

Rules and Guidance on the Use of Senedd Resources

Owner: The Clerk as the principal accounting officer of the Senedd Commission

Contact: Head of Commission and Member Support

Last updated: 18 March 2026 – to come into force at commencement of the Seventh Senedd

Status of the Rules and Guidance

1. These Rules and related guidance are issued by the Clerk as the principal accounting officer of the Senedd Commission and in the exercise of powers delegated to the Clerk by the Senedd Commission following consultation.
2. The purpose of these Rules is to ensure the regularity and propriety of the management of the public money provided to the Senedd Commission and for which the Clerk is accountable as principal accounting officer of the Senedd Commission under section 138 of the Government of Wales Act 2006.
3. These Rules apply to Members whenever they make use of Commission resources (as defined in these Rules) and compliance with these Rules is required by Rule 9 of the Members Code of Conduct.
4. It is each Member's responsibility to ensure they understand and comply with these rules.
5. The Guidance set out after each Rule does not form part of the Rules but is intended to assist Members and Commission officials in following and applying the Rules. Additional information to assist Members in complying with these Rules is also available on the Members' intranet. The Senedd Commissioner for Standards may also have regard to the Guidance.
6. Members can seek information/advice in advance from staff of the Senedd Commission if there is any doubt about whether a proposed activity is a permitted use of Commission resources.
7. Should the Clerk as principal accounting officer have reasonable grounds for suspecting a failure to comply with these Rules then the Clerk is under a duty under section 9 of the National Assembly for Wales Commissioner for Standards Measure 2009 to refer those grounds to the Senedd Commissioner for Standards who must treat the communication as a complaint.

8. In addition, complaints about the alleged misuse of Commission resources may be made to the Senedd Commissioner for Standards by any other person.
9. Members should also bear in mind that elections and referendums are periods of heightened political sensitivity and special provisions may be applied during such periods in addition to provisions in other Rules relating to election periods. Such provisions will be notified to Members.
10. Members should also ensure that they are familiar with their obligations under statute with regard to accepting donations (including property, facilities and services) and reporting these to the Electoral Commission.

Interpretation

11. In these Rules and in the Guidance the following expressions are to be interpreted as follows:

“the Clerk” – means the Chief Executive and Clerk of the Senedd;

“Commission resources” – means any resource whether financial or otherwise provided to Members by the Commission either pursuant to section 27(5) of the Government of Wales Act 2006 (provision of property, staff and services to the Senedd) or in accordance with the Determination;

“the Determination” – means any Determination made by the Independent Remuneration Board of the Senedd under the Government of Wales Act 2006, and where Commission resources are provided in accordance with the Determination these Rules are to be interpreted and applied in a manner consistent with the Determination;

“Member’s duties” – means activity in relation to business and responsibilities of the Senedd and constituency business, wherever undertaken, in the public office of Member of the Senedd;

“Media operations” – means broadcasting, filming or recording by a Member (or any person or organisation on their behalf) for use on any type of media platform (including social media).

Rule 1 – Personal accountability

Members are personally responsible for the use of Commission resources made available to them and must not use them for party political activity or for any purpose other than the discharge of their duties as a Member.

A Member is required to reimburse the Commission promptly upon being required to do so, if a Member is found to have breached these Rules.

Guidance

Members are personally responsible for all the expenses they incur and the resources used in their name. Members may delegate tasks to others, such as members of their staff, but remain personally responsible for the use of Commission resources provided to them. Before delegating, Members should ensure they have taken reasonable measures to ensure that their staff also uphold and act in accordance with the Code of Conduct (Rule 19).

The following are examples of activities that would breach this Rule:

- *personal, business or commercial activities or communications;*
- *party political activity of any kind, such as, seeking to affect support for a political party; work which is conducted for or at the behest of a political party; the organisation, publicising of or attendance at party political meetings; or maintaining the internal organisation of a political party;*
- *campaigning to achieve a particular result in an election to any public office, or in a referendum;*
- *activities resulting in financial gain to the Member or any other person.*

It is recognised that maintaining a strict separation between business that properly relates to Members' duties and party political activity can sometimes be difficult. However, while this Rule is intended to be strictly observed, an incidental occurrence of or reference to something party political during the otherwise proper conduct of a Member's duties is unlikely to amount to a breach of this Rule.

The misuse of Senedd resources may also constitute a donation to the Member or their Party, potentially attracting criminal or civil liability for those concerned. The rules around donations apply at all times but have particular significance in the run-up to an election. Members should take special care to ensure that they comply with the detailed rules set out in the Political Parties, Elections and Referendums Act 2000 and, where relevant, the Representation of the People Act 1983 and the Senedd Cymru (Representation of the People) Order 2025 . Members should refer to the Electoral Commission for guidance on these matters.

Members must comply with applicable law when using Senedd resources to discharge their responsibilities.

Rule 2 – The employment of staff funded by Commission resources

Members must ensure that all staff employed by them using Commission resources undertake work during their contracted hours solely in connection with a Member's duties, or public duties specified in the Determination.

Guidance

Support staff employed by a Member or Leader of a Group must not engage in political party activity or campaigning during their contracted hours of work. There is no Commission restriction on staff undertaking such activity outside their contracted working hours (for these purposes taking account of any Member's time off in lieu (TOIL) or Flexi-time arrangements with their staff), while on annual leave or while on unpaid special leave. Any periods of unpaid special leave must be notified to Members' Business Support in advance in order that the appropriate financial adjustment may be made.

Members must consider the processes they need to put in place in order to be able to demonstrate that their staff only undertake work in connection with the Member's duties (ie the purpose for which the provision is made) during their working time. That process might, but is not required to, include keeping accurate records of hours worked by each staff member.

Members or their staff may, on occasion, also hold another job, office or role (e.g. a local councillor). Where this arises, Members should ensure that their staff do not carry out work during their contracted hours paid for by Commission resources on business which properly relates to such other roles, unless permitted by the Determination. This applies whether or not resources are provided by the body concerned.

Rule 3 – Items, services and facilities acquired with Commission resources or provided by the Commission

Items, services and facilities acquired with Commission resources or provided by the Commission for the use of Members must only be used in connection with a Member's duties and in accordance with the Commission's conditions relating to their use. These items remain the property of the Commission and must be returned promptly when requested.

Guidance

This rule applies to items and services that Members acquire with Commission resources or are provided by the Commission for the use of Members (for example, ICT equipment and contracts with service providers).

It covers, in particular, that the ICT equipment is provided by the Commission subject to the ICT Use and Security Conditions, including the limited incidental personal use permitted under the Conditions.

Members should be mindful that items acquired with Commission resources become and remain the property of the Commission and they and their staff should take good care of such items. Members are responsible, in particular, for returning items when they cease to hold office, in accordance with guidance provided by the Commission.

Members or their staff may, on occasion, also hold another job, office or role (e.g. a local councillor). Where this arises, Members should ensure that their staff do not use items, services or facilities provided by the Commission for such other roles. This applies whether or not resources are provided by the body concerned.

Rule 4 – Observance of financial procedures

Members must follow the financial procedures, and anti-fraud measures, in connection with the expenditure and use of Commission resources communicated to Members by the Clerk or the Commission.

Guidance

This Rule requires adherence to the arrangements and procedures specified by the Commission and/or the Determination (which is communicated to Members through the Commission, including by the Commission Members' intranet) to include (but without prejudice to the generality of this Rule) year-end guidance, financial loss details, anti-fraud measures, arrangements about the creation and retention of records (such as the purpose and detail of travel, staff working hours and receipts and invoices relating to purchases) and providing information and submitting claims promptly when requested to do so, details required for the Commission's accounting or audit purposes, or other purposes for which financial information can properly be required e.g. in connection with a Standards investigation.

Rule 5 – Value for money, sustainability and reputational obligations

Members must use Commission resources prudently, and:

- (a) secure value for money in the expenditure of public funds,
- (b) respect the Commission's obligations in discharging its functions, in relation to having due regard to the principle that there should be equality of opportunity for all people and to the principle of promoting sustainable development, and
- (c) seek to protect the good name and reputation of the Senedd.

Guidance

Each Member must act in a way which reflects that use of the Commission resources made available must be reasonable within the limitations of the overall resources made available to Members.

This Rule extends to Members' expenditure on travel and attention is drawn to the principles for Commission expenditure on travel by Members and the travel provisions of the Determination.

Rule 6 – Official Languages Scheme

Communication and engagement activity using Commission resources must comply with the Official Languages Scheme.

Guidance

The Scheme can be found [here](#)

Rule 7 – Communication and engagement with constituents using Commission resources

- (1) Communication and engagement by Members with their constituents using Commission resources must not give the impression that they have been funded by a political party or be used in such a way that they could be perceived as seeking to affect political support for a political party or candidate.
- (2) Any materials must state clearly that they are funded by the Senedd Commission from public funds, and must not be supplemented with additional materials that would not be permitted using Commission resources.
- (3) A single use of an unobtrusive party or political group logo on engagement materials is permitted.

Guidance

This wording would meet the requirement for a statement about funding "This [item] has been funded by the Senedd Commission from public funds."

Members may refer to their own political affiliation in a way that is brief, factual and proportionate. Party, group or other distinguishing logos may be used once in any communication and only as an identifier of a Member's party or Senedd group affiliation or non-affiliated status.

Members are reminded that in exercising their judgement about their use of a logo, colours and photos in engagement materials, these will contribute to the way those materials are likely to be perceived. Care should be taken to prevent a perception of the materials being party political.

Use of the Senedd logo is permitted where it is compliant with the Commission style guide for use by Members.

Targeting of the promotional activity must be directed at the constituency the Member represents.

Correspondence by letter, email or similar electronic medium with individual persons is excluded from the requirement to state that they are funded by the Commission but anything that is directed at multiple individuals or a wider audience is included.

Signage on a Member's office façade is also excluded from the requirement for the statement about funding by the Commission.

Other than where specified, a distinction is not made in the application of the requirements between physical and digital materials.

An example of supplementary materials would be additional materials attached to or enclosed with a permitted newsletter.

Rule 8 – Members' websites

Websites built or maintained using Commission resources must only be used for a Member's duties, and must clearly state that the costs of the website have been met by the Senedd Commission from public funds.

Guidance

This wording would meet the requirement for a statement about funding "Costs of this website have been met by the Senedd Commission from public funds." or "This website has been funded by the Senedd Commission."

A website funded using Commission resources must not contain or embed party political content. However, the following content, which identifies the Member for the benefit of visitors to the website, will not be considered party political content under this Rule:

- (a) Identification of a Member's party allegiance, which may include a single, unobtrusive party or group logo;*
- (b) Links on the website to one or more external websites (without displaying content) that carry party political content;*
- (c) The individual Member's own social media feeds embedded as content on their own website.*

Where links are included, the Member's website should make a clear statement that the Senedd Commission is not responsible for embedded content and that links lead to websites that are not funded from Commission resources.

Rule 9 – Data protection

When any Commission funded communication or engagement activity will result in the collection of personal data, a simple clear statement must be used to make clear that the personal data collected will not be shared, other than to necessarily support casework.

Guidance

This wording would meet the requirement for a statement about personal data "Personal data provided in response to this [survey/publication] is to inform my parliamentary work and will not be shared, other than necessarily to support casework."

The effect of this Rule is that constituents' personal data gathered through Commission funded activity cannot be made available to third parties other than to necessarily support case work. In particular, personal data may not be shared with registered political parties or political campaign organisations.

Information collected to inform research or policy development may be shared for that purpose, providing the information is anonymised of personal data.

The rule does not preclude provision of information which can properly be required by law e.g. in connection with a police or standards investigation.

Members must ensure that their privacy notices accurately reflect the terms of the statement required by Rule 9.

Rule 10 – Media operations

Media operations:

- (a) must not disrupt other activities on the Senedd estate or impede visitor access;
- (b) must not take place in the Siambr, committee rooms, public galleries, or areas to which general public access is restricted unless approved in advance by the Llywydd;
- (c) if they have party political content can only take place in the publicly accessible areas of the Senedd estate or within a Member's own or their party group's offices; and
- (d) may not take place anywhere on the Senedd estate in relation to any election campaign for public office.

Guidance

The consent of the Llywydd, in relation to 10(b) should be sought through the Media Office.

Rule 11 – Member Sponsored events

Members must not sponsor or organise events on the Senedd estate, or otherwise supported using Commission resources, which involve:

- (a) personal, business or commercial activities or communications
- (b) party political activity, including use of party logos or branding, or campaigning for a particular result in an election or referendum;
- (c) fund-raising of any kind or for which any charge is made for persons attending;
- (d) events, exhibitions or displays of material that in the opinion of the Clerk is likely to cause offence;
- (e) meetings of external organisations; or
- (f) other activities resulting in financial gain to the Member or any other person.

Guidance

Use of the Senedd estate by Members for events is to enable the Senedd to be a pioneering legislature that puts the voice of the people of Wales at the heart of what it does through meaningful engagement and the conduct of Senedd business. It is essential for a sponsoring Member to attend / be represented at an event they sponsor or organise.

In determining whether something is likely to cause offence, the Clerk will consider, among other things, Senedd Commission policies relating to dignity and respect.

Rule 12 – Security vetting

Except for Members, only individuals who have first been security vetted at the appropriate level may use Commission resources.

Guidance

No-one, other than Members, may start work which involves use of Commission resources before they have been security vetted, whether based in Tŷ Hywel or elsewhere. The Senedd Commission Security team is responsible for the administration of the security vetting policy.

Individuals without photo security passes are able to attend the Senedd estate as visitors.