

# Assembly Members' Services 2003-2004

(the Second Annual Report of the House  
Committee under Standing Order 18.12,  
dealing with the year  
1 April 2003 to 31 March 2004)

October 2004

## **Foreword by the Presiding Officer**

This has been the first year of the Second Assembly, and began with the Second Assembly Elections, a time of challenge and change for both Members and staff of the Assembly Parliamentary Service. The assistance we were able to provide to welcome Members after the elections and to help them to settle into their new roles was very much appreciated. We continue to set an example of equality with a National Assembly that is now gender-balanced, having 30 women and 30 men in its membership.

The opening of the Second Assembly, by Her Majesty the Queen, accompanied by Their Royal Highnesses the Prince of Wales and the Earl of Merioneth more widely known as the Duke of Edinburgh, was an enjoyable and significant occasion. We also received distinguished visitors from many countries around the world, including Helen Clark, Prime Minister of New Zealand and President Minister Erwin Teufel of Baden-Wurrtemberg, who addressed the Assembly. I was also pleased to welcome Speakers from Australia, the United States of America, Croatia and Congo.

As with all evolving democratic institutions, the first year of the Second Assembly has seen change in the way we operate and do business. Different seating arrangements in the Chamber have heralded a change in the tone of debate, also prompted by the intake of new Members (just under 25%) and the shift in balance between the parties. The reduction in frequency of meetings of subject committees has been a regular subject for discussion in the Chamber. I have also noted significant increases in the numbers of oral and written Assembly questions to Ministers.

I was delighted to open the Assembly's new North Wales Office at Colwyn Bay on 1 March 2004 and it is already attracting significant numbers of visitors especially younger citizens from the area's schools. The office contains a comprehensive public information service, displays which are similar in quality to those based at the popular Pierhead Building in Cardiff, as well as facilities for Assembly Members. The House Committee has also sought to expand access to the Assembly in Cardiff Bay by supporting travel by schools and colleges based outside the immediate Cardiff area.

This year has also seen the publication of the Report of the Richard Commission on the Powers and Electoral Arrangements of the National Assembly for Wales. This important document is likely to herald significant change in the form and nature of our Assembly, and will be a basis for discussion and planning for the next year. In particular it is likely to result in greater emphasis on scrutiny of Government actions and policies by our Committees, and we must rise to this new democratic challenge. With the commitment from all political parties to legislate for separation between legislature and executive, the House Committee will have a key role in steering through any necessary changes, assisted as ever by the newly-named Assembly Parliamentary Service.

This Annual Report reflects a busy year of achievement for the House Committee and the Assembly Parliamentary Service; I commend it to you.

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

The House Committee has undertaken a change of approach to its functions in the last year. Members have received more comprehensive information enabling them to monitor and question budget provision, organisation and performance of the Assembly Parliamentary Service and others who provide services to Members. Meetings have been well attended and discussions have been useful and interesting. The Committee was able to provide direction and guidance to officials as to priorities and areas for improvement, as well as expressing its appreciation for the high level of support offered by the Assembly Parliamentary Service.

This year has seen the Committee's first meeting held in public, where the primary business was to agree last year's Annual Report. Members have decided to continue this practice, and to expand the information contained in the report to cover their allowances and salaries, alongside other statistics, to which the wider world may wish to refer.

I hope that the reader will find this Annual Report of interest, and would welcome any suggestions about the content, format and presentation for future reference.

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<sup>1</sup> Shortly after the end of the year to which this Report relates, the Presiding Office (that is the body of staff supporting all Members of the Assembly) changed its name to the Assembly Parliamentary Service. The new name has been used throughout this Report.

## HOUSE COMMITTEE MEMBERSHIP 2003/2004

**Chair** Dr John Marek, AM  
Deputy Presiding Officer



### Members

Lord Dafydd Elis Thomas  
Presiding Officer

Plaid Cymru



Lorraine Barrett

Labour



Peter Black

Liberal Democrat



Janet Davies

Plaid Cymru



William Graham

Conservative



Janice Gregory

Labour



Karen Sinclair

Labour



## **Clerk to the House Committee**

Dianne Bevan, Deputy Clerk to the Assembly.

## **House Committee Sub-Groups and Liaison Group**

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

### **Membership**

#### **Arts Sub-Group**

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

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

#### **Catering Sub-Group**

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

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

#### **IT Sub-Group**

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

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

Equipment and Facilities Liaison Group

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

Group Representatives (AM Support Staff)

Mike Penn (Chair)  
Catherine Adams  
Claire Bradford  
Sarah Sharpe

Labour  
Plaid Cymru  
Liberal Democrat  
Conservative

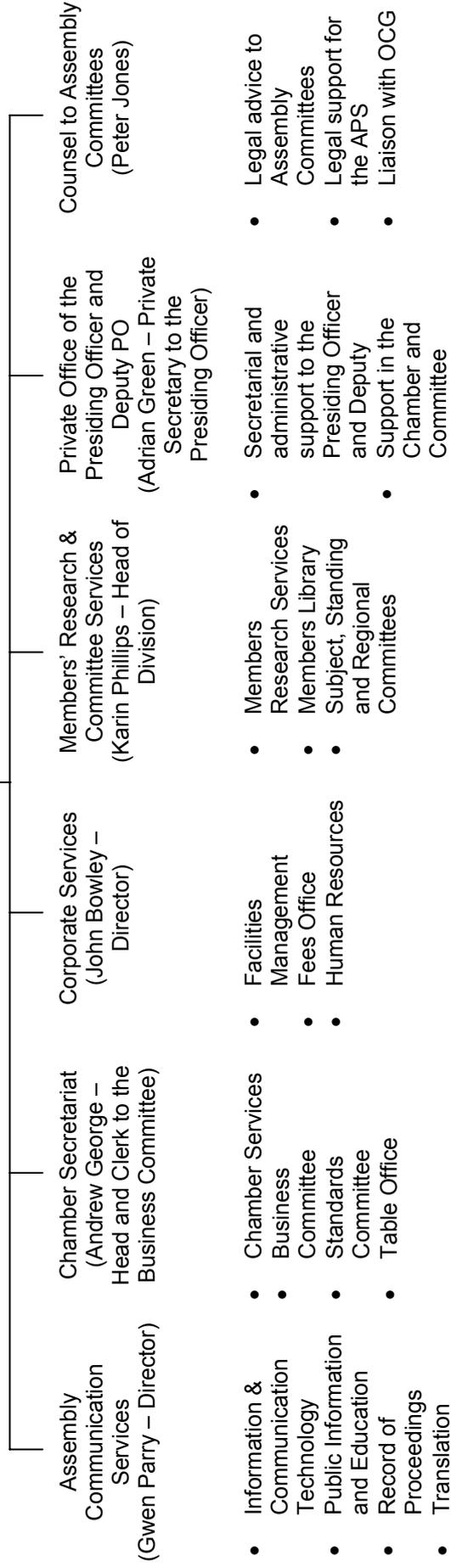


## Assembly Parliamentary Service – Staff Structure

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

Clerk to the National Assembly for Wales (Paul Silk) ——— Permanent Secretary (Accounting Officer and staff roles)

Deputy Clerk (Dianne Bevan)



## **Highlights of the Year**

### **Opening of the Second Assembly**

The Second Assembly Elections took place in May 2003. The House Committee supported a day of events to mark the opening of the Second Assembly, which took place on 5 June 2003 in the presence of Her Majesty The Queen, His Royal Highness The Duke of Edinburgh and His Royal Highness The Prince of Wales. The day started with an interfaith celebration held in the parish church of St Mary the Virgin, Bute Street, followed by visits by members of the royal party to a local school and homeless hostel. Her Majesty then addressed Assembly Members in the Chamber. The royal party joined Assembly Members, their partners and invited guests for lunch at the St David's Hotel and Spa.

### **Support for Members**

**Election project review** – the House Committee received a report on the outcome of the project to support Members (retiring, continuing and joining) during the course of the Second Assembly Elections. Overall, the arrangements had proved to be successful, but in areas where suggestions were made for improvement, officials took note for future reference.

**Registration of all party groups** – following a suggestion by the Standards Committee, the House Committee approved proposals for the registration of interest groups, which include cross-party membership of Assembly Members. A register is now in operation and guidance has been issued to all Members.

**Simultaneous translation** – the House Committee agreed to expand the availability of Welsh/English interpretation facilities to meetings of five or more Members on matters connected with Assembly business. This service is available to Members on request.

**Retention of Members' administrative records** – the Committee considered proposals for future retention of records, which had been formulated in the light of the Freedom of Information Act 2000 and followed discussions with the Information Commissioner, Inland Revenue and the National Audit Office.

**Senior Salaries Review Board** – the House Committee supported the content of a draft letter from the Presiding Officer to the Board in respect of its forthcoming independent review of Members' salaries and allowances.

**Information and Communication Technology** – the Assembly has agreed a new contract for the supply and servicing of ICT for the next ten years. Members' concerns about the poor quality of network connections from constituency offices were recognised and the project to upgrade these connections was duly given priority following the signing of the contract. The House Committee's ICT Sub Group receives regular reports on service standards under the new arrangements.

**European Union advice and support** – the Committee was concerned to secure independent advice on European matters for subject committees in their role in scrutinising legislation and government policy. Authority was given for this advice to be procured.

### **Assembly Parliamentary Service**

**Change of name** – it was agreed by the Assembly that the body of staff responsible for providing services to all Assembly Members be re-named the Assembly Parliamentary Service. The use of the term “Presiding Office” had proved to be confusing and not descriptive of the full range of services provided by the staff. The change of name was approved by the Assembly on 31 March 2004 and took effect from 26 April 2004.

**Values and aims for the Second Assembly** – direction was sought from the Committee as to the priority areas which should be addressed by officials during the course of the Second Assembly. Approval was given to overall objectives forming the basis for Assembly Parliamentary Service planning until 2007, the end of the Second Assembly. The Committee will receive annual performance monitoring papers.

**Recruitment and retention** – the Committee was pleased to note that the Assembly Parliamentary Service had been increasingly successful in recruiting staff to fill vacancies and in retaining them. This reduced reliance on temporary agency staff and allowed projects to be progressed and completed.

**Budget** – savings were made on the budget for 2003/4, allowing the Committee to consider some projects to maintain and improve the Assembly estate without further recourse to the public purse. The majority of the planned expenditure related to improvements to the security of Assembly buildings in the Bay and renovation to the Pierhead building. The programme will be carried out during 2003 to 2005. The Committee received regular financial monitoring papers.

**Review of performance** – each House Committee meeting received a report of the performance of the Assembly Parliamentary Service against key indicators, including the issue of committee papers within deadlines, research enquiries, visitor numbers, translation services, dealing with ICT service requests and financial claims.

**Occupational health** – the Committee approved the recruitment of an occupational health nurse to be based in the Cardiff Bay offices, whose services are available to Members, their staff and officials based in Cardiff Bay.

**Public Sector Management Initiative** – the Committee approved Assembly Parliamentary Service participation in an initiative open to all public sector managers in Wales, to secure common development and training opportunities, with the aim of improving standards in the public sector in

Wales and achieving greater levels of common understanding and partnership working.

### **Wider Wales**

**Subsidised transport for schools** – the House Committee received a report on the effect of the subsidy given to more distant schools for travel to Cardiff to visit the Assembly. This showed that visits from more distant schools had increased during the pilot of the subsidised transport scheme. Members decided to make the scheme permanent and to extend it to colleges in Wales. The distance criteria were also amended to allow more schools to benefit from the scheme – all schools and colleges in Wales of 20 miles or more distance are now able to claim the subsidy.

**North Wales Office** – The Presiding Officer opened the Assembly North Wales Office in Colwyn Bay on 1 March 2004. The office contains public information facilities comparable to those in Cardiff Bay and has office and meeting accommodation available for the use of Assembly Members and Committees.

**Public meetings** – the Committee held its first meeting in public on 16 October 2003. It has decided to continue to meet in public in October on an annual basis, when it will consider its Annual Report and other suitable matters.

**Verbatim record of committees** – the Committee recognised the importance of a verbatim record of committee proceedings and supported a pilot exercise to explore the feasibility of providing the record. This exercise was completed during the course of the year, and plans have been made to commence the full verbatim record of committees during 2005/6.

**Bilingual services** – the House Committee approved a Bilingual Services Statement, which sets standards for the provision of facilities in Welsh and English.

**Race relations** – the Committee received a draft Action Plan for the Assembly Parliamentary Service's response to the Race Relations (Amendment) Act 2000. The Clerk and the Permanent Secretary had given evidence to the Committee on Equality of Opportunity on the respective draft plans of the Assembly Parliamentary Service and the Welsh Assembly Government. It is anticipated that these documents will be completed and implemented during 2004/5.

**Publication of salaries and allowances** – the House Committee agreed to publish the salaries and allowances of individual Assembly Members for the relevant year as part of this Annual Report. These can be found in **Annexe 2**.

**Webcasting** – Members agreed to continue with the project to support limited webcasting of Assembly proceedings. Current IT systems are not of a

sufficient specification to support this on a wider basis, but infrastructure improvements in the future are likely to enable more general availability.

### **External and International Links**

Two heads of government visited the Assembly and addressed Members in the Chamber during 2003-4. On 9 July 2003 Prime Minister Helen Clark of New Zealand visited, followed on 19 November 2003 by President Minister Erwin Teufel of Baden Württemberg. The use of Information and Communication Technology in the Chamber continues to attract the interest of visiting parliamentarians and featured in the programmes of visiting Speakers from the Australian Senate, the United States House of Representatives, the Croatian Parliament and the Congo National Assembly.

Parliamentary delegations visiting the Assembly included the Venetian Regional Council and the Brussels-based Flemish Community Mission at European regional level. The Assembly also hosted a British Inter-Parliamentary Union sponsored delegation from Ethiopia. Closer to home, a reciprocal visit took place with the Greater London Assembly. The House of Commons Modernisation Committee visited to examine the work of the Assembly's Public Information and Education Services in relation to its report 'Connecting Parliament with the Public'.

The Assembly remains a port of call for familiarisation visits for overseas Ambassadors to the UK, and UK diplomatic representatives moving to new posts. Whilst responsibility for Foreign and Commonwealth sponsored visits rests largely with the Assembly Government, when visits are of a parliamentary nature, the Assembly Parliamentary Service co-ordinates visit programmes. The Foreign and Commonwealth Office (FCO) sponsored parliamentary delegations that visited the Assembly included the Speaker of the Croatian Parliament and a delegation of young politicians from Lithuania.

Two Cardiff-based organisations continued to provide an important means of raising the international profile and awareness of the Assembly. The Thomson Foundation, through its journalism training programmes, sent groups of mid-career journalists from across the world to learn about the Assembly. The British Council Wales ensured that the Assembly was included in its exchange programme for women parliamentarians in the UK and East Africa. The British Council also continued to include the Assembly in its British Atlantic Fellowship and Wales-based Foreign and Commonwealth Office Chevening Scholarship programmes. This is an important on-going connection for the Assembly as both groups include young people who are likely to be future opinion formers and leaders in the USA and across the world.

The Assembly continued to be an active participant in established inter-parliamentary bodies. Delegations attended meetings of the British-Irish Inter-Parliamentary Body and the Commonwealth Parliamentary Association. The Presiding Officer again participated in the programme of activities of the

Conference of Presidents of European Regional Legislative Assemblies  
(CALRE).

## **Assembly Business 2003-2004**

### **The Assembly in Plenary**

There were 64 Plenary Meetings held during the financial year 2003-2004, administered, advised and supported by Assembly Parliamentary Service staff. Meetings were held on Tuesday and Wednesday afternoons, between 2.00pm and 5.30pm.

A record number of both oral and written questions were tabled during 2003-04. Unlike Westminster and the other devolved legislatures, Assembly Members have previously tabled considerably more oral questions than written questions. This changed in 2003-04 and as many written questions (4328) as oral questions (4364) were tabled. This represented a 26% increase in all questions to Ministers and an increase of over 50% in written questions. In part this can be attributed to the fact that over 500 written questions were tabled during the summer recess for the first time. However, even without this, Members asked 19% more questions to Ministers than in 2002-03.

### **Committee Highlights**

143 Committee meetings were held in 2003-04. Committees received over 867 papers, 319 of which were produced by the Assembly Parliamentary Service. Over 350 research briefs were provided for committees.

#### **Audit Committee**

The Audit Committee met once in April 2003 prior to the Assembly Elections and has met eight times between June 2003 and March 2004. It has produced nine reports<sup>2</sup>. In March 2004, the Committee met in Newtown, the first time it had met away from Cardiff.

The Committee examined subjects across the public sector. In the course of the Committee's work, four major themes emerged: the proper conduct of public business; risk management; efficiency; and improving services to the citizen. Its reports contained a series of recommendations for the improvement of public spending and management arrangements. The Committee also considered and accepted the Welsh Assembly Government's responses to six of its reports<sup>3</sup> published during the reporting year. In

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<sup>2</sup> 'Continuing the Regeneration of Cardiff Bay'; 'Procurement of Primary Care Medicines'; 'Management of the Further Education Estate in Wales'; 'The Management and Delivery of Hospital Cleaning Services in Wales'; 'ELWa/National Council for Education and Training for Wales: Financial Management of Partnership and Innovation & Development Projects'; 'Compensating Farmers for Bovine Tuberculosis in Wales'; 'The Disposal of the Mid Wales Hospital'; 'Late Payments to Farmers in Wales'; 'The Finance of NHS Wales 2003'

<sup>3</sup> 'Continuing the Regeneration of Cardiff Bay'; 'Procurement of Primary Care Medicines'; 'Management of the Further Education Estate in Wales'; 'The Management and Delivery of Hospital Cleaning Services in Wales'; 'ELWa/National Council for Education and Training for Wales: Financial Management of Partnership and Innovation & Development Projects'; 'The Finance of NHS Wales 2003'

addition, the Committee considered and accepted responses from the Assembly Government relating to recommendations of four reports<sup>4</sup> published by the Audit Committee of the first Assembly<sup>5</sup>.

At its October 2003 meeting, the Committee approved the Auditor General for Wales' programme of value for money examinations 2004-05 and agreed the budget which will cover both financial and value for money work in 2004-05.

### Business Committee

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

### Culture, Welsh Language and Sport Committee

The Culture Welsh Language and Sport Committee held eleven formal meetings and undertook nine visits between April 2003 and March 2004. The purpose of the visits varied from policy review evidence gathering, to tracking progress of major projects such as the Wales Millennium Centre. The Committee also visited the Artes Mundi exhibition in the National Museum, where the Committee also held its meeting in February 2004.

The Committee agreed to adopt a new approach in scrutinising ASPB corporate plans. Rather than including them in its formal agenda, rapporteurs from the Committee visited ASPBs to discuss their plans in private and then reported back to the full Committee in public. The experiment was deemed a success by the Committee and the ASPBs and, following discussion at the Panel of Chairs, at least two other Committees are to follow suit.

The Committee has concentrated much of its work on policy reviews, with two being undertaken during the year: 'English Medium Writing in Wales'<sup>6</sup> and

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<sup>4</sup> 'The General Report on the Financial Audit Work of the Auditor General for Wales 2002' - 3 February 2003; 'Osiris: The PFI Contract for Information Technology in the National Assembly for Wales' - 25 February 2003; 'The Accounts of the National Council for Education and Training for Wales for the period ending 31 March 2002' - 3 April 2003; and 'The National Assembly's New Building: Update Report' - 3 April 2003

<sup>5</sup> Audit Committee of the First Assembly, 1999-2003

<sup>6</sup> Terms of reference: *To review:*

- *the contribution of English-medium books and writing in Wales to Welsh culture;*
- *the support mechanisms available to writers in Wales, including playwrights and screenplay writers;*
- *the support mechanisms for the production and marketing of new writing, including private sector support; and*
- *the mechanisms for raising public awareness of English-medium Welsh literature and writers.*

'The Contribution of Arts and Sport to Community Regeneration'<sup>7</sup>. The Committee published a report 'Welsh Writing in English', following the review of 'English Medium Writing in Wales', and made 19 recommendations to the Welsh Assembly Government and key stakeholders. The Committee is nearing the completion of its review of the 'Contribution of Arts and Sport to Community Regeneration'.

### Economic Development and Transport Committee

Prior to the establishment of the Economic Development and Transport Committee in June 2003, the Economic Development Committee met once in April 2003. The Economic Development and Transport Committee held eleven formal meetings between June 2003 and March 2004. All of these meetings were held in Cardiff. The Committee also attended two meetings of the European and External Affairs Committee, on 26 June 2003 and 26 February 2004, to discuss reform of the European Structural Funds.

Much of the Committee's attention in the year focused on its policy review of 'Economic Inactivity'<sup>8</sup>. In the course of the year the Committee took evidence from a wide range of bodies and organisations. It also visited North Wales, at the invitation of the Wales Council for Voluntary Action, to examine the role of Intermediate Labour Markets (ILMs) in reducing the number of economically inactive people in the area.

The Committee undertook examination of and provided responses to consultations on several pieces of legislation: the Committee provided a response to the European Commission on the EU Working Time Directive and to the Assembly in Plenary on the WDA (Derelict Land) Order 2004. The Committee also considered the impact on Wales of the Traffic Management Bill.

In its scrutiny of the Welsh Assembly Government, it placed particular attention on monitoring the progress of European Structural Funds and Assembly Investment Grants. It also received regular reports to enable it to monitor the development of the Welsh economy.

The Committee also considered various issues regarding the various modes of transport within its remit, including Rail Services in Wales, Intra Wales Scheduled Air Services and Longer Distance Bus and Coach Links.

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<sup>7</sup> Terms of reference: *To review and consider:*

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

<sup>8</sup> Terms of reference: *To review:*

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

## Education and Lifelong Learning Committee

The Education and Lifelong Learning Committee held eleven formal meetings between April 2003 and March 2004. The majority of the Committee's work has focused on the first phase of its policy review of 'Special Educational Needs (SEN)', focusing on early identification and intervention.<sup>9</sup>

The review commenced with a public consultation in the autumn and the Committee appointed an external reference group, which operated on a voluntary basis. The group consisted of representatives from public sector and voluntary sector organisations with expertise in SEN. The Committee took evidence throughout the year from a diverse group of speakers from the education sector. Committee Members visited schools in North and South Wales to view SEN provision in mainstream settings and also special schools. Both visits culminated in informal meetings with Members, teachers, parents and representatives from local education authorities. The Committee is due to report on this phase of the review in the autumn.

The Committee also agreed to undertake a policy review of 'School Transport'<sup>10</sup>, with a focus on school buses, and appointed an expert adviser to

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<sup>9</sup> Terms of reference:

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

<sup>10</sup> Terms of reference: *The Committee shall:*

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

gather evidence until the end of 2004. The Committee is scheduled to report on this review in early 2005.

The Committee considered the Higher Education Bill and received a briefing from the Parliamentary Under-Secretary of State for Wales in January 2004. The Committee's deliberations were conveyed to the Secretary of State for Wales and the House of Commons Welsh Affairs Committee.

The Committee held two scrutiny sessions to consider proposals by the National Council for Education and Training (ELWa) for the new national planning and funding framework for post-16 education and training.

The Committee considered the annual report by the Chief Inspector for Education and Training in Wales, covering the academic year 2002-03.

### Environment, Planning and Countryside Committee

This Committee was preceded by the Agriculture and Rural Development Committee, which met once during the year 2003-4, in April 2003. Following changes in Ministerial Portfolio responsibilities, the Committee's areas of responsibility were included in those of the Environment Planning and Countryside Committee. The Environment, Planning and Countryside Committee met ten times between June 2003 and March 2004.

The Committee undertook its first review into the 'Effectiveness of Current Planning Policies in Supporting the Provision of Affordable Housing and Sustainable Communities in the Countryside'<sup>11</sup>. Evidence was taken from the Minister and his officials, representatives of local planning and housing authorities and the academic community. The debate was widened through information presented to regional committees from representatives of local planning and housing authorities, housing associations, surveyors and estate agents, community groups and members of the public.

The first Subject Committee to report to Plenary, the Committee made recommendations to the Welsh Assembly Government in the areas of roles and responsibilities, planning mechanisms, information and data, the Welsh language, sustainable development, availability of land, and resources. The Minister accepted all but one of the Committee's recommendations.

The Committee began its second review into 'The Containment of Bovine TB and the Long Term Management and Reduction of Bovine TB by utilising Best Farming Practice in Animal Health and Welfare'<sup>12</sup>. Written submissions were

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<sup>11</sup> Terms of reference: *To consider the effectiveness of current planning policies in supporting the provision of affordable housing and sustainable communities in the countryside and to make recommendations for development of policy in this area.*

<sup>12</sup> Terms of reference: *To investigate how the Welsh Assembly Government can contribute to the containment of Mycobacterium Bovis (Bovine TB) through its existing powers and to review the long-term management and reduction of M.bovis by utilising best farming and other practice in animal health and welfare, acknowledging scientific evidence and addressing the control processes currently in use and otherwise available.*

invited from a wide range of interested parties. Oral evidence was taken from the Minister for Environment, Planning and Countryside and his officials, farmers, their representatives, wildlife groups, veterinary officers and scientists. In addition, Committee members visited a farm affected by TB in west Wales, followed by an informal discussion with local Carmarthenshire and Pembrokeshire farmers.

In addition to its policy reviews, the Committee received regular reports on the reform of the European Common Agricultural Policy and the implications for Wales.

The Committee reported to plenary on five items of subordinate legislation and the Planning and Compulsory Purchase Bill. In February 2004, the Committee introduced a system for more proactive scrutiny of European legislation. European Commission documents related to the EPC portfolio deposited in the UK Parliament are considered at alternate meetings.

### Equality of Opportunity Committee

The Equality of Opportunity Committee met seven times between April 2003 and March 2004. During this period, the Committee discussed the Assembly's annual Equality Report and draft Race Equality Scheme, the annual reports of statutory equality agencies in Wales, the forward work programmes of other Committees, European Year of Disabled People 2003, public appointments, equality indicators in Structural Funds programmes, EU equality legislation, access to electoral processes and asylum issues.

The Committee considered and responded to UK Government consultations on age discrimination in employment, Civil Partnerships for same-sex couples and a single equality body for the UK. The Committee laid its report 'Review of Service Provision for Gypsies and Travellers'<sup>13</sup> before the Assembly on 2 April 2003 and followed up the Government's response during the year.

In addition to the formal public meetings, Committee Members visited the Gellideg Foundation Group community regeneration project as part of evidence gathering for its review of 'Mainstreaming Equality in the Work of the Assembly'<sup>14</sup>.

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<sup>13</sup> Terms of reference: *Review the provision of services for Gypsies and Travellers in Wales, giving particular regard to: education, health, accommodation, employment, and the role of local authorities; whether the Assembly should have specific policies on services for Gypsies and Travellers in relation to education, social services, local government, housing, health, environment, planning and equality; and whether sufficient statistical information is available to facilitate service planning in this field.*

<sup>14</sup> Terms of reference: *To consider how equality can be mainstreamed into the work of the Assembly and the Assembly Government.*

## European and External Affairs Committee

The European and External Affairs Committee held seven formal meetings between April 2003 and March 2004. One meeting was held in Brussels and Welsh MEPs attended two Committee meetings.

In a year that saw the countdown to enlargement of the European Union from 15 to 25 Member States, key issues for the Committee included the development of the draft EU constitution and the role of European regions under a new constitutional treaty, and the reform of regional policy, including the future of Structural Funds programmes post-2006. In considering these issues, the Committee received presentations from senior European Commission officials and diplomatic representatives of Member States and regions.

Sir Stephen Wall, Head of the Cabinet Office European Secretariat, attended a meeting to discuss the role of that office and liaison arrangements between the UK Government and the Assembly Government.

A significant development during the year was the establishment of a system for scrutiny of EU documents deposited with the UK Parliament by all Assembly Committees. Other areas considered were the priorities of Member States holding the EU Presidency, the European Commission's Annual Work Programme and consideration of EU issues by other Committees.

Regular reports were received from the First Minister on relations with regions and nations external to the European Union, involvement in European and international organisations and the promotion of Wales abroad. The British Council presented to the Committee and members of the Committee of the Regions also provided regular reports.

## Health and Social Services Committee

The Committee met 13 times between April 2003 and March 2004, all in public. One meeting, in connection with the policy review, was held in Carmarthen.

The Committee's work during this period has focused on a major policy review of 'The Interface between Health and Social Care'<sup>15</sup> and scrutiny of secondary legislation.

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<sup>15</sup> Terms of reference:

- *To review the mechanisms for joint planning and provision of services in health and social care and the quality of the evidence base;*
- *To examine the accountability arrangements for joint planning and service provision;*
- *To evaluate the effects (both positive and negative) that decisions in one service can have on another;*
- *To examine key areas that impact on the quality and provision of a seamless service, particularly:*
  - *hospital discharge;*
  - *intermediate care;*
  - *residential and nursing home services;*

The policy review commenced with public consultation in the autumn. Oral evidence was received from Derek Wanless following his report on the Review of Health and Social Care in Wales, and from a number of organisations in the statutory and voluntary sector. A novel approach was for the Committee's expert adviser to facilitate focus group meetings with voluntary sector service providers and users. These groups were able to give their views in a less inhibiting setting and the expert adviser reported back formally on her findings to the Committee. Similarly, small groups of Members visited four projects to gather evidence and report back. The Committee will report on its review in autumn 2004.

The Committee scrutinised 18 pieces of subordinate legislation and also considered Baroness Finlay's Bill on Smoking in Public Places. Two other Bills (The Children Bill and The Health Protection Agency Bill) were remitted to the Committee following the plenary debate on the Queen's Speech, but these were not scrutinised in this period.

### Legislation Committee

During the period between April 2003 and March 2004, the Committee met 24 times and considered 194 pieces of legislation, issuing a report on each Statutory Instrument.

In June 2003 the Chief Legal Translator in the Office of the Counsel General, Dr Richard Crowe, attended the Committee meeting and made a short presentation about the work of the team of four senior legal translators and the challenges involved in translating secondary legislation.

In July 2003, the Counsel General, Mr Winston Roddick QC, attended the Committee meeting and made a short presentation on co-drafting of legislation and the change of legal adviser to the Legislation Committee.

Also in July 2003, in Plenary, the Chair of the Legislation Committee made three points of order concerning: the scrutiny of regulatory appraisals by the Legislation Committee; the lack of reflection in the motions on plenary agenda that Legislation Committee drew the special attention to SO 11.7 issues; and the position on legal advice to the Committee as well as independent legal advice to Members.

In February 2004, the Counsel of the Spanish Council of State, Sr Torre de Silva, visited the Committee and made a short presentation on his work and the Spanish Council of State.

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- *domiciliary care services;*
  - *involvement of the independent and private sectors;*
  - *support for carers.*
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## Local Government and Housing Committee

The Local Government and Housing Committee met once in April 2003 prior to the Assembly Elections. The Local Government and Public Services Committee was established after the elections and held nine meetings between its establishment in June 2003 and March 2004. Much of its time was devoted to its review into 'The Operation of New Political Management Structures in Local Government'<sup>16</sup>. As well as taking oral evidence from interested parties during formal meetings, the Committee undertook a series of visits to Welsh local authorities to further inform its work. The Committee's report and recommendations were published in May 2004.

The Committee was proactive in its scrutiny of legislation and, during the reporting period, reported on 13 draft statutory instruments. In February 2004, the Committee undertook detailed scrutiny of the Civil Contingencies Bill, which had been remitted to the Committee following a plenary debate on the Queen's speech. To inform its work, the Committee took evidence from key bodies affected by the legislation, taking oral evidence from the Minister for Finance Local Government and Communities, the Welsh Local Government Association and from the Police (representing all of the emergency services in Wales). The Committee's report was sent to relevant Members of the House of Commons and House of Lords and informed debate in the remaining Parliamentary stages of the Bill.

## Social Justice and Regeneration Committee

The Committee's work has focused on a major policy review of 'Housing for Older People'<sup>17</sup>. It also embarked on a written consultation exercise for its next review of 'Drug and Alcohol Misuse'<sup>18</sup>.

The policy review on 'Housing for Older People' commenced with public consultation over the summer period. Oral evidence was taken during the late autumn and winter from national and local organisations representing the public, private and voluntary sectors. Members of the Committee visited a number of organisations, in Wales, England and Northern Ireland to look at examples of best practice and to be able to recommend how these may be adopted throughout Wales.

The Committee scrutinised eleven pieces of subordinate legislation. Three Bills were remitted to the Committee following the plenary debate on the

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<sup>16</sup> Terms of reference: *To consider the operation in Wales of the new political management structures introduced by the Local Government Act 2000, their success in delivering more transparent, efficient and accountable decision-making and to make recommendations to encourage the development of good practice.*

<sup>17</sup> Terms of reference: *The current provision of housing for older people in Wales; In the light of the ageing housing stock and other considerations, what is required to allow existing older residents to remain in their own home.*

What new provision is needed to cater for the needs of an ageing population.

<sup>18</sup> Terms of reference: *To consider the effectiveness of current policies and arrangements for the prevention and treatment of substance misuse giving particular regard to prevention, treatment, groups affected by substance misuse and alcohol.*

Queen's Speech: the Housing Bill, the Fire and Rescue Service Bill and the Domestic Violence Crime and Victims Bill. Following consideration by the Committee, a report on each was laid before the Assembly.

The Committee met twelve times, all in public. Most of these meetings were held in the Assembly Building in Cardiff Bay, but the Committee also decided to adopt a policy of holding at least one of its formal meetings each term outside Cardiff. As a result, meetings were held in Llanelli and Merthyr. The Committee also decided to pay an official visit each year to North Wales. This took place in October 2003 and included meetings with representatives of the voluntary sector, a residential complex for older people run by the Abbeyfield Society, a drug support agency and the Chief Constable of the North Wales Police Force.

### Standards of Conduct Committee

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

Among the main issues the Committee dealt with were:

- Revised arrangements and guidance for the Registration of Members' Interests;
- Implementation of a wide range of recommendations flowing from the Woodhouse review of the Assembly's Standards of Conduct arrangements;
- A revised Code of Conduct for Assembly Members – since adopted by the Assembly;
- A new procedure for considering complaints against Assembly Members;
- The future of the role of the Independent Adviser on Standards of Conduct;
- the Assembly's requirement that Members should register membership of the Freemasons.

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

## REGIONAL COMMITTEES

Regional Committees met all over Wales in 2003-04, and over 1400 members of the public attended the meetings.

### Mid Wales Regional Committee

The Committee met three times between April 2003 and March 2004, in Aberystwyth, Llandrindod Wells and Aberdyfi.

At its meeting on 11 July, the Committee elected Lisa Francis AM as Chair. The Committee then discussed regional transport, with particular reference to the Aberystwyth transportation strategy. Presentations were made by Ceredigion County Council, highlighting the problems of isolation and rurality typical of Mid Wales. They outlined the measures being developed to tackle these problems. The Aberystwyth and District Chamber of Commerce expressed the concerns of local traders; particularly the disruption caused by the associated road works, and the perceived shortcomings of the 'park and ride' scheme.

At its meeting on 10 October, the Committee considered the problems associated with providing affordable and sustainable housing in rural areas. Presentations were made by Powys County Council, Brecon Beacons National Park, Mid Wales Housing Association, Cymdeithas yr Iaith and a local estate agent. The papers presented and a note of the meeting were sent to the Environment, Planning and Countryside Committee, which was undertaking a policy review of this planning issue.

At its meeting on 6 February, the Committee considered the future provision of 'out of hours' medical services in rural areas, and the likely effect of the new contract for general practitioners (GPs). Presentations were made by Gwynedd Local Health Board, Ceredigion Community Health Council and Tywyn Health Centre. A summary of the issues raised was sent to the Assembly Minister for Health and Social Services.

Average public attendance during the year was 68 people.

### North Wales Regional Committee

The North Wales Regional Committee met five times between April 2003 and March 2004 at venues in Wrexham, Pwllheli, Llandudno Junction, Llangollen and Llangefni.

The emphasis of the meetings was on public participation. Following each meeting, the Committee prepared a report summarising the views expressed by the people of North Wales. Copies were submitted to the relevant Assembly Minister, committee or public authority to respond to the points raised. The Committee reported on the following topics: waste management; the Environment, Planning and Countryside Committee review into the planning aspects associated with affordable housing and sustainable

communities in the countryside; Review of the Assembly's Sustainable Development Scheme; the new planning and funding system for post-16 education in Wales; and Fair Trade, to coincide with FairTrade fortnight 2004.

The Committee invited the Minister for the Environment, Planning and Countryside to attend the meeting considering the review of the Assembly's Sustainable Development Scheme. Regional Committee Chairs subsequently wrote to the First Minister suggesting that this practice be extended to all regional committees.

Public attendance was high throughout the year with over a hundred people attending the meetings in Pwllheli and Llangollen. Following a request from the public, the Committee piloted an evening meeting and recommended to the Business Committee that the Assembly's Standing Orders be amended to allow the Committee to meet in the evenings twice a year (out of a total of six meetings).

#### South East Wales Regional Committee

The South East Wales Regional Committee met four times between April 2003 and March 2004, at venues in Newport, Aberfan, Pencoed and Blaenavon. Average public attendance was 77 people.

The Committee concentrated on one topic per meeting. The topics considered were either related to policy reviews being carried out by subject committees (the Social Justice and Regeneration Committee's policy review into 'Substance and Alcohol Misuse' was discussed at Pencoed, and the Culture Committee's review into the 'Contribution of Arts and Sport to Community Regeneration' at Blaenavon) or with issues of particular concern to the region (the local economy was the topic at the Newport meeting and the Assembly's Sustainable Development scheme at Aberfan).

The public were invited to participate at all of the meetings. A report of the discussions and questions raised and the answers received is prepared and circulated to all that attend. The report is also placed in the public domain. 30 of the Assembly's 60 members are eligible to attend meetings of the South East Wales Regional Committee, including the First Minister and four Members of his Cabinet, as well as the Chairs of Sports and Culture, Social Justice and Regeneration, Education and Health Committees. This degree of expertise means that many points raised are answered fully and directly at each meeting. However, if matters raised do not receive a comprehensive response, they are referred to the appropriate minister to supply a written reply. Such replies are included in the Report of the meeting.

#### South West Wales Regional Committee

The Committee met five times between April 2003 and March 2004. Average public attendance was 56 people.

The Committee concentrated on one topic per meeting. All the topics were related to policy reviews being carried out by subject committees, with the exception of one which considered the Assembly's sustainable development scheme. The public were involved in the discussions and the findings were fed back to the subject committee Chair or, in the case of sustainable development, to the Minister.

In July the Committee met in Kidwelly to consider the funding of schools. Members heard from head teachers and local authorities.

The October meeting in St David's focused on affordable housing and sustainable communities in the countryside, with presentations from the public and private sectors in Pembrokeshire. The meeting attracted considerable public interest. Issues raised included a suggestion that holiday homes should require planning permission as a change of use, and the need for more investment in low impact development.

In November the Committee met in Port Talbot and looked at the Assembly's review of the Sustainable Development Scheme. Pupils from Dwr y Felin Lower Comprehensive School, Neath, gave the first of several presentations and impressed the Committee with their understanding of the subject and the work of their school's Eco Club.

The Committee met in Carmarthen in January and considered housing for older people, including the implications for health and social care. This embraced policy reviews being undertaken by the Social Justice and Regeneration Committee and the Health and Social Services Committee and the findings contributed to those committees' evidence.

In March the Committee met in Pontardawe and took as its subject the Education and Lifelong Learning Committee's review of early identification of, and intervention in, special educational needs. The Committee heard a range of views from education providers, the Head of the School of Education at Trinity College, SNAP Cymru and the Head of Speech and Language Therapy Services at Pembrokeshire and Derwen NHS Trust.

## **Resources**

### **Employee Summary**

The table below shows the staff ceiling and number of permanent employees in post within the Assembly Parliamentary Service in April 2003 and March 2004.

Month/Year	Staff Ceiling	Number of Permanent Employees in Post
April 2003	297	223
March 2004	319	281

### **Distribution of employees at 31 March 2004**

Division/Branch	Number of staff in post
<b>Presiding Officer's Private Office</b>	5
<b>Clerk's &amp; Deputy Clerk's Offices</b>	4
<b>Assembly Communication Services</b>	
Director's Office	2
Information Communication Technology	5
Public Information & Education	42
Record of Proceedings	16
Translation Services	38
<b>Corporate Services</b>	
Director's Office	2
Fees & Finance	14
Human Resources	16
Office & Facilities	62
<b>Members Research &amp; Committee Service</b>	
Members Research Service	32
Committee Service	27
<b>Chamber Services</b>	
Chamber Secretariat	4
Table Office	5
<b>Legal Division</b>	6
<b>Trade Union Side</b>	1
<b>Total</b>	<b>281</b>

### **Recruitment Summary**

Throughout the period of 1 April 2003 to 31 March 2004, the Assembly Parliamentary Service has undertaken 29 recruitment exercises and appointed 58 candidates.

This has resulted in a reduction in the vacancy levels and a reduced reliance on agency staff within Assembly Parliamentary Service. Turnover has also decreased over this period.

## **Budget**

The total Assembly Parliamentary Service budget for 2003-2004 was £25,619,000, as follows:-

### **Assembly Parliamentary Service Costs 2003-2004**

<b>Branch</b>	<b>Total Expenditure (£)</b>	<b>Allocation (£)</b>
<b>Direct Running Costs- Staff</b>		
Clerk	339,151	316,350
Legal Advisor	156,558	166,450
Private Office	139,852	145,400
Members' Research & Committee Services	1,883,088	2,154,513
Assembly Business	246,662	290,800
Communications Services	2,775,392	3,031,550
Corporate Services	1,889,402	1,914,500
Unallocated reserve		437
<b>TOTAL STAFF COSTS</b>	<b>7,430,106</b>	<b>8,020,000</b>
<b>General Admin Expenditure</b>		
Clerk	5,355	34,000
Private Office	8,280	19,200
Legal Advisor	0	7,700
Members' Research & Committee Services	207,522	377,000
Assembly Business	30,053	56,900
Communications Services	1,403,027	1,487,000
Corporate Services	6,000,994	5,730,800
Unallocated reserve		172,400
<b>TOTAL GAE</b>	<b>7,655,228</b>	<b>7,885,000</b>
<b>Members' Pay &amp; Allowances</b>	<b>9,090,905</b>	<b>9,927,000</b>
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>20,000</b>
<b>Cost of Capital and Depreciation</b>	<b>133,862</b>	<b>129,000</b>
<b>TOTAL EXPENDITURE</b>	<b>24,310,101</b>	<b>25,981,000</b>

## **The Assembly Estate**

The Assembly Estate in Cardiff Bay comprises the Assembly offices and the Pierhead Building. The offices temporarily accommodate the Assembly Chamber and Committee Rooms; these will be replaced in September 2005 by the Richard Rogers designed Assembly Chamber building, in the course of construction next to the offices. Members, staff and civil servants will continue to use their offices in the current building. During 2003-4, the House Committee has been kept informed about the progress of the construction programme and has been consulted about various matters. It is anticipated that the House Committee will take responsibility for the new building upon its completion.

As noted above, the Assembly Parliamentary Service has a new office in Colwyn Bay, North Wales. There are four regional teams, based in Cardiff, Colwyn Bay, Carmarthen and Llandrindod Wells.

## **2003-04 Objectives and Performance**

The Assembly Parliamentary Service Corporate Statement 2003/4 contained some general objectives for the year, these are set out in the table below with examples of action taken during the year.

<b>OBJECTIVES</b>	<b>PERFORMANCE EXAMPLES</b>
We will heighten awareness of health and safety, seek improvements in all related issues and aim to be deemed by the Health and Safety Executive compliant with all appropriate Health and Safety regulations.	In an inspection during the year, the Health and Safety Executive commended Assembly Parliamentary Service processes and procedures, and gave the organisation a clean bill of health in terms of compliance.
We will improve staff recruitment and retention.	<p>HR branch has made significant progress in reducing the number of vacancies within the Assembly Parliamentary Service, from 74 in April 2003 to 38 in March 2004. The Assembly Parliamentary Service has actively participated in the development of a new recruitment policy to replace the current interim arrangements.</p> <p>The translators' and editors' homeworking project provided opportunities for recruitment of translators (and editors) under more flexible working arrangements. Four translators were recruited through the project and translation capacity and output increased. A current Senior Translator was enabled to work from home.</p>
We will make every effort to ensure that new Members who are elected in 2003, and those retiring, have the assistance they need.	<p>The House Committee reviewed the election project and received reports of satisfaction with the process from Members. Any improvement points have been noted in readiness for by-elections and the Third Assembly Elections in 2007.</p> <p>The Assembly Parliamentary Service produced a handbook and induction packs for newly elected Assembly Members, and arranged briefings on relevant subjects. Volunteer 'Buddies' were allocated to new Assembly Members.</p>
We will consolidate the new research services for Assembly committees, and	Induction packs and briefing were produced for Members and Committees

<b>OBJECTIVES</b>	<b>PERFORMANCE EXAMPLES</b>
help to strengthen the committees' contribution to the work of the Assembly.	and more specific briefing on policy areas, particularly where Committee portfolios had changed in line with changes to Ministerial portfolios. A folder was produced for new Members containing details of the research services that were available to them in support of Plenary, Committee and constituency work, these included briefing notes on topics of key interest and copies of Research Papers likely to be of most interest.
We will provide the back-up necessary for a House Committee with delegated powers.	<p>Presentation and content of papers provided to the House Committee has been improved. All papers now include finance and compliance advice.</p> <p>The Assembly Parliamentary Service performance indicators that are regularly presented to the Committee were revised and improved to make them more clear and relevant.</p>
We will provide the user contribution to the new Assembly building project.	<p>The House Committee has contributed views on a range of issues connected with the project.</p> <p>Assembly Parliamentary Service officials are closely involved with ensuring that necessary services for Members are given the highest priority in the project, and lead on matters including the provision of ICT, arts and the interface with the current building.</p>
We will produce and implement a Welsh language statement.	During the year the Statement has been renamed the Bilingual Services Statement to reflect the commitment that it gives to delivery of services in Welsh and English. The Statement was approved by the House Committee in January 2004, and, following preparation of guidance, came into effect on 10 May 2004.

## **Forward Look**

The recommendations of the Richard Commission have been published, and, depending upon the approach adopted by the Assembly, are likely to result in changes in ways of working and the beginning of a planning phase for implementation of those recommendations requiring further legislation. For those recommendations which do not require legislation, proposed service changes will be placed before Members for consideration as required.

The probability of planning for formal separation of the legislature from the Government will be a considerable challenge in the coming year. The Translation Service, formerly located entirely within the Assembly Parliamentary Service, will be divided according to service needs between the Assembly Parliamentary Service and the Government, and work will be needed to ensure that this is done on an equitable basis, securing the high quality of service which is currently provided.

The House Committee and the Assembly Parliamentary Service will become increasingly active in preparations for the completion, fit-out and opening of the new building. This will necessitate wide consultation and the preparation of detailed operational plans, attempting to ensure a balance between wide access, necessary security, proper maintenance and convenience for the use of Members, their staff, officials, media and the public.

The operation of and change planning under the Merlin contract (ICT and change management) will continue to require attention. ICT service standards for Members and officials in the Assembly Parliamentary Service will be monitored and the Assembly Parliamentary Service will have a greater role than under the previous contract in specification of Member requirements. The major networking improvements to Members' constituency offices should be completed by September 2004, and improvements to equipment and software are planned during the year.

During the year, firm financial monitoring will be required as, for the first time, the Assembly Parliamentary Service is close to its full staff complement and is regularly asked to take on new responsibilities. Proposals for any necessary changes to the staff structure of the Assembly Parliamentary Service to ensure that it reflects the changing needs of the Assembly are anticipated before the end of the year.

### **Committee Membership, Attendance and Statistics**

143 Committee meetings were held during the financial year 2003-04. Members' attendance at each Committee is detailed as follows. The following should be noted with reference to these figures:-

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

### **Agriculture and Rural Development Committee**

Member	Party	Constituency	2003/04	%
Glyn Davies (Chair)	Conservatives	Mid and West Wales	1/1	100
Christine Chapman	Labour	Cynon Valley	1/1	100
Cynog Dafis	Plaid Cymru	Mid and West Wales	1/1	100
Jocelyn Davies	Plaid Cymru	South Wales East	1/1	100
Ron Davies	Labour	Caerphilly	0/1	0
Delyth Evans	Labour	Mid and West Wales	1/1	100
Michael German	Liberal Democrats	South Wales East	1/1	100
John Griffiths	Labour	Newport East	1/1	100
Peter Rogers	Conservative	North Wales	1/1	100
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	1/1	100

### **Audit Committee**

Member	Party	Constituency	2003/04	%
Janet Davies (Chair)	Plaid Cymru	South Wales West	8/8	100
Leighton Andrews	Labour	Rhondda	7/8	88
Mick Bates	Liberal Democrats	Montgomeryshire	7/8	88
Alun Cairns	Conservatives	South Wales West	8/8	100
Jocelyn Davies	Plaid Cymru	South Wales West	8/8	100
Christine Gwyther	Labour	Carmarthen West and South Pembrokeshire	8/8	100
Denise Idris Jones	Labour	Conwy	8/8	100
Mark Isherwood	Conservative	North Wales	6/8	75

**ANNEXE 1**

Member	Party	Constituency	2003/04	%
Val Lloyd	Labour	Swansea East	8/8	100
Carl Sargeant	Labour	Alyn and Deeside	6/8	75

**Culture, Welsh Language and Sport Committee**

Member	Party	Constituency	2003/04	%
Rosemary Butler (Chair)	Labour	Newport West	11/11	100
Leighton Andrews	Labour	Rhondda	11/11	100
Lorraine Barrett	Labour	Cardiff South and Penarth	11/11	100
Eleanor Burnham	Liberal Democrats	North Wales	11/11	100
Lisa Francis	Conservative	Mid and West Wales	10/11	91
Denise Idris Jones	Labour	Conwy	11/11	100
Elin Jones	Plaid Cymru	Ceredigion	10/11	91
Laura Anne Jones	Conservative	South East Wales	9/11	82
Alun Pugh	Labour	Clwyd West	11/11	100
Owen John Thomas	Plaid Cymru	South Wales Central	11/11	100

**Economic Development Committee**

Member	Party	Constituency	2003/04	%
Christine Gwyther (Chair)	Labour	Carmarthen West and South Pembrokeshire	1/1	100
Mick Bates	Liberal Democrat	Montgomeryshire	1/1	100
Alun Cairns	Conservative	South Wales Central	1/1	100
Christine Chapman	Labour	Cynon Valley	1/1	100
Andrew Davies	Labour	Swansea West	1/1	100
Ron Davies	Labour	Caerphilly	0/1	0
Alison Halford	Labour	Delyn	1/1	100
David Jones	Conservative	North Wales	0/1	0
Elin Jones	Plaid Cymru	Ceredigion	1/1	100
Dafydd Wigley	Plaid Cymru	Caernarfon	1/1	100
Phil Williams	Plaid Cymru	South Wales East	1/1	100

**Economic Development and Transport Committee**

Member	Party	Constituency	2003/04	%
Christine Gwyther (Chair)	Labour	Carmarthen West and South Pembrokeshire	11/11	100
Alun Cairns	Conservative	South Wales West	10/11	91
Christine Chapman	Labour	Cynon Valley	11/11	100
Andrew Davies	Labour	Swansea West	11/11	100
Janet Davies	Plaid Cymru	South Wales West	10/11	91
Lisa Francis	Conservative	Mid and West Wales	11/11	100
Brian Gibbons	Labour	Aberavon	11/11	100
Elin Jones	Plaid Cymru	Ceredigion	11/11	100
Lynne Neagle	Labour	Torfaen	9/11	82
Jenny Randerson	Liberal Democrats	Cardiff Central	11/11	100

### Education and Lifelong Learning Committee

Member	Party	Constituency	2003/04	%
Peter Black (Chair)	Liberal Democrats	South West Wales	11/11	100
Leighton Andrews	Labour	Rhondda	10/11	91
Jeff Cuthbert	Labour	Caerphilly	11/11	100
Jane Davidson	Labour	Pontypridd	10/11	91
David Davies	Conservative	Monmouth	10/11	91
Mark Isherwood	Conservative	North Wales	10/11	91
Irene James	Labour	Islwyn	8/11	73
Denise Idris Jones	Labour	Conwy	11/11	100
Helen Mary Jones	Plaid Cymru	Mid and West Wales	3/7	43
Janet Ryder	Plaid Cymru	North Wales	4/4	100
Owen John Thomas	Plaid Cymru	South Wales Central	11/11	100

### Environment Planning and Countryside Committee

Member	Party	Constituency	2003/04	%
Alun Ffred Jones (Chair)	Plaid Cymru	Caernarfon	10/10	100
Mick Bates	Liberal Democrats	Montgomeryshire	10/10	100
Jeffrey Cuthbert	Labour	Caerphilly	1/2	50
Glyn Davies	Conservative	Mid and West Wales	10/10	100
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	10/10	100
Irene James	Labour	Islwyn	8/10	90
Carwyn Jones	Labour	Bridgend	9/10	90
Helen Mary Jones	Plaid Cymru	Mid and West Wales	5/5	100
Carl Sargeant	Labour	Alyn and Deeside	8/10	80
Catherine Thomas	Labour	Llanelli	7/8	88
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	5/5	100
Brynle Williams	Conservative	North Wales	10/10	100

### Equality of Opportunity Committee

Member	Party	Constituency	2003/04	%
Gwenda Thomas (Chair)	Labour	Neath	7/7	100
Lorraine Barrett	Labour	Cardiff South and Penarth	7/7	100
David Davies	Conservative	Monmouthshire	7/7	100
Lisa Francis	Conservative	Mid and West Wales	3/5	60
John Griffiths	Labour	Newport East	7/7	100
Helen Mary Jones	Plaid Cymru	Mid and West Wales	4/7	57
Laura Anne Jones	Conservative	South Wales East	2/2	100
Huw Lewis	Labour	Merthyr Tydfil & Rhymney	3/7	43
Jenny Randerson	Liberal Democrats	Cardiff Central	6/7	86
Catherine Thomas	Labour	Llanelli	5/7	71
Leanne Wood	Plaid Cymru	South Wales Central	7/7	100

**European and External Affairs Committee**

Member	Party	Constituency	2003/04	%
Sandy Mewies (Chair)	Labour	Delyn	6/7	86
Nick Bourne	Conservative	Mid and West Wales	5/7	71
Rosemary Butler	Labour	Newport West	5/7	71
Christine Chapman	Labour	Cynon Valley	7/7	100
Michael German	Liberal Democrats	South Wales East	7/7	100
Christine Gwyther	Labour	Carmarthen West and South Pembrokeshire	7/7	100
Ieuan Wyn Jones	Plaid Cymru	Ynys Môn	5/7	71
Jonathan Morgan	Conservative	South Wales Central	4/7	57
Rhodri Morgan	Labour	Cardiff West	7/7	100
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East and Dinefwr	7/7	100

**Health and Social Services Committee**

Member	Party	Constituency	2003/04	%
David Melding (Chair)	Conservative	South Wales Central	13/13	100
Jocelyn Davies	Plaid Cymru	South Wales East	13/13	100
John Griffiths	Labour	Newport East	12/13	92
Jane Hutt	Labour	Vale of Glamorgan	13/13	100
Ann Jones	Labour	Vale of Clwyd	11/13	85
Dai Lloyd	Plaid Cymru	South Wales West	5/6	83
Val Lloyd	Labour	Swansea East	13/13	100
Jonathan Morgan	Conservative	South Wales Central	12/13	92
Gwenda Thomas	Labour	Neath	12/13	92
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	7/7	100
Kirsty Williams	Liberal Democrats	Brecon and Radnorshire	13/13	100

**House Committee**

Member	Party	Constituency	2003/04	%
John Marek (Chair)	Independent	Wrexham	7/7	100
Lorraine Barrett	Labour	Cardiff South and Penarth	7/7	100
Peter Black	Liberal Democrats	South Wales West	7/7	100
Janet Davies	Plaid Cymru	South West Wales	6/7	86
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	7/7	100
William Graham	Conservative	South Wales East	7/7	100
Janice Gregory	Labour	Ogmore	7/7	100
Karen Sinclair	Labour	Clwyd South	7/7	100

**Legislation Committee**

Member	Party	Constituency	2003/04	%
Glyn Davies (Chair)	Conservatives	Mid and West Wales	22/24	92
Eleanor Burnham	Liberal Democrats	North Wales	23/24	96
Rosemary Butler	Labour	Newport West	19/24	79
Christine Chapman	Labour	Cynon Valley	24/24	100
Jeffrey Cuthbert	Labour	Caerphilly	23/24	96
Tamsin Dunwoody-	Labour	Preseli Pembrokeshire	9/10	90

## ANNEXE 1

Member	Party	Constituency	2003/04	%
Kneafsey				
Irene James	Labour	Islwyn	19/24	79
Elin Jones	Plaid Cymru	Ceredigion	18/24	75
Laura Anne Jones	Conservatives	South Wales East	20/24	83
Dai Lloyd	Plaid Cymru	South Wales West	24/24	100
Catherine Thomas	Labour	Llanelli	9/14	64

### Local Government and Housing Committee

Member	Party	Constituency	2003/04	%
Gwenda Thomas (Chair)	Labour	Neath	1/1	100
Peter Black	Liberal Democrats	South West Wales	1/1	100
William Graham	Conservatives	South East Wales	1/1	100
Edwina Hart	Labour	Gower	1/1	100
Pauline Jarman	Plaid Cymru	South West Wales	0/1	0
Peter Law	Labour	Blaenau Gwent	1/1	100
Dai Lloyd	Labour	South West Wales	1/1	100
Tom Middlehurst	Labour	Alyn and Deeside	1/1	100
Janet Ryder	Plaid Cymru	North Wales	1/1	100

### Local Government and Public Services

Member	Party	Constituency	2003/04	%
Ann Jones (Chair)	Labour	Vale of Clwyd	9/9	100
Lorraine Barrett	Labour	Cardiff South and Penarth	8/9	89
Glyn Davies	Conservative	Mid and West Wales	6/9	67
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	9/9	100
Sue Essex	Labour	Cardiff North	9/9	100
Michael German	Liberal Democrats	South Wales East	3/3	100
Alun Ffred Jones	Plaid Cymru	Caernarfon	4/4	100
Laura Anne Jones	Conservative	South Wales East	9/9	100
Peter Law	Labour	Blaenau Gwent	9/9	100
Dai Lloyd	Plaid Cymru	South Wales West	9/9	100
Janet Ryder	Plaid Cymru	North Wales	4/5	80
Kirsty Williams	Liberal Democrats	Brecon and Radnorshire	5/6	83

### Social Justice and Regeneration

Member	Party	Constituency	2003/04	%
Janice Gregory (Chair)	Labour	Ogmore	12/12	100
Peter Black	Liberal Democrats	South Wales West	12/12	100
William Graham	Conservative	South Wales East	12/12	100
Edwina Hart	Labour	Gower	10/12	83
Mark Isherwood	Conservative	North Wales	10/12	83
Huw Lewis	Labour	Merthyr Tydfil & Rhymney	10/12	83
Sandy Mewies	Labour	Delyn	10/12	83
Janet Ryder	Plaid Cymru	North Wales	4/5	80
Catherine Thomas	Labour	Llanelli	11/12	92
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	7/7	100
Leanne Wood	Plaid Cymru	South Wales Central	11/12	92

**REGIONAL COMMITTEES****Mid Wales Regional Committee**

Member	Party	Constituency	2003/04	%
Lisa Francis (Chair)	Conservative	Mid and West Wales	3/3	100
Mick Bates	Liberal Democrats	Montgomeryshire	3/3	100
Nicholas Bourne	Conservative	Mid and West Wales	2/3	67
Glyn Davies	Conservative	Mid and West Wales	2/3	67
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	1/3	33
Elin Jones	Plaid Cymru	Ceredigion	3/3	100
Helen Mary Jones	Plaid Cymru	Mid and West Wales	0/3	0
Kirsty Williams	Liberal Democrats	Brecon and Radnorshire	1/3	33

**North Wales Regional Committee**

Member	Party	Constituency	2003/04	%
Janet Ryder (Chair)	Plaid Cymru	North Wales	5/5	100
Eleanor Burnham	Liberal Democrats	North Wales	4/5	80
Dafydd Elis-Thomas	Plaid Cymru	Meirionnydd Nant Conwy	0/5	0
Mark Isherwood	Conservative	North Wales	4/5	80
Alun Ffred Jones	Plaid Cymru	Caernarfon	5/5	100
Ann Jones	Labour	Vale of Clwyd	1/5	20
Denise Idris Jones	Labour	Conwy	3/5	60
Ieuan Wyn Jones	Plaid Cymru	Ynys Môn	4/5	80
John Marek	Independent	Wrexham	2/5	40
Sandy Mewies	Labour	Delyn	2/5	40
Alun Pugh	Labour	Clwyd West	2/5	40
Carl Sargeant	Labour	Alyn & Deeside	1/5	20
Karen Sinclair	Labour	Clwyd South	3/5	60
Brynle Williams	Conservative	North Wales	3/5	60

**South East Wales Regional Committee**

Member	Party	Constituency	2003/04	%
Lorraine Barrett (Chair)	Labour	Cardiff South and Penarth	4/4	100
Leighton Andrews	Labour	Rhondda	4/4	100
Peter Black	Liberal Democrats	South Wales West	2/4	50
Rosemary Butler	Labour	Newport West	2/4	50
Alun Cairns	Conservative	South Wales West	3/4	75
Christine Chapman	Labour	Cynon Valley	3/4	75
Jeffery Cuthbert	Labour	Caerphilly	4/4	100
Jane Davidson	Labour	Pontypridd	1/4	25
David Davies	Conservative	Monmouthshire	3/4	75
Janet Davies	Plaid Cymru	South Wales West	3/4	75
Jocelyn Davies	Plaid Cymru	South Wales East	2/4	50
Sue Essex	Labour	Cardiff North	2/4	50
Michael German	Liberal Democrats	South Wales East	4/4	100
William Graham	Conservative	South Wales East	4/4	100
Janice Gregory	Labour	Ogmore	4/4	100
John Griffiths	Labour	Newport East	2/4	75
Jane Hutt	Labour	Vale of Glamorgan	3/4	75
Irene James	Labour	Islwyn	1/4	25

**ANNEXE 1**

Member	Party	Constituency	2003/04	%
Carwyn Jones	Labour	Bridgend	1/4	25
Laura Anne Jones	Conservative	South Wales East	2/4	50
Peter Law	Labour	Blaenau Gwent	2/4	50
Huw Lewis	Labour	Merthyr Tydfil	2/4	50
Dai Lloyd	Plaid Cymru	South Wales West	4/4	100
David Melding	Conservative	South Wales Central	4/4	100
Jonathan Morgan	Conservative	South Wales Central	1/4	25
Rhodri Morgan	Labour	Cardiff West	0/4	0
Lynne Neagle	Labour	Torfaen	2/4	50
Jenny Randerson	Liberal Democrats	Cardiff Central	3/4	75
Owen John Thomas	Plaid Cymru	South Wales Central	2/4	50
Leanne Wood	Plaid Cymru	South Wales Central	3/4	75

**South West Wales Regional Committee**

Member	Party	Constituency	2003/04	%
Peter Black (Chair)	Liberal Democrats	South Wales West	5/5	100
Nicholas Bourne	Conservative	Mid & West Wales	0/5	0
Alun Cairns	Conservative	South Wales West	4/5	80
Andrew Davies	Labour	Swansea West	1/5	20
Glyn Davies	Conservative	Mid & West Wales	1/5	20
Janet Davies	Plaid Cymru	South Wales West	4/5	80
Tamsin Dunwoody-Kneafsey	Labour	Preseli Pembrokeshire	5/5	100
Lisa Francis	Conservative	Mid & West Wales	0/5	0
Brian Gibbons	Labour	Aberavon	4/5	80
Christine Gwyther	Labour	Carmarthen West & South Pembrokeshire	4/5	80
Edwina Hart	Labour	Gower	3/5	60
Helen Mary Jones	Plaid Cymru	Mid & West Wales	4/5	80
Dai Lloyd	Plaid Cymru	South Wales West	5/5	100
Val Lloyd	Labour	Swansea East	3/5	60
Catherine Thomas	Labour	Llanelli	2/5	40
Gwenda Thomas	Labour	Neath	3/5	60
Rhodri Glyn Thomas	Plaid Cymru	Carmarthen East & Dinefwr	5/5	100

## MEMBERS' ALLOWANCES 2003-2004

## Current Members

Name	Constituency	Mileage Allowance	Other Travel <sup>19</sup>	Office Costs <sup>20</sup>	Staff Salaries Allowance <sup>21</sup>	Additional Costs Allowance <sup>22</sup>	Party Leader's Allowance <sup>23</sup>
Andrews, Leighton Russell	Rhondda	£1,416.27	£13.00	£12,670.32	£36,709.22	£0.00	N/A
Barrett, Lorraine Jayne	Cardiff South and Penarth	£547.20	£0.00	£2,906.26	£42,412.79	£0.00	N/A
Bates, Michael John	Montgomeryshire	£7,825.05	£1,021.85	£13,436.02	£41,113.98	£8,393.36	N/A
Black, Peter Malcolm	South Wales West	£5,355.54	£158.38	£10,566.23	£44,047.80	£3,815.10	N/A
Bourne, Nicholas Henry	Mid & West Wales	£6,493.85	£3,457.09	£11,941.22	£43,541.30	£11,121.00	£104,315.54
Burnham, Eleanor	North Wales	£1,647.05	£5,516.15	£9,667.60	£43,031.20	£10,926.00	N/A

<sup>19</sup> Includes air, rail, taxi, hire car and parking costs

<sup>20</sup> Members are entitled to claim Office Costs Allowance to cover the costs to them of furnishing and maintaining an office where those costs are wholly, exclusively and necessarily incurred in connection with his/her duties as an Assembly Member

<sup>21</sup> Members are entitled to claim Staff Salaries Allowance to cover the costs to them of persons employed by them in an administrative, clerical or secretarial capacity or to undertake research where those costs are wholly, exclusively and necessarily incurred in connection with their duties as a Member of the Assembly. A Member may also claim Temporary Staffing Allowance to meet the costs of any additional expenses wholly, exclusively and necessarily incurred in respect of their Assembly duties in obtaining temporary secretarial or research assistance while a person to whom a salary is paid by them under the Staff Salaries Allowance is prevented through illness, maternity leave or adoptive leave from providing such assistance. Any amount claimed is included in the entry for Staff Salaries Allowance

<sup>22</sup> The Additional Costs Allowance reimburses Members for expenses necessarily incurred in staying overnight away from their main home for the purpose of performing their duties as a Member. Different levels of Additional Costs Allowance apply depending on the location of a Member's main home.

<sup>23</sup> Groups of three or more Members are entitled to an allowance to assist them in the discharge of their work in the Assembly. The allowance is payable only in respect of costs which are incurred by them wholly, exclusively and necessarily for the purpose of discharging their responsibilities. The bulk of expenditure on this allowance is on the salary of staff employed in support of the management of the group's Assembly activities.

Name	Constituency	Mileage Allowance	Other Travel <sup>19</sup>	Office Costs <sup>20</sup>	Staff Salaries Allowance <sup>21</sup>	Additional Costs Allowance <sup>22</sup>	Party Leader's Allowance <sup>23</sup>
Butler, Rosemary Janet Mair	Newport West	£540.90	£0.00	£12,975.17	£40,861.66	£0.00	N/A
Cairns, Alun Hugh	South Wales West	£5,555.29	£692.35	£12,120.05	£42,455.57	£11,000.00	N/A
Chapman, Christine	Cynon Valley	£3,386.70	£789.76	£9,091.34	£45,723.13	£236.20	N/A
Cuthbert, Jeffrey Hambley	Caerphilly	£4,689.90	£198.80	£8,365.36	£38,442.33	£0.00	N/A
Davidson, Jane Elizabeth	Pontypridd	£1,314.00	£0.00	£11,758.88	£43,608.13	£0.00	N/A
Davies, David Andrew	Swansea West	£2,029.60	£0.00	£12,124.34	£42,465.54	£0.00	N/A
Davies, David Thomas Charles	Monmouth	£8,502.90	£946.98	£19,609.27	£34,348.18	£9,908.91	N/A
Davies, Edward Glyn	Mid & West Wales	£9,569.55	£2,093.49	£8,782.23	£46,946.65	£10,572.13	N/A
Davies, Janet Marion	South Wales West	£2,230.65	£89.10	£7,457.89	£45,714.70	£6,809.09	N/A
Davies, Jocelyn Ann	South Wales East	£3,246.30	£255.90	£9,194.72	£45,391.21	£9,819.46	N/A
Dunwoody-Kneafsey, Moyra Tamsin	Preseli Pembrokeshire	£5,596.20	£297.44	£14,818.38	£33,439.14	£10,068.31	N/A
Elis-Thomas, Lord Dafydd	Meirionydd Nant Conwy	£8,133.75	£0.00	£13,337.79	£40,072.04	£11,000.00	N/A
Essex, Susan Linda	Cardiff North	£359.55	£0.00	£8,056.09	£45,881.06	£0.00	N/A
Francis, Elizabeth Ann	Mid and West Wales	£5,325.90	£0.00	£11,448.72	£32,256.24	£10,068.31	N/A
German, Michael James	South Wales East	£5,107.50	£1,176.53	£10,812.63	£45,027.31	£10,879.44	£95,091.59
Gibbons, Brian Joseph	Aberavon	£3,886.65	£2.00	£9,854.56	£39,383.23	£60.95	N/A
Graham, Arthur William	South Wales East	£3,345.75	£934.91	£12,176.11	£40,957.65	£297.09	N/A
Gregory, Janice	Ogmore	£3,835.35	£6.50	£11,623.53	£42,926.47	£0.00	N/A
Griffiths, Albert John	Newport East	£3,876.75	£1,213.14	£4,795.33	£39,722.92	£1,349.70	N/A
Gwyther, Christine Margery	Carmarthen West & South Pembrokeshire	£6,573.60	£0.00	£10,063.31	£44,652.51	£10,036.24	N/A
Hart, Edwina	Gower	£2,304.00	£11.90	£10,936.34	£42,168.33	£1,278.45	N/A
Hutt, Jane Elizabeth	Vale of Glamorgan	£0.00	£0.00	£13,567.68	£41,398.13	£0.00	N/A

Name	Constituency	Mileage Allowance	Other Travel <sup>19</sup>	Office Costs <sup>20</sup>	Staff Salaries Allowance <sup>21</sup>	Additional Costs Allowance <sup>22</sup>	Party Leader's Allowance <sup>23</sup>
Isherwood, Mark Allan	North Wales	£8,682.30	£1,270.55	£10,701.17	£38,794.26	£10,068.31	N/A
James, Irene Mary	Islwyn	£2,662.65	£0.00	£14,940.40	£38,671.55	£0.00	N/A
Jones, Alun Ffred	Caernarfon	£5,093.90	£409.50	£7,985.97	£44,718.67	£9,068.88	N/A
Jones, Carwyn Howell	Bridgend	£3,055.95	£3.50	£12,536.76	£32,638.60	£0.00	N/A
Jones, Denise Idris	Conwy	£9,362.80	£875.80	£11,202.61	£39,859.94	£10,068.31	N/A
Jones, Elin	Ceredigion	£4,628.25	£11.00	£11,190.62	£41,738.89	£10,377.34	N/A
Jones, Helen Mary	Llanelli (to 30 April 2003) - Mid & West Wales (from 1 May 2003)	£5,352.30	£232.96	£14,908.06	£40,064.21	£10,980.50	N/A
Jones, Ieuan Wyn	Ynys Mon	£4,244.85	£1,534.50	£10,532.59	£45,437.41	£10,972.43	£106,520.84
Jones, Laura Anne	South Wales East	£1,264.95	£1,359.00	£5,330.19	£37,609.14	£10,068.31	N/A
Jones, Margaret Ann	Vale of Clwyd	£2,811.40	£2,821.20	£10,837.00	£42,808.24	£8,087.47	N/A
Law, Peter John	Blaenau Gwent	£6,213.60	£564.76	£8,468.18	£45,218.92	£11,000.00	N/A
Lewis, Huw George	Merthyr Tydfil & Rhymney	£924.30	£94.54	£9,311.48	£40,909.34	£8,640.00	N/A
Lloyd, David Rhys	South Wales West	£4,132.35	£33.00	£8,979.21	£44,395.98	£55.00	N/A
Lloyd, Valerie	Swansea East	£2,395.35	£108.80	£14,941.48	£39,407.36	£5,484.80	N/A
Marek, John	Wrexham	£1,428.75	£1,638.15	£8,836.45	£51,158.87	£9,716.10	N/A
Melding, David Robert Michael	South Wales Central	£2,456.55	£23.40	£4,545.49	£42,874.27	£91.00	N/A
Mewies, Sandra Elaine	Delyn	£6,420.15	£201.60	£14,913.70	£25,420.97	£10,067.56	N/A
Morgan, Hywel Rhodri	Cardiff West	£0.00	£0.00	£9,285.79	£44,078.59	£0.00	£58,796.24
Morgan, Jonathan Barrie Robert Winston	South Wales Central	£1,702.35	£996.76	£11,009.72	£43,528.07	£250.55	N/A
Neagle, Lynne	Torfaen	£2,178.90	£124.20	£9,124.78	£51,087.26	£9,573.63	N/A
Pugh, Alun John	Clwyd West	£960.30	£3,380.17	£11,843.59	£42,326.67	£9,435.22	N/A

Name	Constituency	Mileage Allowance	Other Travel <sup>19</sup>	Office Costs <sup>20</sup>	Staff Salaries Allowance <sup>21</sup>	Additional Costs Allowance <sup>22</sup>	Party Leader's Allowance <sup>23</sup>
Randerson, Jennifer Elizabeth	Cardiff Central	£1,490.40	£642.20	£14,727.25	£40,211.55	£637.35	N/A
Ryder, Janet	North Wales	£7,451.10	£327.86	£13,648.49	£40,945.51	£11,000.00	N/A
Sargeant, Carl	Alyn and Deeside	£4,276.80	£698.00	£9,688.45	£40,280.60	£10,068.31	N/A
Sinclair, Karen	Clwyd South	£2,138.75	£1,396.76	£7,892.90	£45,828.00	£6,524.08	N/A
Thomas, Catherine Bailey	Llanelli	£5,625.00	£619.03	£11,708.88	£39,300.77	£10,005.04	N/A
Thomas, Gwenda	Neath	£3,991.95	£4.20	£9,700.08	£42,279.43	£8,200.91	N/A
Thomas, Hywel Rhodri Glyn	Carmarthen East & Dinefwr	£5,762.89	£0.00	£16,012.14	£39,220.46	£10,993.61	N/A
Thomas, Owen John	South Wales Central	£822.60	£605.73	£8,151.39	£46,371.34	£4.65	N/A
Williams, Brynle	North Wales	£7,699.95	£258.52	£9,356.62	£39,674.19	£10,068.31	N/A
Williams, Victoria Kirstyn	Brecon & Radnor	£5,293.75	£349.50	£12,780.57	£41,603.87	£7,350.25	N/A
Wood, Leanne	South Wales Central	£5,771.48	£11.50	£9,485.47	£39,818.82	£197.64	N/A

## MEMBERS' ALLOWANCES 2003-2004

## Members who left the Assembly during 2003-2004

Name	Constituency	Mileage Allowance	Other Travel	Office Costs Allowance	Staff Salaries Allowance	Additional Costs Allowance	Winding Up Allowance <sup>24</sup>	Resettlement Grant <sup>25</sup>	Party Leader's Allowance
Dafis, Cynog Glyndwr	Mid & West Wales	£332.55	£0.00	£286.93	£3,227.50	£0.00	£5,579.40	£22,504.50	N/A
Davies, Geraint Rhys	Rhondda	£0.00	£0.00	£549.95	£3,325.97	£0.00	£14,859.33	£21,217.00	N/A
Davies, Ronald	Caerphilly	£747.90	£0.00	£358.30	£3,567.44	£0.00	£18,728.90	£21,217.00	N/A
Edwards, Richard John	Preseli Pembrokeshire	£0.00	£68.30	£706.65	£3,289.34	£837.88	£7,384.65	£22,566.75	N/A
Evans, Margaret Delyth	Mid & West Wales	£54.00	£0.00	£180.74	£726.86	£0.00	£2,000.00	£21,217.00	N/A
Halford, Alison	Delyn	£281.70	£0.00	£725.41	£3,765.90	£570.11	£17,302.00	£21,217.00	N/A
Hancock, Brian John	Islwyn	£588.56	£0.00	£658.72	£2,910.44	£0.00	£11,216.49	£21,217.00	N/A
Jarman, Pauline	South Wales Central	£0.00	£0.00	£290.08	£2,941.17	£0.00	£10,456.36	£21,217.00	N/A
Jones, David Ian	North Wales	£348.30	£0.00	£482.97	£3,238.28	£145.00	£2,581.35	£21,217.00	N/A
Jones, Gareth	Conwy	£517.50	£0.00	£1,211.51	£2,841.02	£651.23	£17,624.52	£22,566.75	N/A
Middlehurst, Thomas	Alyn & Deeside	£0.00	£0.00	£429.02	£3,834.16	£0.00	£17,359.91	£29,798.75	N/A

<sup>24</sup> A person who, for whatever reason, has ceased to be a Member of the Assembly is entitled to claim an allowance in respect of the cost to the former Member of work undertaken by or on their behalf after they have ceased to be a Member together with necessary associated expenditure on incidental items.

<sup>25</sup> A person who immediately before an ordinary election of the Assembly is a Member of the Assembly and either

- is not a candidate for re-election; or
- is a candidate for re-election but is not re-elected,

is entitled to claim a Resettlement Grant.

The amount of the grant expressed as a percentage of yearly salary (at the rate payable to Members immediately before the election) is determined by age (at the election) and length of service as a Member of the Assembly before the election.

Name	Constituency	Mileage Allowance	Other Travel	Office Costs Allowance	Staff Salaries Allowance	Additional Costs Allowance	Winding Up Allowance <sup>24</sup>	Resettlement Grant <sup>25</sup>	Party Leader's Allowance
Rogers, Peter Standing	North Wales	£0.00	£0.00	£0.00	£3,504.10	£370.64	£13,599.21	£21,217.00	N/A
Wigley, Dafydd	Caernarfon	£504.90	£0.00	£514.04	£3,070.02	£381.32	£12,805.07	£29,798.75	N/A
Williams, Philip James Stradling	South Wales East	£0.00	£0.00	£194.91	£1,770.99	£483.29	£8,537.47	£21,217.00	N/A

### MEMBERS' SALARIES 2003-2004

The following reflects the category entitlements for Members' salaries.

Category	Salary
Assembly Member	£42,434.00
Assembly Members who are also Members of Parliament or Members of the European Parliament	£14,133.00
Assembly First Minister	£71,434.00
Assembly Minister/Presiding Officer/Leader of the largest party not represented in the Assembly Cabinet	£37,056.00
Deputy Presiding Officer	£23,211.00
Chairs of Subject Committees	£5,399.00

**Education Service: South Wales**

**Key Performance Indicators for year ending 2003/4**

Ref	Description	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Total
1	Education Visits													
	1.1 KS1	0	0	0	0	0	0	0	0	0	0	0	2	2
	1.2 KS2	7	8	17	5	0	13	14	15	10	13	8	14	124
	1.3 KS3	1	0	1	5	0	1	2	2	2	2	3	5	24
	1.4 KS4	0	1	1	0	0	2	3	0	0	2	3	0	12
	1.5 Mixed Key Stage Groups	2	0	0	0	0	0	2	1	1	0	0	3	9
	1.6 Sixth Forms	0	0	0	2	0	0	2	3	3	0	2	3	15
	1.7 Colleges/Universities	4	2	4	0	0	0	0	0	0	2	0	0	12
	1.8 Special Schools	0	0		0	0	0	1	0	0	0	0	0	1
	1.9 Other Schools	0	0	0	0	1	0	0	0	0	0	0	0	1
	Total ( 1.1 - 1.9)	14	11	23	12	1	16	24	21	16	19	16	27	200
2	Teacher Training Sessions													
	Total no. of sessions held	0	1	3	2	0	0	1	3	0	0	1	0	11
3	Other Visits to Team													
	Total no. of visits	0	0	1	2	0	1	1	0	0	1	1	1	8
4	Totals	14	12	27	16	1	17	26	24	16	20	18	28	219

Ref	Description	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Total
5	Education Visitors													
	5.1 KS1	0	0	0	0	0	0	0	0	0	0	0	0	63
	5.2 KS2	280	291	635	185	0	501	482	556	338	424	327	424	4443
	5.3 KS3	60	0	15	204	0	42	120	38	80	67	68	136	830
	5.4 KS4	0	20	15	0	0	82	145	0	0	65	80	0	407
	5.5 Mixed Key Stage Groups	63	0	0	0	0	0	65	9	30	0	0	101	268
	5.6 Sixth Forms	0	0	0	44	0	0	40	26	78	0	30	101	319
	5.7 Colleges/Universities	107	26	46	0	0	0	0	0	0	41	0	0	220
	5.8 Special Schools	0	0	0	0	0	0	13	0	0	0	0	0	13
	5.9 Other Schools	0	0	0	0	10	0	0	0	0	0	0	0	10
	Total (5.1 - 5.9)	510	337	711	433	10	625	865	629	526	597	505	825	6573
6	Teachers attending Training Sessions													
	Total no. of Teachers attending	0	7	30	26	0	0	15	32	0	0	25	0	135
7	Other Visitors to Team													
	Total no. of visitors	0	0	122	102	0	20	80	0	0	30	4	10	368
8	Totals	510	344	863	561	10	645	960	661	526	627	534	835	7076

Education Service: North Wales<sup>26</sup>

## Key Performance Indicators for year ending 2003/4

Ref	Description	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Total
9	Education Visits													
	9.1 KS1	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.2 KS2	0	0	0	0	0	0	0	0	0	0	1	3	4
	9.3 KS3	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.4 KS4	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.5 Mixed Key Stage Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.6 Sixth Forms	0	0	0	0	0	0	0	0	0	0	1	0	1
	9.7 Colleges/Universities	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.8 Special Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	9.9 Other Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total ( 9.1 - 9.9)	0	0	0	0	0	0	0	0	0	0	2	3	5
10	Teacher Training Sessions													
	Total no. of sessions held	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Other Visits to Team													
	Total no. of visits	0	0	0	0	0	0	0	0	0	0	0	0	4
12	Totals	0	0	0	0	0	0	0	0	0	0	2	7	9

<sup>26</sup> The Colwyn Bay Education Officer was not appointed until early 2004, therefore most of the year shows no visits

Ref	Description	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Total
13	Education Visitors													
	13.1 KS1	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.2 KS2	0	0	0	0	0	0	0	0	0	0	31	75	106
	13.3 KS3	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.4 KS4	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.5 Mixed Key Stage Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.6 Sixth Forms	0	0	0	0	0	0	0	0	0	0	10	0	10
	13.7 Colleges/Universities	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.8 Special Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
	13.9 Other Schools	0	0	0	0	0	0	0	0	0	0	0	0	0
Total ( 13.1 - 13.9)	0	0	0	0	0	0	0	0	0	0	41	75	116	
14	Teachers attending Training Sessions													
	Total no. of Teachers attending	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Other Visitors to Team													
	Total no. of visitors	0	0	0	0	0	0	0	0	0	0	0	4	4
16	Totals	0	0	0	0	0	0	0	0	0	41	79	120	