

Use of the Estate Review: Frequently Asked Questions

March 2024

What changes have been agreed?

An extension to the **booking window** for events from 6 to 11 months.

The following **strengthened criteria** was agreed to assess the suitability of new applications for a Member of the Senedd sponsored event.

- a) All activities must align with Senedd Business, its powers, or strategic priorities (a requirement at application).
- b) Priority will be given to activities that meet the following criteria:
 - i. clearly and closely align to Members' parliamentary functions;
 - ii. has a broad appeal in subject matter;
 - iii. reflects the pattern of the business week; and
 - iv. reflects the positioning of the venues and promotes the Senedd as a visitor destination.
- c) Consideration will be given to the following when deciding on an application:
 - i. the regularity of the Member or external organisation using the estate;
 - ii. the regularity of the subject matter; and
 - iii. the relevance to dates of significance or national importance.

On occasion **slots become available at short notice** and any applications will be assessed on the same criteria as above.



Any agreement to holding an activity on the estate is **not a guarantee of an annual allocation.**

Is there an impact on drop-in events in Ty Hywel?

Commissioners agreed to move towards utilising one premium event slot a month (Tuesday or Wednesday lunchtime) to **pilot Y Farchnad** (a marketplace style event) in the Senedd. These will take place in the Senedd from May for the remainder of 2024 and will **replace the routine use of Dining Rooms for 'drop-ins'**.

When will bookings for drop-in events in Ty Hywel cease?

After Easter, with some exceptions detailed below.

Will any events take place in Ty Hywel?

Drop-in events of a sensitive nature can take place in Ty Hywel, where a public event space would not be appropriate due to the subject matter or to encourage participation. The Venues team can advise on the most appropriate space.

Small events can be held in Conference rooms C & D in Ty Hywel, which is the ideal location for a seminar, report launch, conversational piece or networking event. Slots are available on Tuesdays and Wednesdays, between 18:00-21:30 for a maximum of 60 people, including up to 30 external guests. To make a booking for Conference rooms C & D, please select 'seminar / briefing' when you submit your booking form.

What is the alternative offer to drop-in events in Ty Hywel?

A 'marketplace' format, Y Farchnad, that could replace the current drop-ins currently held in the Dining Rooms. It is hoped that relocating this type of activity to the Oriel area of the Senedd, will increase capacity and enable us to invite a number of different stakeholder organisations to participate at the same time. It is hoped that this will provide more equitable engagement opportunities, improve the transparency of the format, and enhance the atmosphere in the Senedd. It will also free up much needed hybrid facilities in the administrative side of the estate.

How often will Y Farchnad happen?

Initially, Y Farchnad will take place on the third Tuesday of each month. The regularity will remain under review.

What time will Y Farchnad take place?

Organisations can be present between 10:00-15:00 to set-up and utilise the full event slot. Members availability tends to increase between 12:00-13:30, and there is no obligation on organisations to remain in the Senedd for the duration.

Will Y Farchnad be general or themed?

Initially general; Y Farchnad will be open to all organisations on a first come first served basis, with the intention of attracting more Member engagement.

Will awareness days/weeks/months be considered as part of the Y Farchnad framework?

Yes to an extent. There are a great number of dedicated awareness dates and so it would be difficult to satisfy everyone's requests. However, awareness days will be a consideration.

What criteria will be in place for a Y Farchnad stand?

As a guideline, each stand will be provided with a table, with space for a small pop-up banner. Each organisation can bring leaflets/reports and their own device such as a laptop or tablet on which to display information. There is WiFi available within the Senedd for all organisations to use whilst in attendance.

Is there any flexibility with the criteria?

There will be some flexibility built into these guidelines, for example where a chaperone is required, and particularly to enable contributions from individuals with lived experience. The Venues team will be able to advise, and will prioritise ensuring that everyone has an opportunity to contribute and be heard in the most appropriate space.

Will there be Audio Visual provision?

In order to maximise the space and provide each organisation with the same offering, AV will not be made available. Y Farchnad will be a simple set-up with no speeches. For standalone Member of the Senedd sponsored events - such as report launches that require speeches and an audience, the public event spaces can be booked as usual.

Can Members sponsor more than one organisation/stand at Y Farchnad?

Yes, it is reasonable to assume that a Member could be approached by more than one organisation to sponsor a stand where there is a common theme e.g. healthcare.

Can more than one Member sponsor one organisation/stand at Y Farchnad?

Yes, co-sponsorship of a stand, or number of stands, would be permitted if that was the Member's preference.

How will invitations work if a Member is sponsoring more than one Y Farchnad stand?

The Venues team will finalise a digital invitation prior to the event stating which organisations will be present and who the sponsoring Members are. This information will also be displayed on screens in the Senedd on the day.

How will bookings for Y Farchnad be processed?

Bookings will be processed on a first come first served basis via the current event [application form](#) by selecting the Y Farchnad option in the drop down selection. Bookings will close 2 weeks prior to the event.

Will catering be available?

Organisations can individually arrange for a small selection of sandwiches or Welsh cakes to be available at their stand, this will be arranged and charged for by the Senedd's on site caterers.

Refreshments will be available at the Senedd café.

Are there any other alternative spaces available for booking?

The Media Briefing Room may be booked for briefing style events, with Senedd business taking priority for bookings. Please note that the layout cannot be amended from 50 theatre style in this space.

There will also be a "Speakers Corner" approach in the Senedd to discuss topical issues.

Are the changes to drop-in events permanent?

There will be an evaluation of this approach in **early 2025** to agree a permanent position.

If you have any queries please contact Venues@senedd.wales or 0300 200 6208.

