate Internship

This year, we have partnered with the Windsor Fellowship to launch a new internship programme, entitled Ymlaen, offering four opportunities to individuals from an ethnic minority background.

We are committed to attracting talent from a wide range of backgrounds and recognise the value in reflecting the diversity of the Welsh population. The successful interns will be located in four different service areas - Committee Services, Strategic Transformation Service, Communications Service, and Engagement Service.

Diversity and Inclusion Strategy for the Sixth Senedd

The Diversity and Inclusion Team has gathered the views of a range of internal customers: staff, senior management and Members of the Senedd and their staff to inform emerging diversity and inclusion objectives for the Sixth Senedd. The draft objectives will be subject to a period of external consultation to help shape the Commission's new strategy.

Understanding the requirements of our workforce

The inclusion of diversity monitoring information in the Staff Survey and Wellbeing Pulse Surveys allows us to gain a greater insight into the experiences of employees with different characteristics.

Recruitment and Selection

- Where possible, we have advertised our roles as agile in terms of both location and working pattern.
- Strategically partnered with an executive search agency to diversify the talent pipelines and panels for senior Commission appointments and public and Crown appointments.
- Continued to monitor recruitment process and enhance assessment design, create bespoke advertising strategies for campaigns, enhanced panel diversity and job description/candidate pack design, all with a view to attracting the widest range of talent.
- Included a geographic location question and socio-economic background diversity questions in our candidate application process and reported alongside our wider findings in the Senedd Commission’s Workforce and Recruitment Diversity Monitoring Report.

Workplace Equality Networks Activity

Our Networks have observed key dates in the diversity calendar with colleagues sharing personal stories and generating social media content to promote awareness on diversity and inclusion related themes.

Virtual Diversity and Inclusion Week 2021

This year our theme was our organisational core values of Respect, Passion and Pride. We looked at how diversity and inclusion has become embedded in the work of the Senedd, the progress that was made in the Fifth Senedd and looking forward to the work that we have ahead of us in the Sixth Senedd. We shared a range of interesting resources covering a wide range of issues and intersectional identities.

Senedd’s Dignity and Respect Policy Refresh

A cross-organisational working group is reviewing the existing policy to ensure it is fit-for-purpose and clear for people to use.

Working with Strategic Partners

The Senedd Commission continues to work with our strategic partners, including BITC Cymru on race and wellbeing; Stonewall, Investors in People and Working Families. We also continue to be a Disability Confident Employer, an Autism Friendly Parliament and a Race at Work Charter Signatory.

Sustainability

This is the first year of our new Carbon Neutral Strategy, but it still has not been a normal year in terms of building occupancy and use of our estate. Last year we noted how we had achieved the primary goal of our previous carbon reduction strategy, even before the global pandemic hit. In this second year of the pandemic, use of the buildings has remained low but has slowly started to increase as restrictions have eased and guidance has allowed for more office-based working where appropriate. The work of the Senedd has continued in a hybrid format, with Members able to join key Plenary debates and committee sessions remotely - reducing the use of resources in the offices and lowering our travel footprint.

As staff return to the buildings in greater numbers, events begin in earnest, and Welsh Government guidance allows for working either from home or from a central office, we expect an equilibrium to be reached by most of our colleagues and visitors that allows their own needs to be met whilst meeting those of the organisation. We have begun work on making the buildings even more efficient, making low-carbon working and travel as easy as possible, and further improved the biodiversity capacity of our grounds.

Our environmental work has continued under the banner of a formally-certified 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

By far our biggest driver now, especially given the Senedd's recognition of the Climate Emergency, is our carbon footprint. In December 2021 we published our Strategy to be net carbon neutral by 2030 (available on our website¹⁹), and work has already begun on the actions it contains.

When we produced our Strategy for carbon, we looked at the data for the last normal year of operations: 2019-20. During this period our net carbon footprint was around 1,150 tonnes of carbon (CO₂e). This figure is down to 849 tonnes this year - a reduction of a little over a quarter. Given we aim to pretty much halve

¹⁹ <https://senedd.wales/commission/sustainability/>

that figure by 2030 before looking to offset remaining emissions, we could be seen to be well on the way to meeting our goal.

However, this data does not tell the whole story, as we are still not at a normal way of operating, with staff only just returning to the estate, events beginning to start back up, and the future way of working for the Senedd yet to be fully established. Although sustainability will be an important driver and objective for how we return to the office, we expect this figure to rise, at least until the new ways of working are established and new methods of carbon reporting fully embedded.

Energy

Whilst our bees will attest to a slightly milder winter this year, the prolonged previous winter gave us a very cold April and May 2021 to start the period off. This, combined with a slight increase in the use of the offices, meant gas use rose this year, although overall heating demand (including biomass) was still down on 2019-20. Efficiency savings stemming from commitments in the Carbon Neutral Strategy have already begun. We have recently completed works to zone the heating in Ty Hywel; allowing us to tailor the heat supply to better suit occupancy levels. We have also started the project to improve the efficiency of the building management system (BMS). However, we will not fully realise the associated savings from these projects until next winter.

Electricity use has risen slightly this year as the buildings have been used more, but usage is still below pre-pandemic levels. Given our use of more long-term supply contracts, we have been reasonably-well insulated from price rises in the energy market. We were able to take advantage of very favourable rates this year, set for the whole year, thanks to a contract with Crown Commercial Services, via the Welsh Government. The overall cost of gas and electricity has therefore risen approximately 10% this year. Similarly, next year's contract is due to protect us from the unprecedented price rises in the wholesale market seen during late 2021, as most of our energy was bought prior to this rise. We will experience a significant rise in unit costs for 2022-23, but nothing like we could have seen without these contracts in place.

As well as the improvements mentioned above, a quieter estate again this year has meant that the wider work of the Facilities and IT Teams has continued at pace, much of it offering carbon savings in the long-term. More hybrid meeting facilities have been installed, negating the need to travel to the office just for one or two meetings in a day. We have also continued the roll-out of LED lighting with more open plan areas now illuminated by LEDs, as well as Members' offices.

Water, Waste and Other Resources

Water use has increased slightly this year but is still well below a pre-pandemic year's consumption. This reflects the return of some staff to the estate, as well as the requirement to flush the water facilities periodically to minimise any risk of infection. Following historic issues with the accuracy of the external meter, we continue to report internal meter readings. However, these two figures are now closely aligned; giving us even greater confidence in our reporting data.

Waste production is slightly below half of a pre-pandemic year's production. Significantly fewer staff and visitors coming to our estate has been offset slightly by some work continuing in the buildings during this past year, as well as the contribution of PPE and cleaning waste. We continue to divert all waste from landfill; ensuring it is recycled, composted, or sent for energy recovery.

Paper use is down again this year; down more than 20% when compared to the already low volume used last year. This reflects not only the low numbers of staff in the offices, but also a change to the accountability of printing internally, as well as the use of the follow-me printing (copies are only produced when a staff member swipes their card at a machine). Furthermore, the wider changes in the ways people work is perhaps meaning printing documents rather than reading them electronically is no longer the default approach.

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 Forest Stewardship Council (FSC) are specified wherever relevant. We have also recently been requesting suppliers begin calculating the carbon footprint of goods, in order to help us more accurately calculate our own footprint, as well as beginning to include circular economy²⁰ requirements in specifications were applicable.

Travel

Whilst last year was exceptional, with a 90% reduction in travel, this year demonstrates a slow return to more movement of staff, but still demonstrating a 75% reduction on a normal year's mileage claims (average of three years prior to the pandemic). The work of the Senedd has continued to function in a largely

²⁰ Circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.

hybrid format - from Plenary sessions to committees and through to Commission staff team meetings. Following Welsh Government advice, the organisation has promoted a more flexible working pattern, with non-essential journeys not being undertaken.

Whilst we are yet to run our next biennial travel survey for more accurate data, we have seen overall volumes of commuters reduce significantly, with far fewer bikes in the storage facilities and much lower numbers of cars parking on site. When we run the survey we will be asking staff about their expected return to commuting; allowing us to build a carbon footprint of this impact as well as ensure active travel modes continue to receive the support required to make them a popular choice.

Our work to support active and sustainable travel modes has continued. In anticipation of the changing demands on our facilities as staff return in higher numbers, we have introduced a new electric bike area to our Bay estate - allowing e-bike users the opportunity to charge in situ before their return journey. We have also been planning for more electric vehicle (EV) users and will shortly be installing more EV charge points on the estate, and have been investigating a salary sacrifice scheme for Members and staff to lease EVs.

Biodiversity

In response to the nature emergency, we have been increasing our efforts around the estate, to maximise opportunities for biodiversity on the small amount of land we have available to us. Our Carbon Neutral Strategy commits to a doubling of the green space on the estate, something we have this year started on with a significant increase in the Ty Hywel garden area, utilising what was previously a stone-covered area to add in new pollinator-friendly plants and a second small pond to support invertebrates. We are also investigating the site's ability to support hedgehogs, in order to help reduce the decline of these animals.

In partnership with National Trust, and with the support of the Commissioner for Sustainable Development, Janet Finch-Saunders MS, we have recently introduced a new 'Bug Hotel' area to the Ty Hywel garden. This features bug boxes for creatures such as solitary bees and spiders to nest and overwinter in, as well as being an area where the trunk of the Senedd Christmas tree can be left to become an insect habitat.

The Pierhead Bees project has continued throughout the pandemic and the overall honey crop has increased again this year. Without extracting any from the

new third hive, the other two increased their honey productivity by almost 30% this year.

Other Impacts

Our Carbon Neutral Strategy includes measures such as solar PV systems which provide further protection against an uncertain environmental future. We have already started working on the feasibility study for solar systems, as well as conducting other work to adapt the buildings to more extreme weather events, including work on the Senedd roof.

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.



Greenhouse Gas Emissions 21 22 23		2017-18	2018-19	2019-20	2020-21	2021-22
Non-financial indicators (tCO2e)	Total gross emissions scope ²⁴	297	239	236	234	213
	Total gross emissions scope ²⁵	955	732	643	438	465
	Total gross emissions scope ²⁶	390	316	272	93	124 ²⁷
	Total outside of scope emissions	5.3	7.4	6.0	4.8	4.3
	Total gross emissions	1,659	1,304	1,156	752	858
	Total net emissions	1,654	1,296	1,150	748	849
Expenditure on accredited offsets (e.g. Government Offsetting Fund)		£0	£0	£0	£0	£0
Financial Indicators (£)	CRC Gross Expenditure	N/A	N/A	N/A	N/A	N/A

²¹ All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

²² All travel data now contains current and retrospective well-to-tank emissions for fuel use.

²³ Excludes MS and MSS travel January to March 2022 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

²⁴ Includes costs for electricity and air conditioning in offsite server farm from 2010 until its discontinuation in June 2018.

²⁵ All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

²⁶ All travel data now contains current and retrospective well-to-tank emissions for fuel use.

²⁷ Excludes MS and MSS travel January to March 2022 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

Energy Consumption 28 29		2017-18	2018-19	2019-20	2020-21	2021-22
Non-financial indicators (kwh)	Electricity (renewable tariff from 2018)	2,602,054	2,647,115	2,596,810	1,944,436	2,179,254
	Gas	1,452,075	1,314,772	1,289,334	1,282,969	1,352,857
	Biomass (renewable)	409,770	492,420	404,690	285,215	275,885
	Combined heating demand	1,861,845	1,807,192	1,694,024	1,568,184	1,628,742
Non-financial indicators (tCO2e)	Total energy emissions	1,363	1,066	962	734	800
Financial Indicators (£)	Total energy expenditure	431,187	467,404	521,093	406,650	424,857

²⁸ Includes costs for electricity and air conditioning in offsite server farm from 2010 until its discontinuation in June 2018.

²⁹ All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

Waste		2017-18	2018-19	2019-20	2020-21	2021-22
Non-financial indicators (tonnes)	Total waste arising	142	128	103	59	50
	Recycled/ Recovery	138	124	104	59	49
	Energy Recovery	4.04	4.07	43.0	41.0	23
	Landfill	0	0	0	0	0
	Waste composted	17.0	17.0	17.5	2.4	1.9
	Hazardous waste	0.4	0.3	0.2	0.02	0.14
	Paper purchased (A4 million sheets equivalent)	2.92	2.73	2.33	0.86	0.65
Financial indicators (£)	Expenditure on all waste disposal	33,008	39,749	27,025	5,445	15,206

Water consumption		2017-18	2018-19	2019-20	2020-21	2021-22
Non-financial indicators (m3)	Supplied (direct)	4,158	6,064	6,281	1,642	2,326
	Collected (indirect)	578	542	515	141	231
	Abstracted (indirect)	0	0	0	0	0
Financial indicators (£)	Expenditure on supply and sewerage	15,424	12,189	18,065	10,499	11,387

Official Travel ^{30 31}		2017-18	2018-19	2019-20	2020-21	2021-22
Non-financial indicators (miles)	Business travel	724,400	732,235	754,431	70,112	184,005 ³²
	Owned and leased vehicles	16,512	16,705	13,003	913	4,153
Financial Indicators (£)	Expenditure on official business travel	337,805	301,200	300,920	31,999	84,272 ³³

The information provided has been developed for our Annual Report and Accounts in accordance with HM Treasury's Sustainability Reporting Guidance for the 2021-22 financial year. We also use the DEFRA conversion factors for 2021 for

³⁰ All travel data now contains current and retrospective well-to-tank emissions for fuel use.

³¹ Excludes MS and MSS travel January to March 2022 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

³² Excludes MS and MSS travel January to March 2022 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

³³ Excludes MS and MSS travel January to March 2022 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

carbon dioxide equivalent (CO₂e) figures. CO₂e is a universal unit of measurement that allows the global warming potential of different GHGs 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.

Manon Antoniazzi
Chief Executive and Clerk of the Senedd
Date: 30 June 2022



Accountability



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 14-17.

Independent Advisers

Information on the Independent Advisers and Independent Committee members is included on pages 18-19.

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 22-23.

Significant interests held by Members

A Register of Financial and Other Interests of Members is available at www.senedd.wales and 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 2021 and 31 March 2022. There were six 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 133-149).

Auditor

The Accounts of the Senedd Commission are audited by the Auditor General for Wales. The Audit Report can be found at page 155. The estimated external audit cost for the audit of these financial statements is £59,987 (2020-21, £57,958). No additional non-statutory audit work was incurred during 2021-22 (2020-21, 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 167 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 and www.senedd.cymru.

Manon Antoniazzi
Chief Executive and Clerk of the Senedd
Date: 30 June 2022

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.

Manon Antoniazzi
Chief Executive and Clerk of the Senedd
Date: 30 June 2022

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 2022.

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 (the Chief Executive) subject to a few exceptions and conditions. This 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

At its first meeting following the Senedd Elections in May 2021, the Commission adopted an updated set of governance principles and supporting provisions³⁴ 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 127) describes how evidence of this compliance 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. Following the Senedd Elections in May 2021, the Llywydd was re-elected and new Commissioners were appointed or re-appointed by the Senedd to form the new Commission. Further information on the Llywydd and Commissioners is included within the Overview section of the Annual Report and Accounts (the Annual Report) (page 14-17).

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, Engagement and Workforce Advisory Committee, membership details of which can be found within the Overview

³⁴ <https://senedd.wales/commission/governance-principles-and-supporting-provisions/>

section of the Annual Report (page 20). 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 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 pages³⁵.

The Remuneration, Engagement and Workforce Advisory Committee makes recommendations on matters regarding the remuneration and terms of service of the Chief Executive 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. The Committee also advises on matters associated with the Commission's strategic approach to engagement and workforce development.

Other

Outside the Commission's governance framework, there is also an independent Remuneration Board with statutory functions to determine the salaries and other financial support available to Members. This independent Board, which produces and publishes its own Annual Report, has also published its Strategy for the Sixth Senedd³⁶ which sets out its purpose and guiding principles, as well as its goals and strategic objectives for its term of office. Further details on this can be found in the Performance Analysis section of the Annual Report (page 64).

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. The formal delegation³⁷ outlines exceptions and areas on which the

³⁵ <https://senedd.wales/commission/senedd-commission-audit-and-risk-assurance-committee/>

³⁶ <https://remunerationboard.wales/media/nzmkd0mh/strategy-for-2021-26.pdf>

³⁷ <https://senedd.wales/commission/delegation-of-senedd-commission-functions/>

Chief Executive must consult with the Commission. There is 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. 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 24).

In January 2022, following a robust open competition, a new Director of Resources was appointed to replace the previous Director who left the Commission on retirement. Arrangements were made to ensure a smooth transition.

The recruitment of a replacement Director of Resources, and the latest Capacity Review provided an opportunity to review the senior structure to ensure it remained fit for purpose, particularly given new demands for more integrated support and delivery. This resulted in a restructure across the three Directorates, which took effect from September 2021 with the following changes:

- the ICT and Broadcasting Service moved from Resources to Communications and Engagement;
- the Commission and Members' Support Service moved from Communications and Engagement to the Business Directorate; and
- the Information Governance team moved from Resources to Legal Services within the Business Directorate.

The Commission's Executive Board, chaired by the Chief Executive, 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 25)

During 2021-22, the Executive Board continued to have operational responsibility for managing the Commission's ongoing response to the Covid-19 pandemic, with escalation to the Llywydd for political or significant decisions to be made by the Commission or the Senedd's Business Committee in respect of Senedd business. Guiding principles were agreed in relation to the continuity of Senedd business

and attendance on the Senedd estate. Further details on how this worked in practice are outlined in the following section.

Additional governance arrangements during the Covid-19 pandemic

The governance arrangements which were put in place at the start of the pandemic have continued to help ensure effective and timely decision-making and communication around decisions with staff, Members of the Senedd and their staff, media and the public.

The Covid Resilience and Monitoring (CRAM) group, which was established during 2020 to monitor changes to Covid-19 Regulations and their impact, and to review risk assessments, continued to meet weekly during 2021-22. The group, which is chaired by the Director or Resources, provided real-time advice to the Executive Board and informed constant dialogue with the Llywydd. This was particularly important when timely decisions were needed by the Commission, the Senedd's Business Committee, or the Chairs' Forum in responses to Covid-19 Regulation changes. Minutes are taken of all meetings of the CRAM group, actions have been constantly monitored, and version control has been applied to corporate and activity-specific risk assessments.

Additional arrangements and extensive planning were also effective in managing discrete pieces of work which required different approaches during the pandemic. These included the Senedd Elections in May 2021, including a shortened dissolution period, and related activities to ensure a smooth transition to the Sixth Senedd; and elections and early activity of the second Welsh Youth Parliament. Details of both of these are included in the Performance Analysis section the Annual Report (from page 35).

Updates on the latest position regarding the pandemic have been formally presented at each meeting of the Commission and the Commission's Audit and Risk Assurance Committee. The Commission has also considered detailed papers where decisions have been needed such as: plans for returning to the estate; options for public engagement activities; and future ways of working.

Reflections and lessons learned during the pandemic are feeding into a review of our business continuity arrangements and the updating of plans at a service and corporate level.

These reflections, lessons learned and recommendations for future ways of working were incorporated into a report which was presented to the Commission. Implementation of the recommendations is being managed through formal programme governance structures, as outlined in the *Progress and performance section* of this statement.

We have maintained high standards of governance throughout the year with the co-ordination of governance and assurance activity continuing without disruption. This is reflected in the assurance statements from Heads of Service and Directors which have informed this governance statement – further details on this can be found in the section on *Review of effectiveness of internal control and governance arrangements* in this statement.

Planning and performance measurement

The new Commission, which was appointed following the Senedd Elections in May 2021, agreed its strategic goals and priorities for the Sixth Senedd at one of its early meetings. This provides direction and has informed planning at a corporate and service level. Our goals and priorities, along with the Commission's values, are outlined in the Statement of Purpose section of the Annual Report.

The Chief Executive, Directors and the Executive Board have provided leadership in terms of setting out how the goals and priorities are to be delivered through effective service planning. An internal review of the Commission's approach to corporate and service level planning, instigated by the Capacity Review, has resulted in the development of a new Corporate Delivery Plan. This will provide additional clarity on how and when the priorities will be delivered, and responsibility and accountability for their delivery. Alongside this, the guidance and templates for service plans are being updated.

The Leadership Team carries out annual reviews and scrutiny of Directorate and Service Plans which helps ensure effective deployment of our resources for current and future demands across the Commission. The organisation of resources within and across directorates and service areas is done continuously which enables the quick re-assignment of staff in response to emerging priorities and pressures.

Details of the planning needed to deliver specific activities differently during the pandemic are covered in the *Additional governance arrangements during the Covid-19 pandemic* section of this statement and also throughout the Performance Analysis section the Annual Report (pages 32-104).

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 35).

Progress and performance

In last year's Governance Statement, a number of areas for focus and development were identified and progress on these is outlined below. These updates include details of the impact of the Covid-19 pandemic.

Evaluating lessons learned and the long-term impacts of the Covid-19 pandemic

The business continuity arrangements which were put in place to keep Senedd business running during the first year of the pandemic proved to be effective and became the norm during 2021-22, with some now forming a permanent feature of business delivery. This includes remote working, virtual and hybrid plenary and Committee meetings, and electronic voting. We have exploited and will continue to explore opportunities to work differently and more flexibly, including ways in which we can support Members to realise the democratic benefits of hybrid working. Our reflections from operating in this environment are now being used to inform a review of the Commission's approach to business continuity planning and form part of our wider learning from experience of responding to the pandemic.

In May 2021, the Executive Board approved a report entitled "Future ways of working: Learning and opportunities" (the Futures Report). It was subsequently approved by the Commission and published internally. The comprehensive (117 page) report was informed by a series of wide-ranging consultation and engagement activities, discussions, surveys and workshops. It incorporates detailed reflections on lessons learned during the first year of the pandemic and draws on key data and assessment information.

The opportunity to build a new flexible, responsive, and sustainable model of working, is being implemented as part of a new "Ways of Working" strategy with formal programme governance structure, as outlined under the *Ensuring effective governance around changes to ways of working* heading below. This will also incorporate our findings from the Commission's second Capacity Review which

was carried out over the start of the Sixth Senedd. Further details on this can be found under the *Capacity Review* heading below and in the Performance Analysis section of the Annual Report (page 88).

Alongside this, the Director of Senedd Business commissioned and oversaw an internal operational review of the Business Directorate. The aim of this review was to work towards a strengthened business support model to ensure that we continue to provide outstanding parliamentary and business support services that are sustainable, flexible, responsive and expert. In preparation for the Sixth Senedd, Directorate service structures were revised, new roles created and a staff rotation exercise instigated to build capacity, avoid reliance on key individuals, address resilience limitations and possible critical points of failure, and put in place succession planning arrangements.

A formal review has been built into the approved 2022-23 Internal Audit Plan to reflect on the effectiveness of the Commission's response to the pandemic.

Ensuring effective governance around changes to ways of working

As outlined under the *Evaluating lessons learned and the long-term impact of the Covid-19 pandemic* heading above, during the year we have integrated new ways of working - physical, hybrid and virtual, and the ability to quickly change between these formats, sometimes on a weekly basis - into our practices, policies and procedures, ensuring the continuity of Senedd business during the pandemic.

The role of the Commission's Covid Resilience and Monitoring (CRAM) group is outlined in the *Additional governance arrangements during the Covid pandemic* section of this statement. The group, which is chaired by the Director of Resources, has assessed risks around different ways of working on a continual basis and ensured these were in line with Government and public health guidelines. This additional part of our governance structure has facilitated timely and informed decision-making by the Executive Board, the Llywydd, the Commission, Business Committee, and the Chairs' Forum.

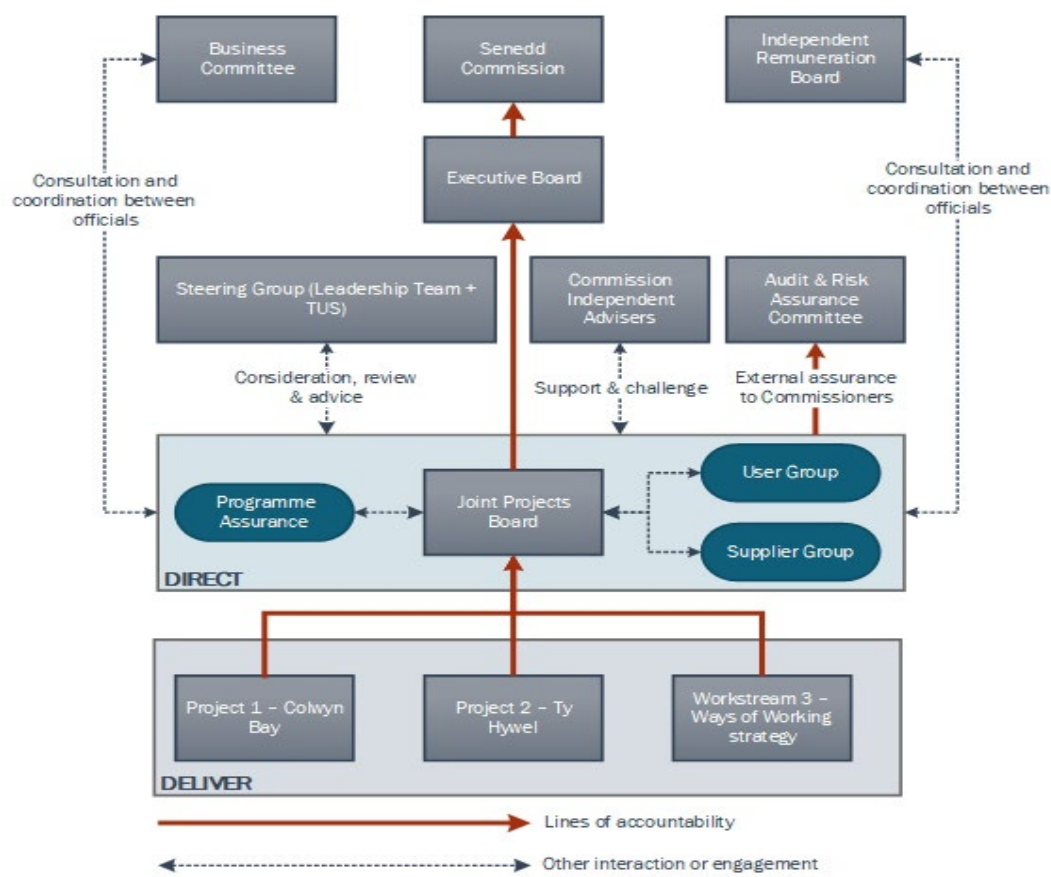
The formal project approach adopted for development of the Futures Report, referenced under *Additional governance arrangements during the Covid-19 pandemic* above, included several workstreams led by senior officials who then worked collaboratively to bring all of the information together. The approach also included wide-ranging consultation and the Report includes the outputs from the various engagement exercises, which included Leadership Team, Executive Board

and the Commission, together with the findings of discussions, surveys and workshops.

The recommendations in the Futures Report (as referenced under the *Evaluating lessons learned and the long-term impact of the Covid-19 pandemic* heading above), will now be taken forward as part of an overarching “Ways of Working” strategy which was approved by the Commission in March 2022. This will facilitate a coordinated approach to the issues of future Senedd and Commission requirements for office space and infrastructure both within and outside Cardiff Bay, and post-pandemic workforce planning, incorporating the Capacity Review. It is designed to be a key vehicle for delivering the Commission's response to requirements emerging from the proposed programme of Senedd reform, further details of which can be found under Special Purpose Committee on Senedd Reform in the Performance Analysis section of the Annual Report (page 60).

Delivery will be managed through a formal programme governance structure, as outlined in the diagram below, with the Commission and Executive Board acting as the decision-making bodies, the Director of Resources as the SRO, and the Commission's Leadership Team and TUS representatives acting as the Steering Group. There will be a Joint Project Board comprising the SRO, relevant Heads of Service and other key officials, and project groups to deliver specific workstreams within the overall programme. The business case development process will follow best practice outlined in HM Treasury's Green Book. An Interim Action Plan has been established to take forward initial priority work at pace. A risk register, and other governance documentation are also being prepared. The SRO will report on progress to the Commission at each of its future meetings.

Ways of Working Interim Action Plan delivery and reporting structure



Evaluating lessons learned from the transition to the Sixth Senedd, including effectiveness of Members' induction and training, and advice and guidance

Details on election-related activity and transition to the Sixth Senedd can be found in the Performance Analysis section of the Annual Report (page 55). This includes details of the Election campaign, oath-taking and early activities, induction and training for new and returning Members, and the official opening of the Sixth Senedd. It includes a description of the additional challenges caused by the pandemic and how these were overcome, resulting in a successful transition.

In terms of governance, early planning, the establishment of scenario planning and working groups, and a dedicated project co-ordinator had been key factors in successful delivery. Preparations included contingency planning for Senedd elections, welcoming new Members and staff, and conducting the business of a new Senedd in a Covid secure manner. Political decision-making was supported in relation to election of officeholders and the structure of Senedd committees, which raised novel and contentious issues due to the political make up of the new Senedd, with fewer than four groups for the first time. This planning and

preparation had facilitated timely advice and guidance around dissolution, delivery of a well received induction programme, and support for early business.

Records of the approach taken, themes for workstreams and other aspects of the transition have been retained for future reference. The delivery strands have undertaken evaluation of their work, which included discussion across strand leads, and produced lessons learned documents and closure reports.

These reports and documents, along with feedback from the survey of Members and their staff, will all be available to inform planning the approach for the next general election in Wales, and delivery of the various elements necessary for a successful transition. The information has been recorded in a way that explains the context within which we were working (i.e. the pandemic) so that judgements can be made based on future circumstances.

The Commission's Audit and Risk Assurance Committee received a comprehensive update on the Election and transition to the Sixth Senedd at its June 2021 meeting. A detailed report was also presented to the Committee in November 2021 outlining management of the transition and lessons learned from the various strands of work.

The Risk Profile section in the Annual Report (page 45) outlines the effective management of risks relating to the possibility of moving the date of the Elections due to the pandemic which would have had significant implications.

Concluding the capacity review and starting to implement the recommendations in the context of potential budget constraints/tighter budget for 2022-23

The Capacity Review concluded the first phase of its work and reported to the Commission's Leadership Team and Executive Board during the year. Some recommended actions have already been completed, delivering benefits for the Commission's work, in particular around workforce capacity and flexible use of resources. Further details on the Capacity Review and its recommendations can be found in the Performance Analysis section of the Annual Report (page 88). The remaining recommendations will be delivered as part of the "Ways of Working" strategy as outlined under the *Ensuring effective governance around changes to ways of working* heading above.

As outlined in the *Planning and performance management* section of this statement, one of the recommendations implemented was the development of a Corporate Delivery Plan. This will provide further clarity on responsibility,

accountability and timings for the delivery of goals and priorities identified by the Commission and will inform detailed service planning to ensure resources (people and money) are allocated appropriately.

On-going work around cyber-security

Throughout the period of restrictions associated with Covid-19, we have experienced a significant increase in the number of attempted cyber-attacks directed at the Senedd. The steps taken previously to secure our infrastructure have continued to protect the organisation and further protection applied during the past year has allowed the organisation to keep pace with the evolving threat.

A recent internal audit on cyber security observed that there is a strong culture in place at the Commission to support cyber resilience. This includes: the identification of cyber-security risks on the Corporate Risk Register; regular detailed reports on that risk to the Commission's Executive Board and Audit and Risk Assurance Committee; support and funding for additional specialised cyber-security staff resources; the approval of funding for a secondary data centre to improve resilience; and a focus on ensuring effective lines of communication with staff and Members to keep them abreast of the ever-changing risk landscape in relation to cyber.

Further details can be found in the *Risk identification and management* section of this statement and also the Risk Profile section in the Annual Report (page 45).

Financial management and performance

Our track record of strong financial management and performance has continued during the pandemic.

Each year, a series of exercises are carried out to prioritise investment proposals. These give the Executive Board clarity over the forward work programme and the demands on the project fund. Each quarter, service and project budgets are tested in order to ensure any change in the level of funds required is identified promptly and, where appropriate, funds re-prioritised.

There has continued to be a focus on monitoring the financial implications of the pandemic, both additional expenditure and also savings. A report will be provided to the Finance and Public Accounts and Public Administration Committees following the end of the financial year in line with their request.

The Audit Report for 2020-21 was again unqualified. Audit Wales made a recommendation that processes adopted for the identification of capital assets be reviewed. During 2021-22 the Finance team has worked closely with Audit Wales on this matter and a new approach has been developed. The template for applying for financial support for investment proposals has been revised in order to capture relevant information as early as possible. Training on the new approach has been given to service areas.

An extract from the Scrutiny of Accounts 2020-21 report by the Public Accounts and Public Administration Committee in November 2021 reads:

It has been a challenging year for the Senedd Commission as it has continued to adapt its working arrangements and operate within the ongoing global pandemic. All the while continuing to work towards reaching its corporate goals and targets while ensuring staff health and wellbeing have been at the forefront of its priorities. We commend the Senedd Commission on its performance during the last 12 months as it strives for excellence in public sector economy, efficiency and effectiveness....

We welcome the increased communication and strengthened governance arrangements which have enabled the Commission to identify and respond in a timely manner to emerging issues and challenges.

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 2022-23 by the Finance Committee in October 2021 reads:

The Committee has appreciated the provision of regular financial information setting out the costs and savings the Commission has incurred as a result of the pandemic, such as the letter provided to the Committee in May 2021. This is good practice in uncertain financial times and the Committee believes such an approach should continue

so that it becomes aware of any in-year savings or additional costs as soon as possible.

The Committee acknowledges the many uncertainties that the Commission is having to face, like other public organisations, when setting budgets and plans for 2022-23. It also welcomes the approach taken by the Commission in ensuring agility in its financial planning, particularly in light of the significant uncertainties and external pressures it continues to face.

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 will enable 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 will be further validated and reviewed by Internal Audit during 2022-23.

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 receive an update on our financial position at each of its meetings and information such as reports on scrutiny by Senedd Committees (as referenced above) 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.

Through uncertain times, and in response to the pandemic, a focus on effective risk assessment has been an important aspect of ensuring we have continued to traverse an ever-changing landscape in respect of Welsh Government Covid-19 Regulations. This has helped to embed a greater focus on risk assessment across all service areas, particularly in planning for and ensuring the health and safety of Members, Commission staff and others when planning for the gradual return of Senedd business and other events on the Senedd estate.

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, the investments we make and the knowledge we develop 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 and respond to scrutiny. The most recent assurance is provided by an internal audit of the Commission's cyber security backup and resilience arrangements which took place in March 2022. Further details on our ongoing work around cyber-security can be found in the *Progress and performance* section of this statement

The challenges associated with a programme of work to streamline the Members' regulatory framework, which includes the Code of Conduct for Members of the Senedd, Rules and Guidance on the Use of Senedd Resources, the Independent Remuneration Board of the Senedd's Determination on Members' Pay and Allowances, and related policies and procedures, are being managed as a corporate risk.

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 45).

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 independent Chair and members of the Commission's Audit and Risk Assurance Committee carry out detailed scrutiny and challenge of the assurance statements and the process for gathering evidence of assurance, which 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 exercise, 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.

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.

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 2021-22, including some delayed from the previous year due to the refocussed audit

and assurance work carried out in response to the pandemic. As well as the regular audits such as Members’ expenses and cyber-security, additional audits have been carried out relating to the May 2021 Senedd Election, namely: the management of assets relating to the winding up of offices; and payment of resettlement grants and redundancies for outgoing Members and their support staff. There has also been a continued focus on maintaining an appropriate balance of audits across services and directorates, such as reviews of the Library service and compliance with the Official Languages Scheme.

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 as well as the audits relating to the Senedd Election outlined above, in its audit of the accounts.

The 2021-22 Head of Internal Audit’s Annual Opinion and Report concludes that, “...the Accounting Officer can take moderate assurance³⁸ 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.

During the year, reviews outside of the internal audit programme have been carried out: this has included a review of corporate planning. 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 2021-22. No incidents of fraud or whistleblowing have been reported during 2021-22.

³⁸ Moderate assurance - some improvements are required to enhance the adequacy and effectiveness of the framework of governance, risk management and control.

The Senior Information Risk Owner’s Annual Report for 2021-22, which includes details of any data breaches, has been presented to the Audit and Risk Assurance Committee. There were no incidents of personal data loss that required reporting to the Information Commissioner’s Office between 1 April 2021 and 31 March 2022.

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 Annual Equalities 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 non-executive, Independent Advisers provide support and constructive challenge to the Commission and its work. Aside from their important roles on the Audit and Risk Assurance Committee and the Remuneration, Engagement and Workforce Advisory Committee they have helped in the staff recognition awards and challenged senior managers as part of the Assurance Statement process.

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 91).

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 was unaffected by the pandemic. We did, however, adapt the templates and guidance to facilitate reference to the impact of the pandemic on each area reviewed.

Core to this review was a self-review and challenge process carried out within and across Directorates. This was followed by a meeting attended by the Chief Executive, Directors and the Head of Governance and Assurance in March 2022 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. It also acknowledged that the Commission had maintained consistent and strong governance arrangements throughout the year despite the challenges and the continued impact of the pandemic.

Areas of focus and development for 2022-23

The next year will see us taking forward 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.

Specific areas of focus and development for 2022-23 will include:

- responding to UK constitutional change and proposals for Senedd reform;
- finalising and implementing the “Ways of Working” strategy and programme of work with sustainability, diversity and inclusion built in from the start; and
- finalising and publishing a new Corporate Delivery Plan.

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.

Effective governance arrangements have proved particularly important during the year, as we continued to face the on-going challenges of the Covid-19 pandemic and planned for the future.

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.

Manon Antoniazzi
Chief Executive and Clerk of the Senedd
Date: 30 June 2022

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 Hanson³⁹) are eligible for a day rate of £310⁴⁰.

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 2021-22 financial year was set at £67,649 (2020-21, £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% and no higher than 3%. However, in response to the exceptional circumstances of the Covid-19 pandemic, the Board agreed an exceptional Determination in March 2021 to disapply this annual adjustment to Members' salaries for 2021-22. Therefore Members' salaries remained at £67,649 for 2021-22, as was the case for 2020-21. The Board's Determination for 2022-23, published in March 2022, set Members' base salary for 2022-23 at £67,920. This included a 0.4 per cent ASHE indexed increase which took effect on 1 April 2022.

³⁹ Ronnie Alexander served on the Board and stood down in June 2021. Sir David Hanson was appointed to the Independent Remuneration Board of the Senedd in August 2021.

⁴⁰ 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 2021	From 1 April 2020
Llywydd (Presiding Officer)	£43,338	£43,338
Deputy Presiding Officer	£22,197	£22,197
Senedd Commissioners	£13,741	£13,741
Committee Chairs (higher) ⁴¹	£13,741	£13,741
Committee Chair (lower) ⁴²	-	£9,154
Business Committee Member	£9,154	£9,154

This table is subject to audit

From 1 April 2021 a leader of a political group without an executive role received an additional office holder’s allowance calculated using a base level of £13,741 (2020-21, £13,741) plus an additional £1,057 (2020-21, £1,057) for every member of the group to a maximum additional salary of £38,052 (2020-21, £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 website⁴³.

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

⁴¹ 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.

⁴² 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.

⁴³ www.senedd.wales

five Commissioners: the Llywydd, who chairs the Commission, and four other Members of the Senedd appointed by the Senedd. The Commissioners who served during 2021-22 are listed on pages 14 - 17.

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 Officer⁴⁴ 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 ^{45 46}		Total	
	2021-22 £'000	2020-21 £'000	2021-22 £'000	2020-21 £'000	2021-22 £'000	2020-21 £'000
Elin Jones MS - Llywydd	110-115	110-115	16	30	125-130	140-145
Ann Jones MS - Deputy Presiding Officer - to 28 April 2021	5-10	85-90	1	32	5-10	120-125
David Rees MS - Deputy Presiding Officer - from 12 May 2021	75-80	-	15	-	90-95	-

⁴⁴ https://senedd.wales/en/abthome/about_us-commission_assembly_administration/abt-presiding-officer/Pages/abt_us-deputy-presiding-officer.aspx

⁴⁵ 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).

⁴⁶ 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 in pension £'000	Total accrued pension £'000	CETV at 31 March 2022 £'000	CETV at 31 March 2021 £'000	Real increase in CETV £'000
Elin Jones MS – Llywydd	0-2.5	45-50	884	824	3
Ann Jones MS – Deputy Presiding Officer – to 28 April 2021	0-2.5	40-45	771	768	1
David Rees MS - Deputy Presiding Officer – from 12 May 2021	0-2.5	20-25	422	390	13

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 2021-22 are listed on pages 18-19.

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 six out of six Commission meetings, four out of four 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 six out of six Commission meetings, four out of five Audit and Risk Assurance Committee meetings and one out of two Remuneration, Engagement and Workforce Advisory Committee meetings.
Dave Tosh	Director of Senedd Resources Dave Tosh attended five out of six Commission meetings, three out of four Audit and Risk Assurance Committee meetings and one out of two Remuneration, Engagement and Workforce Advisory Committee meetings.
Arwyn Jones	Director of Communications and Engagement Arwyn Jones attended six out of six Commission meetings, four out of four Audit and Risk Assurance Committee meetings and one out of two Remuneration, Engagement and Workforce Advisory Committee meetings.

Name	Title and attendance at meetings
Ed Williams	Director of Senedd Resources Ed Williams attended two out of six Commission meetings and one out of four Audit and Risk Assurance 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) ⁴⁷		Total (£'000)	
	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21
Manon Antoniazzi	160-165	145-150	62	57	220-225	200-205
Siwan Davies	105-110	95-100	43	38	150-155	130-135
Dave Tosh to 31 January 2022	95-100	110-115	25	48	120-125	160-165
Arwyn Jones	95-100	85-90	38	35	130-135	125-130
Ed Williams from 24 January 2022	15-20	-	7	-	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.

The 2021-22 full year equivalent salary for Ed Williams was £93,903. The 2021-22 full year equivalent salary for Dave Tosh was £116,552.

⁴⁷ 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.

The post of Chief Legal Adviser has remained vacant since 31 May 2019. Legal advice to the Commission since that date has been provided by Huw Williams initially on a secondment via Geldards LLP and from 1 August 2019 on a consultancy basis. The cost in 2021-22 was £104,000 (2020-21 - £120,000).

Commission staff salaries

Salaries (or “pay”) are the annualised, full-time equivalent remuneration of all staff (including temporary staff) as at 31 March 2022. 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 2021-22 or in 2020-21.

Pay information	2021-22 £	2020-21 £
Mid-point of the banded remuneration of the highest paid director	162,500	147,500
Percentage change in the mid-point of the banded remuneration of the highest paid director from the previous financial year	10.17%	7.27%
Percentage change in the average FTE employee pay (excluding the highest paid director) from the previous financial year	3.97%	3.39%
Pay of an employee whose pay is on the 25 th percentile of pay of all employees for the financial year	27,271	25,459
Pay of an employee whose pay is on the 50 th percentile of pay of all employees for the financial year	39,360	38,362
Pay of an employee whose pay is on the 75 th percentile of pay of all employees for the financial year	49,793	48,531

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 2022 and the pay of an employee on the 25th, 50th and 75th percentile of all Commission staff is disclosed in the following table.

Pay Ratio Information	25 th percentile pay ratio	Median pay ratio	75 th percentile pay ratio
2021-22	5.96:1	4.13:1	3.26:1
2020-21	5.79:1	3.84:1	3.04:1

This table is subject to audit.

The three pay ratios have increased since the prior year by 2.94, 7.55 and 7.24 per cent respectively. This is because the mid-point of the banded remuneration of the highest paid director increased by approximately ten percent as a result of the salary of the highest paid director moving up one pay point to the highest point.

In 2021-22 and 2020-21 there was no remuneration paid in excess of the highest-paid director. Remuneration ranged from £20,000, which ensured that employees received a Living Wage, to £162,000 (2020-21, £18,000 to £146,000).

Pensions

Table 4: Senior management - pension benefits

Real increase in pension ⁴⁸	Total accrued pension ⁴⁹	CETV at 31 March 2022 ⁵⁰	CETV at 31 March 2021	Real increase in CETV
£'000	£'000	£'000	£'000	£'000
Chief Executive and Clerk of the Senedd: Manon Antoniazzi				
2.5-5.0	25-30	372	313	38
Director of Senedd Business: Siwan Davies				
2.5-5.0	5-10	87	55	22
Director of Communications and Engagement: Arwyn Jones				
0-2.5	5-10	50	29	13
Director of Senedd Resources: Ed Williams from 24 January 2022				
0-2.5	0-5	5	-	4
Director of Senedd Resources: Dave Tosh – to 31 January 2022				
0-2.5	50-55	818	765	16

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

⁴⁸ Real increase in pension and related lump sum at pension age.
⁴⁹ Total accrued pension at pension age and related lump sum at 31 March 2022 for current post holders and at date they ceased to hold office for previous post holders.
⁵⁰ 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.

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.

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 31 March 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

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* and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

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	2021-22	2020-21
Employed staff	443.09	441.55
Seconded staff	1.79	2.08
Temporary/casual staff	12.74	17.62
Total	457.62	461.25

This table is subject to audit.

At the end of the financial year, the Commission employed 460 full time equivalent staff (31 March 2021: 461).

Table 6: Off-payroll appointments

Off- payroll engagements for more than £245 per day and more than six months as at	31 March 2022 No.
Number of existing engagements	0
New off-payroll engagements, or those that reached six months duration during the financial year and are for more than £245 per day	2021-22 No.
Number of new engagements, or those that reached six months duration	3
Of which:	
the off-payroll legislation does not apply	3

There were no off-payroll engagements of board members or senior officials with significant financial responsibility between 1 April 2021 and 31 March 2022 (2020-21 – nil).

Table 7: Staff composition by gender and band*

Category	31 March 2022				
	Female	Male	Non-binary	Other Gender Identity	Total
Directors	2	2	0	0	4
Staff	244	232	0	0	476
Total	246	234	0	0	480

Category	31 March 2021				
	Female	Male	Non-binary	Other Gender Identity	Total
Directors	2	2	0	0	4
Staff	245	235	0	0	480
Total	247	237	0	0	484

*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 maintains a strategic focus on absence management and actively supports absences through organisational commitment to wellbeing, supported by effective line managers together with professional advice and guidance from Human Resources and Occupational Health. Wellbeing has been at the heart of the Commission’s response during the pandemic, underpinning strategic decision making, right through to practical support and activities during this challenging year. The sickness absence rate for the year increased to 3.03% (2020-2021 - 2.07%) Absence related to mental health and wellbeing now accounts for 1,453 days lost (a 75% increase from 2020-21 – 833 days). As a percentage of all absences it has increased to 47.7% (from 39.7% in 2020-21).

We have continuously taken a measured approach to keeping all staff safe whilst working on the estate, adapting to Government legislation and Public Health messages, as well as supporting the opening up of the business. We encouraged all building users to follow the most up to date guidance on using the estate safely, this also included a recommendation that all building users were to undertake a Lateral Flow Test before entering the estate. LFT kits are provided via request to the health, safety and wellbeing team or by pick upon site. The Senedd’s internal Track and Trace procedure continues to assist with business continuity, as well as a desk booking system and keeping a form of physical distancing throughout the estate.

The HR, Estates and ICT Teams continue to work closely to ensure that staff working remotely have appropriate display screen equipment (DSE), including any reasonable adjustments and ergonomic requirements. The Senedd has procured a DSE online system to be rolled out in May, which will continue to support those working remotely or on the estate.

Regular wellbeing information has been provided to all staff regarding dealing with the anxieties associated both with Covid-19 and ways of working, with individual risk assessments at the heart of returning to the estate. 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.

During the pandemic, changes have been made to our people policies to support staff with caring responsibilities which may have been impacted by the pandemic. This remains in place for the time being.

Business Continuity and Wellbeing Pulse Surveys have been conducted on a regular basis and have allowed us to monitor the wellbeing of our staff, while also informing prioritisation and our business continuity resilience.

Staff Turnover data

Turnover has increased over the last 12 months to 7.21% (2020-21 6.07%). Following a low of 5.63% in June 2021, turnover gradually increased to 8.07% in December 2021 before beginning to fall again. This is likely due to the easing of restrictions following the pandemic. This year’s turnover rate of 7.21%, is down from an average of 9.42% based on the turnover rates of the last 4 financial years.

Staff Engagement Indicators

The 2021 annual staff survey was delivered via an independent survey specialist for the second successive year including the replacement of the Engagement Score with the Workplace Happiness Score - a framework which measures the following: employee engagement, happiness and well-being, reward and recognition, information sharing, empowerment, instilling pride and job satisfaction. This year's Workplace Happiness Score continues to be positive (75.5%), albeit a slight reduction on the 2020 score (77.2%), it continues to compare favourably with the Public Sector comparator score (70%). This year's Engagement Score also remains positive (73%), comparing favourably with the annual benchmark Civil Service Median Score of Engagement (68%) for the same period.

Disability

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 in terms of accessibility for all aspects of the recruitment process. Reasonable adjustments will be made where required.

Reasonable adjustments are made, wherever possible, following discussions between employees and managers for new starters, employees in post or returning to work following injury or development of an 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 and takes account of hybrid, 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. We have received external recognition from partners such as Action on Hearing Loss and we are an Autism Friendly organisation.

EMBRACE, our 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.

Trade union relationships

The Senedd Partnership Forum is a body consisting of management and TUS representatives. In addition to our strategic partnership meeting and an operational partnership meeting to ensure there is opportunity to discuss the breadth of issues across the Commission, for the duration of the pandemic, informal weekly meetings have taken place to facilitate working in partnership on a range of Covid related issues. Each of the three official Unions (PCS, FDA and Prospect) have their own representatives but all three regularly work together to represent all Union members.

Diversity and Inclusion

One of the Commission's priorities for this Senedd term is that 'All Members, staff and visitors can work in a safe environment where dignity and diversity is respected.' As such it is important the Senedd continues to be accessible to the people of Wales and beyond: making it relevant, easy and meaningful for people to interact with and contribute to its work.

It is also important that we are an inclusive employer, enabling all of our staff to realise their full potential. 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 partners such as Business in the Community 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.

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

Manon Antoniazzi
Chief Executive and Clerk of the Senedd
Date: 30 June 2022

Accountability and Audit

Statement of Senedd supply and supporting notes

a) Summary of Resource Outturn 2021-22

		Budget	Outturn	2021-22	2020-21
		Total £'000	Total £'000	Net total outturn compared with budget: under spend / (excess) £'000	Outturn £'000
Resources for use by the Senedd Commission	Note SOS 01	41,695	40,954	741	41,574
Election related costs	Note SOS 01	2,100	1,905	195	471
Resources in respect of Remuneration Board decisions	Note SOS 01	15,619	15,450	169	15,595
Annually Managed Expenditure	Note SOS 01	1,800	1,660	140	1,992
		61,214	59,969	1,245	59,632

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 2021-22

		Budget	Outturn	2021-22	2020-21
		£'000	£'000	Net total outturn compared with budget: under spend / (excess) £'000	Outturn £'000
Net cash requirement	Note SOS 03	57,463	56,091	1,372	54,648

This table is subject to audit.

SOS 03 can be found in the Annex – regularity reporting, page 196.

Notes to the Resource Accounts

(Statement of Senedd supply)

SOS 01. Analysis of net resource outturn 2021-22

	Outturn	Analysis of approved budget	Outturn compared with approved budget	Analysis of revised budget	Outturn compared with revised budget	Outturn 2020-21
Revenue expenditure	£'000	£'000	£'000	£'000	£'000	£'000
Staff salaries and related costs	25,367	26,325	958	26,325	958	24,833
Non staff costs	15,007	15,090	83	15,090	83	16,373
Gross revenue expenditure	40,374	41,415	1,041	41,415	1,041	41,206
Gross revenue income applied	(61)	(220)	(159)	(220)	(159)	(50)
Net revenue expenditure	40,313	41,195	882	41,195	882	41,156
Capital expenditure*	641	500	(141)	500	(141)	418
Net resource outturn (Commission expenditure)	40,954	41,695	741	41,695	741	41,574
Members' salaries allowances and related costs	15,450	16,819	1,369	15,619	169	15,595
Election related costs - revenue	1,399	2,600	1,201	2,100	701	352
Election related costs - capital*	506	-	(506)	-	(506)	119
Resource outturn	58,309	61,114	2,805	59,414	1,105	57,640
Members' Pension finance costs	1,660	1,800	140	1,800	140	1,992
Total net resource outturn	59,969	62,914	2,945	61,214	1,245	59,632

This table is subject to audit. * Total Capital expenditure is £1,147,000 (2020-21 £537,000)

Net resource outturn - Management commentary

The resource outturn on Commission expenditure, before Election costs, Members' Salaries and Allowances and pension finance costs, for 2021-22 was £41.0 million against a budget of £41.7 million resulting in an overall underspend of £0.7 million (1.7 per cent) which falls outside the Commission's target range of 0.0% to 1.5% of budget.

The estate re-opened from the middle of May although occupancy levels remain low compared with pre pandemic levels. Services are being delivered in the virtual and hybrid environments as well as on-site. Staff salaries and related costs were underspent against budget by just under four per cent and this underspend was utilised to supplement the project fund. The underspend increased as a result of a reduction in the amount required to be provided in the accounts for annual leave accrued by Commission staff but not taken.

Resources were prioritised on ICT infrastructure and security, further improvements to the technology needed to support hybrid and virtual working including for Senedd Committees. Other planned areas for investment in 2021-22 included infrastructure and security works in Tŷ Hywel and in the Pierhead and upgrading and extending ICT equipment, especially audio visual and broadcasting systems.

Elections for the 6th Senedd were held in May 2021. The laid budget for costs associated with the Election was £2.6 million but this was reduced to £2.1 million via a Supplementary Budget. The outturn was £1.9 million giving an underspend of £0.2 million. The largest outlay was for MS resettlement claims and defeated Senedd Members' support staff redundancies which amounted to £1.1 million. The amounts paid as resettlement claims were calculated as set out in the Determination published by the Independent Remuneration Board. The cost of providing ICT equipment for Members for the new Senedd term was approximately £0.5 million.

The Members' Salaries and Allowances laid budget was £16.8 million but this was reduced to £15.6 million via a Supplementary Budget. The outturn was £15.5 million giving an underspend of just over one per cent. For the second year running savings arose due to the impact of the pandemic especially reduced costs for Member travel and engagement. These savings are not available to the Commission for operational expenditure.

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 2021-22, laid in November 2019 was for £1.8 million based on data available at the time. The actual costs were £1.66 million.

SOS 02. Reconciliation of outturn to net operating expenditure

	Note	2021-22 £000	2020-21 £’000
Net resource outturn	SOS 01	59,969	59,632
Capital expenditure	4	(1,147)	(537)
Direct charges on the Welsh Consolidated Fund		760	775
Income payable to the Welsh Consolidated Fund	SOS 05	-	-
Net operating expenditure		59,582	59,870

This table is subject to audit

The direct charges on the Welsh Consolidated Fund £759,690 (2020-21, £775,092) 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 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 31 March 2022 under the *Government of Wales Act 2006*. These 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 related notes, including a summary of significant accounting policies. These financial statements have been prepared under the accounting policies set out within them. 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 the financial statements:

- give a true and fair view of the state of the Senedd Commission’s affairs as at 31 March 2022 and of its net cash requirement, net resource outturn and net operating cost for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards as interpreted and adapted by HM Treasury’s Financial Reporting Manual; and
- have been properly prepared in accordance with HM Treasury directions issued under the *Government of Wales Act 2006*.

Opinion on regularity

In my opinion, in all material respects, the expenditure and income 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 of 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 report. I am independent of the body 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 report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and those areas of the remuneration report that are subject to audit, and my auditor’s report thereon. Legislation and directions issued to the Senedd Commission do not specify the content and form of the other information to be presented with the financial statements. The Principal Accounting Officer is responsible for the other information in the annual report. 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.

Report on other requirements

Opinion on other matters

As legislation and directions issued to the Senedd Commission do not specify the content and form of the other information to be presented with the financial statements, I am not able to confirm that the other information within the annual report has been prepared in accordance with guidance.

In my opinion, based on the work undertaken in the course of my audit, the information given in the Annual Report is consistent with the financial statements.

Although there are no legislative requirements for a Remuneration Report, the Senedd Commission has prepared such a report, and in my opinion that part ordinarily required to be audited has been properly prepared in accordance with HM Treasury guidance.

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 Annual Report or the Governance Statement.

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

- 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 Remuneration Report are not in agreement with the accounting records and returns;
- information specified by HM Treasury regarding remuneration and other transactions is not disclosed; or

- I have not received all of the information and explanations I require for my audit.

Responsibilities

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 preparing the financial statements in accordance with the *Government of Wales Act 2006* and HM Treasury directions made there under, for being satisfied that they give a true and fair view and for such internal control as the Principal Accounting Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Principal Accounting Officer is responsible for assessing the body’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 deemed inappropriate.

Auditor’s responsibilities for the audit of the financial statements

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 an auditor’s report 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: 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 the 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 and 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. This description forms part of my auditor’s report.

Responsibilities for regularity

The Principal Accounting Officer is responsible for ensuring the regularity of financial transactions.

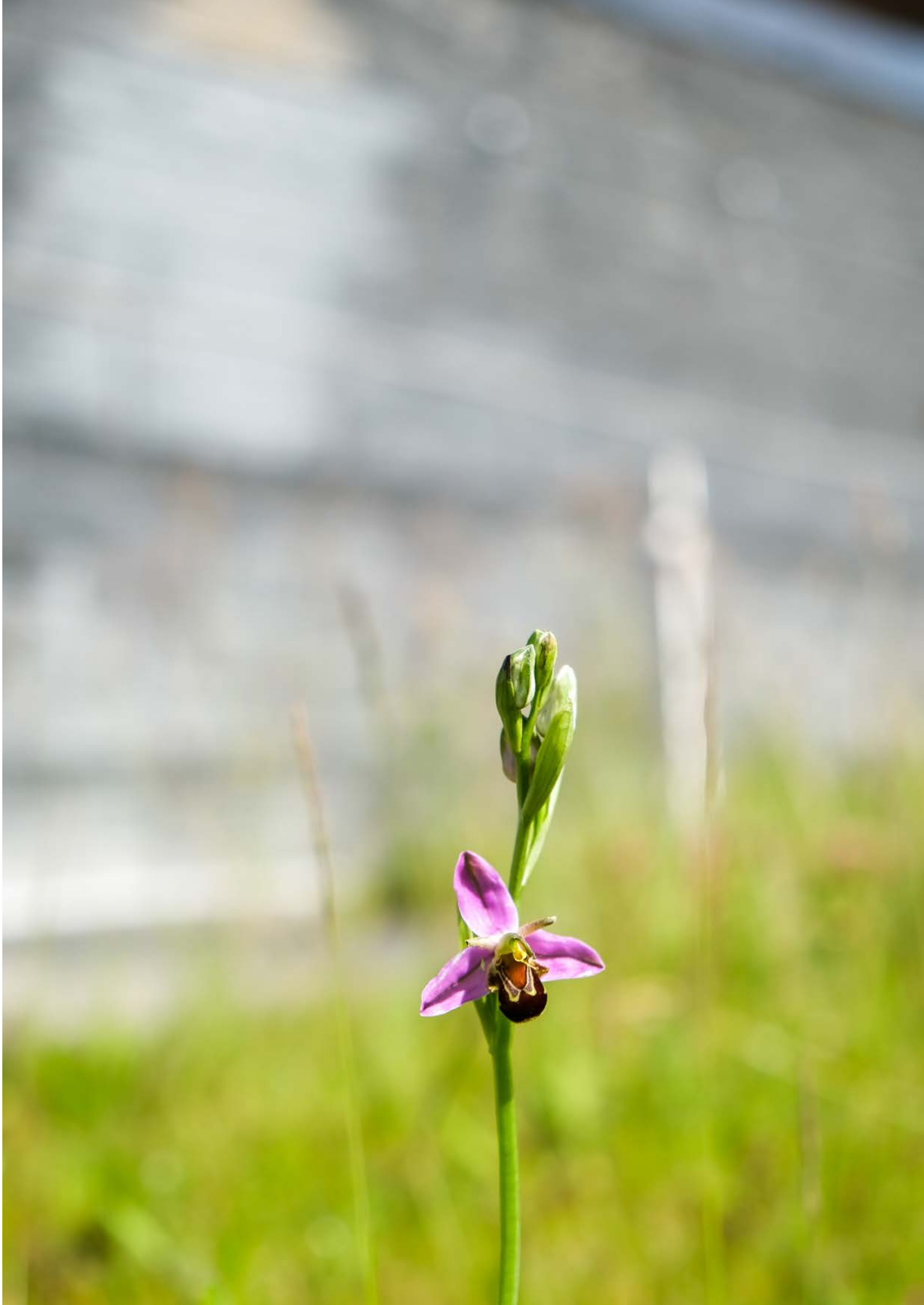
I am required to obtain sufficient evidence to give reasonable assurance that the expenditure and income have been applied to the purposes intended by the Senedd and the financial transactions conform to the authorities which govern them.

Report

I have no observations to make on these financial statements.

Ann-Marie Harkin For and On Behalf of the Auditor General for Wales Date: 30 June 2022	24 Cathedral Road Cardiff CF11 9LJ
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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

▼ The Senedd lit in the colours of the Ukrainian national flag, blue and yellow, to show Wales' support for the people of Ukraine.

24 February 2022



Statement of Comprehensive Net Expenditure

For the year ended 31 March 2022

Income from operations	Note	2021-22 £'000	2020-21 £'000
Income from sale of goods and services	SOS 05	61	50
Total operating income		61	50
Operating expenditure			
Members, office holders and staff salary costs	2a	33,086	32,316
Members' other costs	2b	9,688	9,358
Members' Pension finance costs	2a and 9	1,660	1,992
Depreciation and impairment charges	3	2,099	2,239
Other administration costs	3	13,110	14,015
Total operating expenditure		59,643	59,920
Net operating expenditure	SOS 02	59,582	59,870
Net expenditure for the year ended 31 March	SOS 02	59,582	59,870
Other comprehensive net expenditure			
Items which will not be reclassified to net operating costs:			
Actuarial gain on pension scheme liabilities	2a and 9	(2,856)	(1,182)
Net gain on revaluation of property, plant and equipment	4	(7,746)	0
Comprehensive net expenditure for the year		48,980	58,688

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 168 to 195 form part of these accounts

Statement of Financial Position

As at 31 March 2022

Non-current assets:	Note	31 March 2022 £'000	31 March 2021 £'000
Property, plant and equipment	4	68,149	61,357
Intangible assets	5	-	-
Total non-current assets		68,149	61,357
Current assets:			
Inventories		15	10
Trade and other receivables	6	2,097	1,900
Cash and cash equivalents	7	1,171	412
Total current assets		3,283	2,322
Total assets		71,432	63,679
Current liabilities:			
Trade and other payables	8	(6,081)	(5,003)
Total current liabilities		(6,081)	(5,003)
Total assets less current liabilities		65,351	58,676
Non-current liabilities:			
Provisions	9	(19,216)	(20,412)
Total non-current liabilities		(19,216)	(20,412)
Total assets less total liabilities		46,135	38,264
Taxpayers' equity and other reserves:			
General Fund		37,173	38,244
Pension Fund Reserve	9	(19,045)	(20,241)
Revaluation Reserve		28,007	20,261
Total equity		46,135	38,264

Manon Antoniazzi
Chief Executive and Clerk of the Senedd
Date: 30 June 2022

The notes on pages 168 to 195 form part of these accounts

Statement of Cash Flows

For the year ended 31 March 2022

	Note	2021-22 £'000	2020-21 £'000
Cash flows from operating activities			
Net operating expenditure	SOS 02	(59,582)	(59,870)
Adjustments for non-cash transactions:			
Depreciation, amortisation and impairment	3, 4 and 5	2,099	2,239
Loss on disposal of assets	3, 4 and 5	2	
Increase in inventories		(5)	0
Increase in trade and other receivables	6	(197)	(22)
Increase in trade and other payables	8	1,078	1,127
Decrease in payables relating to items not passing through the Statement of Comprehensive Net Expenditure	SOS 03	(759)	(352)
Pension finance costs	9	1,660	1,992
Net cash outflow from operating activities		(55,704)	(54,886)
Cash flows from investing activities			
Purchase of property, plant and equipment	4	(1,147)	(537)
Net cash outflow from investing activities		(1,147)	(537)
Cash flows from financing activities			
From the Welsh Consolidated Fund (supply)		57,262	55,060
From the Welsh Consolidated Fund (direct charges)	SOS 02	760	775
Payments to the Welsh Consolidated Fund	SOS 03	(412)	(60)
Net cash inflow from financing activities		57,610	55,775
Net increase in cash and cash equivalents	SOS 03	759	352
Cash and cash equivalents at beginning of year	7	412	60
Cash and cash equivalents at end of year	7	1,171	412

The notes on pages 168 to 195 form part of these accounts

Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2022

	Note	General Fund £'000	Revaluation Reserve £'000	Pension Reserve £'000	Taxpayers' equity £'000
Balance at 31 March 2020		40,699	20,261	(19,431)	41,529
Comprehensive net expenditure for the year	SOS 02	(59,870)	-	1,182	(58,688)
Transfer between reserves	9	1,992	-	(1,992)	-
Welsh Consolidated fund					
Supply (authorised)	SOS 03	56,075	-	-	56,075
Supply (not drawn)	SOS 03	(1,015)	-	-	(1,015)
Direct charges	SOS 02	775	-	-	775
Amount payable to the Welsh Consolidated Fund					
Supply		(412)	-	-	(412)
Balance at 31 March 2021		38,244	20,261	(20,241)	38,264
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)
Balance at 31 March 2022		37,173	28,007	(19,045)	46,135

The notes on pages 168 to 195 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 2021-22 Financial Reporting Manual (FReM) 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 FReM follow International Financial Reporting Standards (IFRS) to the extent that it is meaningful and appropriate to the public sector.

Where the FReM 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 FReM 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 2021-22 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:

- IFRS 16 Leases and Covid-19;
- 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, except for IFRS 16.

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.

Impact on 22-23 accounts

For leases signed as at 31 March 2022 (the date of initial application), that are currently reported under Note 10, the impact of adopting the new standard would

increase the property, plant and equipment asset by around £114 million and the value of lease liabilities will also increase by around £114 million.

Depreciation and Finance Costs, which replace rental payments, will be charged to the Statement of Comprehensive Net Expenditure (SoCNE). Rental payments will be charged to the lease liability in future.

The adoption of IFRS 16 will result in a decrease of approximately £2.8 million in net cash outflow from operating activities, offset by a corresponding increase in net cash outflow from financing activities. There will, however, be 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.

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.

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 website⁵¹.

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:

⁵¹ <https://senedd.wales/en/memhome/pay-expenses-financial-interests-standards/Pages/mem-pay.aspx>

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 2021-22 £'000	Total 2020-21 £'000
Salaries				
Permanent Staff, Members and office holders	17,990	5,861	23,851	23,184
Temporary and Agency Staff	521	-	521	565
Seconded staff	72	-	72	72
Social security costs				
Permanent Staff, Members and office holders	2,014	672	2,686	2,575
Temporary and Agency Staff	43	-	43	51
Seconded staff	5	-	5	7
Other pension costs				
Permanent Staff, Members and office holders	4,963	1,040	6,003	5,804
Temporary and Agency Staff	88	-	88	110
Seconded staff	15	-	15	17
Subtotal Members, office holders and staff salary costs	25,711	7,573	33,284	32,385
Less recoveries in respect of outward secondments	(198)	-	(198)	(69)
Total Members, office holders and staff salary costs	25,513	7,573	33,086	32,316

There was one severance payment made to a member of Commission staff in the band £0 - 20,000 (2020-21, 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 2022 there were 60 serving Members of the Senedd. At the year-end there were 42 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 2021-22 employer’s contributions of £5.018 million (2020-21, £4.846 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 £30,924 (2020-21, £24,549). 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

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 2022.

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 last actuarial valuation of the Scheme took place as at 31 March 2020.

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 Diversified Growth fund (“DGF”), a Sustainable Real Return fund, a Private Markets fund, an Ethical Global Equity Index (hedged and unhedged) fund, a Property fund and an Index Linked Gilts fund. At the Pension Board meeting on 16 March 2021 the Board agreed to hedge half the Scheme’s direct exposure so that c.12.5% of the Scheme’s assets held in direct equity holdings would remain exposed to overseas currency via the currency unhedged fund.

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 2022 £'000	31 March 2021 £'000
Present value of scheme liabilities		(65,211)	(63,885)
Fair value of scheme assets		46,166	43,644
Net liability		(19,045)	(20,241)
Amount in the Statement of Financial Position			
Liabilities		(19,045)	(20,241)
Assets		-	-
Net liability	9	(19,045)	(20,241)

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

	2021-22 £'000	2020-21 £'000
Current service cost	2,200	2,488
Interest on pension liability	1,253	1,253
Interest on scheme assets	(846)	(798)
	2,607	2,943
Allocated in the account as:		
Other pension costs	947	951
Pension finance costs	1,660	1,992
	2,607	2,943

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

	2021-22 £'000	2020-21 £'000
Actual return less interest on scheme assets	2,233	7,144
Experience gains and losses arising on pension liabilities	229	355
Changes in assumptions	394	(6,317)
Net actuarial gains recognised in SCITE	2,856	1,182

Table 12: Movement in liabilities during the year

	31 March 2022 £'000	31 March 2021 £'000
Liabilities at 1 April	63,885	54,679
Current service cost (net of member contributions)	2,200	2,488
Member contributions (including net transfers-in)	500	498
Benefits paid during the year	(2,004)	(995)
Interest on pension liability	1,253	1,253
Actuarial (gains)/losses	(623)	5,962
Liabilities at 31 March	65,211	63,885

Table 13: Movement in assets during the year

	31 March 2022 £'000	31 March 2021 £'000
Assets at 1 April	43,644	35,248
Interest on scheme assets	846	798
Actual return less interest on scheme assets	2,233	7,144
Employer contributions	947	951
Contributions by Members (including net transfers-in)	500	498
Benefits paid and expenses	(2,004)	(995)
Closing fair value of scheme assets at 31 March	46,166	43,644

The Commission expects to contribute £989,905 to the Members of the Senedd Pension Scheme in 2022-23.

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

	2021-22	2020-21
Equities	54%	53%
Alternative investments	16%	15%
Property	7%	7%
Fixed interest and cash	23%	25%
	100%	100%

The Pension Board carried out a review of the Scheme’s investment strategy in 2020. As a result of the review the assets of the Scheme are invested in a diverse spread of funds as follows:

- Baillie Gifford Diversified Growth
- BNY Mellon Sustainable Real Return
- 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
- 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 2022 was £46.1 million (31 March 2021, £43.6 million)

Over the year to 31 March 2022 the Scheme’s investment portfolio generated a return of approximately 7.5%. This was driven by the significant rise in return seeking markets (e.g. equity) during the period. The actual return on scheme assets during 2021-22 was a gain of £2.5 million (2020-21, £8.2 million).

The Scheme’s investment strategy underperformed against equity markets over the same period, which were up c. 11.3% (in local terms), but outperformed UK long term Government bonds (which returned c.-7.2%). The Scheme

underperformed against its discount rate (Consumer Prices Index plus 2.5%), which returned c.9.5%. However, over a three year period the Scheme has outperformed its discount rate, delivering a return of 7.7% p.a. compared to the discount rate of 5.5% p.a.

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 2022	31 March 2021
Discount rate	2.65%	1.95%
Future earnings increases – in excess of discount rate	-2.00%	-2.20%
Future pension increases (CPI) – in excess of discount rate	-0.50%	-0.45%
Expectation of life at age 65 (years):		
Male	23.5	23.8
Female	25.1	25.2
Widows	23.9	24.0

Sensitivity to main assumptions

If the real rate of return in excess of earnings changes by 0.5 per cent a year, the total actuarial liability would change by around 1.0 per cent and the change in total liabilities by circa £0.7 million.

If the real rate of return in excess of pension changes by 0.5 per cent a year the total actuarial liability would change by about 9.5 per cent and the change in total liabilities by circa £6.2 million.

If longevity at retirement were assumed to be 2 years greater, this would increase the total actuarial liability by about 7.7 per cent and would increase total liability by circa £5.0 million.

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

Table 16: Amounts for the current and previous four periods

	31 March 2022 £'000	31 March 2021 £'000	31 March 2020 £'000	31 March 2019 £'000	31 March 2018 £'000
Defined benefit obligation	65,211	63,885	54,679	55,178	50,385
Scheme assets	46,166	43,644	35,248	37,150	35,406
Net liability	(19,045)	(20,241)	(19,431)	(18,028)	(14,979)
Experience gains and losses arising on pension liabilities	229	355	(635)	(370)	297
Actual return less interest on scheme assets	2,233	7,144	(3,220)	388	669

Further information on the Members of the Senedd Pension Scheme⁵² can be found in the Annual Report and Accounts for the scheme for the year ending 31 March 2022.

⁵² <https://senedd.wales/en/memhome/pay-expenses-financial-interests-standards/Pages/mem-pay.aspx>

02. B – Members’ other costs

Members’ other costs of £9.688 million (2020-21, £9.358 million) in the Statement of Comprehensive Net Expenditure consist of:

Category	2021-22 £'000	2020-21 £'000
Office Costs	1,129	998
Additional Costs	240	245
Members’ Staff Costs	8,209	8,082
Travel costs	110	33
Total Members’ other costs	9,688	9,358

Members’ staff costs do not include any severance payments in 2021-22, (2020-21, five payments totalling £26,716), other than those occasioned as a result of the Senedd elections in May 2021.

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 percent of actual salary paid. The Scheme is compliant with automatic enrolment legislation and the Scheme’s last re-enrolment staging date was 1 January 2020 and the next one will be 1 January 2023. The employer pension contributions paid in 2021-22 were £703,437 (2020-21, £775,792).

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 2021-22, 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	2021-22		2020-21	
	Hours	Costs	Hours	Costs
Commissioner Hours	377		-	-
Commissioner Employment Costs		£31,552	-	-
Acting Commissioner Hours	-		540	-
Acting Commissioner Costs		-	-	£42,517
Costs charged to the Welsh Consolidated Fund		£31,552		£42,517
Support Staff Employment Costs		£70,874	-	£89,570
Legal and other professional support Costs		£5,137	-	£16,667
Directly attributable resource costs supplied by the Commission		£76,011		£106,237

03. Other administration costs

Other administration costs of £15.2 million (2020-21, £16.4 million) in the Statement of Comprehensive Expenditure consist of:

	2021-22 £'000	2020-21 £'000
Leases – buildings	2,795	2,790
Leases – other	56	68
Accommodation and facilities costs	5,412	5,736
ICT costs	3,144	3,724
Administrative expenses	1,191	1,350
Staff related costs	512	347
Other administration costs	13,110	14,015
Depreciation, amortisation and impairment charges	2,099	2,239
Total Other administration costs	15,209	16,254

The estimated external audit cost for the audit of these financial statements is £59,987 (2020-21, £57,958). No additional non-statutory audit work was incurred in 2021-22 (2020-21, nil).

Impact of Covid-19 on supply contracts

In common with many other public bodies the Senedd Commission maintains a number of contracts for supply of services. In March 2020 Cabinet Office produced a Procurement Policy Note (PPN) “Supplier relief due to Covid-19”⁵³ to provide advice and guidance for public bodies on payment of their suppliers to ensure continuity of service during and after the Covid-19 outbreak. An extract from the PPN reads: “Contracting authorities should act now to support suppliers at risk so they are better able to cope with the current crisis and to resume normal service delivery and fulfil their contractual obligations when the outbreak is over” and continues: “It is vital that contracting authorities pay all suppliers as quickly as possible to maintain cash flow and protect jobs. Contracting authorities should

⁵³https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874178/PPN_02_20_Supplier_Relief_due_to_Covid19.pdf

also take action to continue to pay suppliers at risk due to Covid-19 on a continuity and retention basis.”

The Commission studied each arrangement in turn to identify the financial contract implications and worked with the suppliers concerned in an open and transparent manner. In the financial year 2021-22 the Commission paid £0.018 million (2020-21, £0.363 million) to support and secure supply contracts but did not receive any services. This amount is included in the expenditure heading ‘Accommodation and Facilities costs’.

04. Property, plant and equipment

	Land and buildings	ICT	Fixtures and fittings ⁵⁴	Assets under construction	2021-22 Total
	£'000	£'000	£'000	£'000	£'000
Cost or valuation					
At 1 April 2021	61,131	7,366	1,789	191	70,477
Additions	-	989	84	74	1,147
Reclassification	-	147	-	(147)	-
Revaluation	4,380	-	-	-	4,380
Disposals	-	-	(10)	-	(10)
At 31 March 2022	65,511	8,502	1,863	118	75,994
Depreciation					
At 1 April 2021	(1,683)	(6,508)	(929)	-	(9,120)
Charged in year	(1,683)	(295)	(121)	-	(2,099)
Revaluation	3,366	-	-	-	3,366
Disposals	-	-	8	-	8
At 31 March 2022	-	(6,803)	(1,042)	-	(7,845)
Carrying amount at 31 March 2022	65,511	1,699	821	118	68,149
Carrying amount at 31 March 2021	59,448	858	860	191	61,357

The carrying amount of land and buildings held under lease arrangements as at 31 March 2022 is £4.910 million (31 March 2021, £4.185 million).

The last comprehensive revaluation of land and buildings was undertaken by DS Gibbon FRICS of Avison Young (UK) Limited as at 31 March 2020, 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

⁵⁴ Fixtures and fittings includes ‘donated assets’, consisting of the Mace donated by the Parliament of New South Wales for the opening of the Senedd.

constructing modern equivalent buildings and depreciating the cost to account for the age and future economic life of the buildings.

For the current year J Williams of Avison Young (UK) Limited was commissioned to update the 2020 valuation report to assess the impact of current economic indicators on the value of land and buildings. This review highlighted a substantial increase in carrying values as at 31 March 2022 which has been reflected in these accounts.

Impairment reviews did not identify any indications of impairment at 31 March 2022 and hence no impairments have been recognised.

	Land and buildings	ICT	Fixtures and fittings ⁵⁵	Assets under construction	2020-21 Total
	£'000	£'000	£'000	£'000	£'000
Cost or valuation					
At 1 April 2020	61,131	7,166	1,519	167	69,983
Additions	-	200	293	44	537
Reclassification	-	-	20	(20)	-
Disposals	-	-	(43)	-	(43)
At 31 March 2021	61,131	7,366	1,789	191	70,477
Depreciation					
At 1 April 2020	-	(6,041)	(883)	-	(6,924)
Charged in year	(1,683)	(467)	(89)	-	(2,239)
Disposals	-	-	43	-	43
At 31 March 2021	(1,683)	(6,508)	(929)	-	(9,120)
Carrying amount at 31 March 2021	59,448	858	860	191	61,357
Carrying amount at 31 March 2020	61,131	1,125	636	167	63,059

⁵⁵ Fixtures and fittings includes '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	2022 Total £'000
Cost or valuation		
At 1 April 2021 and at 31 March 2022	884	884
Amortisation		
At 1 April 2021 and at 31 March 2022	(884)	(884)
Carrying amount at 31 March 2021 and 2022	-	-

	Software £'000	2021 Total £'000
Cost or valuation		
At 1 April 2020 and at 31 March 2021	884	884
Amortisation		
At 1 April 2020 and at 31 March 2021	(884)	(884)
Carrying amount at 31 March 2020 and 2021	-	-

06. Trade and other receivables

	31 March 2022 £'000	31 March 2021 £'000
Amounts falling due within one year:		
Trade receivables	89	44
Other receivables	14	12
Prepayments	1,810	1,647
Recoverable VAT	184	197
	2,097	1,900

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

07. Cash and cash equivalents

	2022 £'000	2021 £'000
Balance at 1 April	412	60
Net change in cash and cash equivalent balances	759	352
Balance at 31 March	1,171	412
The following balances at 31 March were held at:		
Government Banking Service	1,257	98
Commercial banks and cash in hand	(86) ⁵⁶	314
Balance at 31 March	1,171	412

⁵⁶ The balance held in the bank at 31 March 2022 was £279,000 in credit. Payments processed on 31 March reduced the cashbook balance on that date to indicate an overdrawn position but were not debited until 4 April. This is a timing issue.

08. Trade payables and other current liabilities

	31 March 2022 £'000	31 March 2021 £'000
Amounts falling due within one year:		
VAT payable	14	4
Other taxation and social security	849	838
Trade payables	680	622
Accruals	3,367	3,127
Amounts due to the Welsh Consolidated Fund	1,171	412
	6,081	5,003

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	2021-22 Total £'000	2020-21 Total £'000
Balance at 1 April	20,241	171	20,412	19,602
Decrease in provision	(2,856)	-	(2,856)	(1,182)
Pension finance costs	1,660	-	1,660	1,992
Balance at 31 March	19,045	171	19,216	20,412

Under IAS 19, a liability of £19.045 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 £19.216 million (2020-21, £20.412 million), no amount is expected to crystallise within one year (2020-21, £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	2,796
Later than one year but not more than five years	11,084	11,120
Later than five years	13,869	16,629
	27,749	30,545
Other – car, printers and copiers:		
Not later than one year	38	40
Later than one year but not more than five years	85	122
	123	162

(b) Finance leases

There are no current obligations under finance leases.

11. Capital and other commitments

There were no contracted capital commitments at 31 March 2022 and 31 March 2021.

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 133). 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 employ family members as their support staff. However, this is only permitted where the Member plays no part in the fair and open selection process, which is conducted by Commission staff on their behalf.

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 and 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 2021-2022 Government Financial Reporting Manual (FReM) 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 2022 £'000	31 March 2021 £'000
Net cash requirement	(56,091)	(54,648)
From the Consolidated Fund (supply) – current year	57,463	56,075
Amounts due from the Consolidated Fund not drawn	(201)	(1,015)
Amounts paid to the Consolidated Fund	(412)	(60)
Increase in cash	759	352

This table is subject to audit.

SOS 04 Reconciliation of Net Resource Outturn to Net Cash Requirement 2021-22

	Note	Budget £'000	Outturn £'000	Net total outturn compared with budget: under spend/(excess) £'000	Outturn 2020-21 £'000
Net Resource Outturn	SOS 01	61,214	59,969	1,245	59,632
Accruals adjustments					
Non-cash items	See below	(4,050)	(3,761)	(289)	(4,231)
Changes in working capital other than cash		299	(117)	416	(753)
Net cash requirement		57,463	56,091	1,372	54,648

Non-cash items	Note	Budget £'000	Outturn £'000	Outturn compared with budget 2021-22 £'000	Outturn 2020-21 £'000
Depreciation and amortisation and de-recognition	4 and 5	(2,250)	(2,101)	(149)	(2,239)
Pension finance costs and other provision movements	9	(1,800)	(1,660)	(140)	(1,992)
		(4,050)	(3,761)	(289)	(4,231)

This table is subject to audit.

SOS 05 Analysis of income payable to the Welsh Consolidated Fund

	Budget 2021-22 £'000	Outturn 2021-22 £'000	Outturn 2020-21 £'000
Retainable operating income	220	61	50
Subtotal	220	61	50
Amount retained	220	61	50
Amount payable to the WCF	-	-	-

There has been no other operating income in 2021-22 (2020-21, nil).

This table is subject to audit.