

## Welsh Parliament Signage Costs

30 November 2020

### Request for Information.

Thank you for your request received on 2 November in which you asked:

*What was the cost of renaming the National Assembly for Wales to Welsh Parliament/Senedd Cymru, especially in relation to;*

- 1. Signage changes by members at their offices*
- 2. Signage changes on the Welsh Parliament estate*
- 3. Letter head changes*
- 4. Leaflet changes*
- 5. Website and IT changes e.g. email*

Please see our response to your questions below.

All the estimated costs for work associated with the change of name were set out in the **Explanatory Memorandum** that accompanied the introduction of the Senedd and Elections (Wales) Bill. This information along with in-depth information about the **Act** is available on the Senedd website. The Senedd Commission worked to minimise the cost of carrying out the name change. For example, the decision was taken to avoid rebranding or a change to the logo. The total cost for work associated with the change of name, excluding staff time, is approximately £50,000.

1. No money has been claimed by Members from their allowances for office signage due to the name change. This is because a decision was taken by the Independent Remuneration Board of the Senedd that Members should not seek to claim back any signage costs related to the institution's name change prior to the next Senedd election, in May 2021.

Senedd Cymru  
Bae Caerdydd  
Caerdydd, CF99 1SN

Welsh Parliament  
Cardiff Bay  
Cardiff, CF99 1SN  
Ffôn/Tel: 0300 200 6224

E-bost/Email: [Ceisiadau-gwybodaeth@senedd.cymru](mailto:Ceisiadau-gwybodaeth@senedd.cymru)  
[Information-request@senedd.wales](mailto:Information-request@senedd.wales)

2. The total cost of replacing external signage around the Senedd Estate (including removal and disposal of old signage and the design, manufacture, and installation of new signage) was £14,502.83. The total cost of replacing external signage at the Colwyn Bay office (including removal and disposal of old signage and the manufacture, and installation of new signage) was £2,179.12.
3. & 4. The redesigning of all Senedd stationery templates (including letterheads and leaflets) was undertaken by the Senedd's in-house design team, at no additional cost. The use of pre-printed stationery is declining and many Members of the Senedd print their own stationery as needed. Staff were advised in the months leading to name change to limit the amount of surplus, out-of-date stock when ordering printed materials containing terminology that would change on 6 May. During the year leading up to the change of name, the Senedd Commission was mindful of the amount of stock purchased, for example only ordering envelopes with the logo and no name. Where there are pre-paid envelopes containing the old name, they are being used up to avoid wasted postage costs. As a result, the Senedd Commission has not needed to destroy any stock. Since May 2020, 5,000 letterheads, 4 notepads, and 600 compliment slips have been printed with the new name at a cost of £424. It should be noted that small as this figure is, it includes 'business as usual' printing that would have been necessary even without a name change.
5. Wherever possible, website and IT updates required as a result of the name change were made internally by Senedd Commission staff. Where this was not possible Senedd Commission, staff worked to minimise costs. Excluding staff time, the below table gives the costs of all website and IT changes:

Item	Description	Cost
Payslips software	Updates to the software which generates staff payslips, including required updates to templates and system database.	£2475.00
NAV finance system	Updates to the Senedd's electronic finance system, including updates to the system database, embedded templates for client facing documents such as invoices, Member reporting and expenses publication and interface with document capture software.	£8860.50

eLearning software	Rebranding of eLearning videos created prior to the name change.	£2100.00
Web domains	This cost covers the purchasing of web domains to reflect the new name.	£180.73
SSL certificates	Updates to the digital certificates that provide authentication for the website and enable an encrypted connection.	£877.27
Main systems: <ul style="list-style-type: none"> <li>• Tabling system;</li> <li>• Transcription system;</li> <li>• Website (senedd.wales);</li> <li>• Record (record.senedd.wales); and</li> <li>• Members allowances portal (allowances.senedd.wales).</li> </ul>	The majority of main systems updates were made internally, by Commission staff. However, as a result of COVID-19 and a consequent, sudden upsurge in the development work required to be undertaken by staff, alongside immediate changes to working practices, it was necessary to outsource a portion of the work.	£4932.00
<b>Total</b>		<b>£19425.50</b>

Yours sincerely,

**Freedom of Information Manager**  
**Welsh Parliament**

Your request has been considered according to the principles set out in the **Code of Practice on Public Access to Information**. If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance below.

Cause for concern or complaint with your FOI response?

If you are dissatisfied with the Senedd's handling of your request, you can request an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Freedom of Information Manager at:

**Information-request@senedd.wales** or in writing to

Senedd  
Governance and Assurance  
Cardiff Bay  
Cardiff  
CF99 1SN

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF