

COMMITTEE ON EQUALITY OF OPPORTUNITY EOC 01-02(p.3)

Date: 30 January 2002
Time: 9.30am
Venue: Committee Room 3, National Assembly Building
Title: GYPSY TRAVELLER REVIEW

Purpose

1. At its meeting on 28 November the committee agreed the terms of reference for its Gypsy-Traveller Review and to appoint an expert adviser to assist it with this work. This paper provides an outline timetable and explains the procedures to be followed to appointing an expert adviser.

Recommendation

2. That the committee agrees:

- the revised terms of reference at annex 1,
- the outline timetable at annex 2,
- the job and person specifications at annex 3, and
- considers whether to place paid advertisements for an expert adviser in addition to the other action proposed in paragraphs

Background

3. The committee considered the terms of reference for the review at its meeting on 28 November and agreed a few amendments. The revised terms of reference are at annex 1.
4. The next steps are to set the process of appointing an expert adviser in motion and to begin gathering evidence.

Expert adviser

5. The Presiding Officer has issued guidelines on the appointment of expert advisers, a copy of which is at annex 5. The committee also needs to have regard to the Assembly's Code of Practice on Public Appointments. The key is that the process of selection should be open and fair and all candidates treated equally. It is unlikely that an expert adviser could be appointed and begin work before the beginning of May.

6. The committee will wish to consider how to publicise the appointment and generate a field of

candidates. The cheapest, but nevertheless effective, option, would be to issue a press notice, write to the organisations identified in annex 1 to paper EOC 07-01(p3a) and academic institutions, inviting applications. The invitation would be published on the committee's website and the possibility of using a website run by the Travellers' Law Research Unit at Cardiff Law School is being investigated. This package should access the right networks, especially if we make it clear that the information can be passed on to anyone who might be interested, and provide good coverage.

7. In addition the committee may wish to consider the merit of placing paid advertisements in the press. This is not cheap and may not target suitable groups more effectively than unpaid publicity. Adverts in the Western Mail and Daily Post would give reasonable geographical coverage in Wales and cost about £6,000. We have not been able to identify suitable specialist or ethnic minority publications that target the gypsy-traveller community or people who work with them. One option would have been "Travellers Times" but that is a quarterly publication. The deadline for the current edition has passed and the next is not due until April/May. However "Inside Housing" has a reasonable circulation and cover the right sort of audience. It would also provide UK wide coverage. An advert would cost between £500 and £1,000.

8. In coming to a decision on whether to use paid advertising the committee will wish to balance the advertisements against its remit of auditing the Assembly's arrangements for equality of opportunity.

9. Job and person specifications (annex 3) and a draft press advert if required (annex 4) have been prepared.

Evidence gathering

10. The paper the committee considered on 28 November proposed that one means of gathering evidence should be by inviting written submissions from organisations identified in the paper. If the committee agrees invitations could be issued shortly with a request to respond by mid April. The evidence could then be analysed and collated to coincide with the appointment of the expert adviser. The submissions received will help identify the areas where the committee's time and effort would best be concentrated and the development of a detailed work programme.

11. The evidence gathering process will begin at the meeting on 30 January when Niall Crowley, Chief Executive of the Irish Equality Authority will make a presentation on the Irish experience.

12. All this is summarised in an outline timetable at annex 2.

Budget

13. Most of the costs for the review will arise during 2002-03. The committee's budget for next year has not yet been confirmed but bids have been made to cover the cost of an expert adviser and allow for some meetings to be held outside Cardiff.

Action

14. The committee is invited to agree the recommendations summarised at paragraph 2.

Committee Secretariat

January 2002

Annex 1

GYPSY TRAVELLER REVIEW - TERMS OF REFERENCE

Terms of reference

The purpose of the review is to enable the Committee properly to audit the Assembly's arrangements for promoting in the exercise of its functions the principle that there should be equality of opportunity for all people.

For those purposes, the Committee on Equality of Opportunity will review the provision of services for gypsy-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 gypsy-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.

Issues which will require particular consideration

- Gypsy-travellers are not a homogeneous community. The Committee may wish to look at ways in which services are, or could be provided, for all gypsy-traveller communities. This will require information to be made available on the different groups which currently live in or spend significant periods of time in Wales. In 1996 OFSTED was able to report that almost 80% of traveller children participated in primary school education but it is estimated that only around 20% go into Secondary Education. The Committee may wish to consider strategies for increasing the number of gypsy-traveller children receiving secondary education.
- The Committee may wish to examine the access to health provisions for gypsy-traveller communities especially in regard to access to General Practitioners and preventative medical treatment.

- The Committee may wish to consider adequate site provision for gypsy-travellers to have places to legally stop and to prevent conflicts with other users of land.
- The Committee may wish to explore options to encourage tolerance, equality and respect for difference to improve relations between the settled community and gypsy-traveller communities.

Methods for evidence gathering under SO 8.15

Public advertising and direct invitations for written submissions

- The Committee will consider the most appropriate means of advertising the inquiry.
- Written submissions will be invited from organisations identified in the Committee paper considered on 31 October 2001 (EOC-07-01-p.3a).

Public hearings

- Regional Committees will be invited to take evidence on specific questions on behalf of the Committee on Equality of Opportunity.

Evidence Sessions

The Committee may hear evidence by:

- inviting organisations to normal committee meetings and by holding committee meetings in locations around Wales;
- meeting in relevant locations and inviting local organisations and members of the local community/local residents to present to the Committee their ideas/concerns; and
- holding other events which are more accessible to important witnesses (eg, Scottish Committee's breakfast with gypsy-traveller children).

Site visits

- The Committee may wish to visit places of significance to discuss with members of the gypsy-traveller community and local residents relevant issues.

Experience elsewhere

- Invite written submissions from interested European organisations.
- The Committee will consider services provided for gypsy-travellers in Wales at the UK Government level and may invite the Minister to pass on any recommendations to Whitehall departments as appropriate. The committee will liaise with the House of Commons Welsh Affairs Committee on issues relevant to its remit as appropriate.
- The Committee has already indicated its wish to hear from Niall Crowley, Chief Executive of the

Irish Equality Authority. Other experts may be invited to speak to the Committee.

Expert Advisor

- The Committee has decided to appoint an expert advisor for the duration of the review.

Committee Secretariat

January 2002

Annex 2

Outline timetable for Inquiry

Date	Action
30 January 2002	Committee meeting <ul style="list-style-type: none">• approves outline timetable and selection procedures for expert adviser• receives presentation from Niall Crowley, Chief Executive of the Irish Equality Authority
15 February 2002	Written evidence invited from interested organisations Adverts published for expert adviser Chairs of Regional Committees informed of Inquiry and asked to consider gypsy-traveller issues later in year (when clearer what specific issues they would be asked to address)
6 March 2002	Committee meeting
15 March 2002	Deadline for applications for expert adviser post

25 March - 12 April 2002	Easter recess
12 April 2002	Sift completed and shortlisted candidates invited to interview Closing date for submission of written evidence
3 May 2002	Interviews completed and expert adviser appointed Written evidence analysed and collated
24 April 2002 (provisional)	Committee meeting
22 May 2002 (provisional)	Committee meeting <ul style="list-style-type: none">● to include evidence gathering session
26 June 2002 (provisional)	Committee meeting <ul style="list-style-type: none">● to include evidence gathering session
22 July - 11 October 2002	Summer recess
October - December 2002	Further evidence gathering sessions to be arranged as necessary in the light of progress

Annex 3

NATIONAL ASSEMBLY FOR WALES

EQUALITY OF OPPORTUNITY COMMITTEE - GYPSY TRAVELLERS REVIEW

EXPERT ADVISER

Job Specification

1. The Committee on Equality of Opportunity of the National Assembly for Wales is undertaking a review of the provision of services for gypsy-travellers in Wales. [The review is scheduled to be completed by the end of 2002, although consideration may be given to extending this.]
2. The Terms of Reference for the review, which include some possible methods for gathering evidence, are attached.
3. The Committee is looking for some assistance with the review which will include consideration of written and oral submissions to the Committee and appropriate intelligence gathering visits. It wishes to appoint an 'expert adviser' to support the Committee in its considerations and in the production of its report.
4. Whoever is appointed will need to be able to demonstrate a broad knowledge and understanding of the range issues affecting gypsy-travellers and the ability to undertake research and information gathering. The Committee is looking for someone who is able to take an objective view of the issues, and be capable of imaginative and fresh thinking.
5. The adviser will be expected to attend the meetings of the Committee, which are open to the public, to offer advice on the direction of the review, liaise with potential evidence providers, comment on the submissions and evidence received.
6. Apart from advice and attendance at the review sessions, the expert adviser will be expected to assist the Committee Clerk in the production of the draft report for the Committee to consider.
7. The outcome of the review would be a series of specific policy proposals for the Assembly, its agencies and other agents.

Time commitment and remuneration

8. It is envisaged that the position will run from May to December 2002 although this may be extended. The time commitment for the expert adviser over this period is likely to be between 20 and 30 working days. A person specification for the post is attached in Annex A.
9. Remuneration would be on a per diem basis up to a maximum of £150 per diem.
10. The adviser will be entitled to travel and subsistence, at normal Assembly rates, for any travelling undertaken as part of his or her duties. Additional childcare costs may also be reimbursed as appropriate.
11. The Assembly is an Equal Opportunities employer.

Person Specification

The Expert Adviser should ideally be someone who:

Experience and Knowledge

- can demonstrate a thorough understanding of the issues which affect gypsy-travellers in Wales and the services that are available to them;
- has an appreciation of the provision made for gypsy-travellers in other countries;
- has a proven track record of effective contribution to policy development and implementation on a professional and impartial basis.
- has a knowledge of the National Assembly's approach to equality of opportunity and social inclusion as set out in 'Betterwales.com'.
- has a proven track record of strategic and innovative thinking;
- has experience of gathering information, organising and assessing evidence and developing policy proposals from evidence;
- has experience of working with committees.

Skills and Abilities

The expert adviser should be someone who:

- is able to take an objective view of the issues;
- has experience of managing conflicting aspirations and viewpoints, and gaining consensus;
- is able to demonstrate good analytical skills;
- has a track record of problem solving;
- is capable of imaginative and innovative thinking;
- is able to demonstrate effective communication skills, both oral and written;
- is able to work closely with the Committee and be flexible about hours;

The ability to speak Welsh would be desirable but not essential.

NATIONAL ASSEMBLY FOR WALES

EQUALITY OF OPPORTUNITY COMMITTEE

GYPSY-TRAVELLER REVIEW: EXPERT ADVISER

The Equality of Opportunity Committee of the National Assembly for Wales wishes to appoint an expert adviser to assist it in its review of the provision of services for Gypsy-Travellers. The appointment is scheduled to last from May 2002 to December 2002.

Remuneration will be on a per diem basis depending on the appointee's experience and time commitment. Travel and subsistence will be reimbursed at National Assembly rates for any travel undertaken as part of the expert adviser's duties. Additional childcare costs may also be reimbursed as appropriate.

The remit of the policy review is to inquire into the provision of services for Gypsy-Travellers in Wales, giving particular regard to:

- education, health, accommodation, employment; and the role of local authorities;
- whether the Assembly should have specific policies and services for gypsy-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 planing.

The Committee has invited written evidence from bodies representing gypsy-travellers in Wales and organisations responsible for the provision of services to them.

The successful candidate will need to demonstrate a thorough understanding of the issues which affect gypsy-travellers in Wales and the services that are available to them; have an appreciation of the provision made for gypsy-travellers in other countries; an ability to think strategically and be innovative and contribute effectively to policy development and implementation, analytical and highly effective communication skills, both oral and written.

For further details and an information pack please contact:

Equality of Opportunity Committee

Committee Secretariat

National Assembly for Wales

Cardiff Bay

CF99 1NA

Tel: 029 2089 8026

e-mail james.owen@wales.gsi.gov.uk

or Equality.comm@wales.gsi.gov.uk

e-mails should be titled 'Gypsy-Traveller Review.

The closing date for applications is 15 March 2002; interviews will be held between 12 and 26 April with a view to the successful candidate taking up post by 6 May 2002.

The National Assembly is committed to making appointments on merit by fair and open process, taking account of equal opportunities.

Annex 5

PRESIDING OFFICER'S GUIDELINES ON APPOINTMENT OF EXPERT ADVISERS

DECEMBER 1999

PRESIDING OFFICER'S GUIDELINES ON APPOINTMENT OF EXPERT ADVISERS BY COMMITTEES (STANDING ORDER 8.14)

Introduction

1. The Presiding Officer has consulted the Business Committee and the Panel of Subject Committee Chairs before issuing these guidelines. The purpose of the guidelines is to set out financial and other procedures, which must be followed by committees in the appointment of expert advisers.

Principles

2. The principles of value for money and fair and open competition must underpin committees' procedures for appointing expert advisers.

Purpose of Proposed Appointment

3. Before deciding that an expert adviser may be required, committees will need to:

- be clear about what information and advice they require; and
- consider whether there are alternative sources of that advice.

4. Sources of advice could include:

- the Assembly Library;
- briefings by Assembly officials;
- submission of evidence by external organisations, or individuals.

5. The appointment of an expert adviser might be appropriate where:

- appropriate professional, technical or other specialist advice is not available from Assembly staff or by inviting organisations or individuals to submit their views to the committee. The advice of the Assembly's Efficiency Unit should be sought in the first instance on the availability of specialist advice;
- there will be a regular need for specialist advice or expertise which could lead to repeated requests for organisations or individuals to give evidence on a particular matter;
- it is considered essential for a committee to receive advice which is perceived to be independent of the Assembly and its sponsored bodies – this consideration may be particularly relevant to formal committee inquiries;
- the committee is preparing to undertake an inquiry and an expert adviser could assist with marshalling relevant background material and identifying witnesses who should be called to submit information and make representations.

Role of Expert Advisers

6. The normal practice will be for expert advisers to be offered a time-limited appointment in relation to a particular committee inquiry or other task. Open-ended appointments with general or vague terms of reference will not be appropriate.

7. During the course of a typical committee review or inquiry an expert adviser might be expected to:

- advise the committee at the start of an inquiry on issues which might be explored and how information might be best obtained;

- advise on possible lines of questioning for organisations and individuals making representations to the committee;
- attend committee meetings, including sessions held in private when the committee considers that appropriate;
- evaluate and place in context information gathered;
- assist the committee with its deliberations;
- assist with drafting of reports; and
- advise the committee as required, either orally or in writing.

8. An expert adviser is not a member of a committee. The Government of Wales Act does not provide for co-option to committees, therefore expert advisers may be invited to speak but may not vote. The role of the expert adviser will, in a sense, be similar to that of the Committee Clerk in that the adviser will be responsible to the committee as a whole and will have a duty to provide independent advice. The expert adviser, however, will need to possess technical or specialist expertise which the Committee Clerk would not be expected to have.

9. Expert advisers will not generally be expected to work independently of the committee. That is, they will not be expected to analyse and provide advice on information which is not channelled through the committee. If an expert adviser were asked to undertake research outside the framework of the committee's inquiry, this would effectively constitute a consultancy project and different procedures (competitive tendering etc) would apply.

10. In any dealings with external organisations or the press, the adviser must not claim to represent the views of the committees.

11. Where a committee anticipates that it will be making regular (but not necessarily frequent) requests for external advice it may be appropriate to identify a panel of advisers who may be called upon occasionally to offer their expertise.

Deciding That An Appointment Is Required

12. An appointment should only be made if the committee is satisfied that an appointment will yield value for money. The committee will need to satisfy itself that:

- the appointment of an expert adviser is the most cost effective means of obtaining the advice required;

- that the costs of the selection process and remuneration paid (if any) are justified and represent value for money.

13. An appointment should only be made when the Committee is satisfied that the appointment will contribute to the Assembly's strategic aims and objectives. The committee would need to consider how the appointment relates to the Assembly aims (economic growth etc) and how the appointment will assist in those aims being realised.

14. Before deciding that an appointment is required, committees should take into consideration the effect of an appointment upon Assembly staff resources including financial aspects and potential increases in workload levels.

Making the Appointment

15. Once a committee has identified a need to appoint an expert adviser, the terms of reference for the appointment - including a person specification and job specification (Annex A), expertise sought, expected time commitment, travel and subsistence rates (and remuneration, if any) - should be drawn up.

16. The committee should also consider the method to be used for identifying and selecting the adviser. Expert advisers should be appointed using procedures compatible with the Assembly's Code of Practice on Public Appointments, although the appointments are not formally covered by that Code.

Selection Procedures

17. The key principles are that the procedures must be open and fair, and that all candidates must be treated equally. The Committee will need to draw up and agree on the selection procedures at the start of the process, including the composition of the selection panel. There will be 5 main stages: generating a field of candidates/publicity; initial sift of candidates; final sift/selection; formal offer of appointment; acceptance of appointment and public announcement. The Public Appointments Code of Practice requires an independent assessor to be involved in the appointment process. This is not obligatory for committees, as the Code does not formally apply to expert adviser appointments. However best practice would support this approach and committees should consider involving an independent assessor.

18. Options for identifying candidates include:

- nominations from organisations with expertise or interest in the particular subject under review;
- suggestions from the Assembly's policy divisions;
- suggestions from the Assembly's Library on the basis of research published and contacts;

- records of any self-nominations received by the Chair or Committee Clerk;
- issuing a press release inviting self-nominations;
- press advertisement.

19. In line with the Code's principle of "proportionality", when considering placing press advertisements, committees will need to consider the balance between the cost of placing an advertisement and the length of the appointment. The key consideration will be to generate a suitable field of candidates in a cost-effective way, taking account of the scale of the appointment.

20. It is essential that committees agree on a job specification and person specification at the start of the process to ensure that all potential candidates are assessed against the same criteria. The Committee Clerk should invite prospective expert advisers to submit a *curriculum vitae* and any other relevant information. A shortlist of suitable candidates should be drawn up [by the Clerk] using the agreed person specification. The final selection will be made by a small panel. The panel would normally be made up of the two committee members nominated to oversee public appointments, the Committee Chair, and the independent assessor and would be supported by the Committee Clerk. In some circumstances it might be appropriate for the composition of the panel to be different (e.g. if a lack of gender balance is of concern) but the size of the panel should not be increased beyond four or five people. (A smaller panel will help to address applicants' potential concerns about confidentiality of personal information.) If appropriate, interviews may be held before the selection is made. The selection process, and any discussion of individual candidates, must take place in private.

Appointing an Adviser

21. In all cases, the following important points should be kept in mind when selecting an expert adviser:

- an expert adviser should not have a personal interest in the areas under examination to the extent which would call into question his or her impartiality or create an appearance of bias or self-interest;
- an expert adviser must not be personally close to the Chair or a committee member or a relative or associate thereof;
- in certain circumstances, it may be appropriate to have more than one expert adviser on an inquiry to balance perspectives but this will, of course, increase expenses;
- political affiliations (if any) should be declared
- prospective candidates (that is informally or formally adopted candidates) for election to the Assembly, Parliament or the European Parliament will not be eligible for appointment as expert

advisers .

22. When the panel has made its decision, and after agreeing the details informally with the candidate, the Committee Clerk should write formally to the successful candidate on behalf of the committee offering the appointment. The letter should set out:

- the duration of the appointment and the number of days a month expected to be devoted to committee work (normally up to about 2 days a month);
- requirements on confidentiality and security;
- a mutual termination clause for the appointment, and
- the travel and subsistence expenses payable (at the standard civil service rates).

23. A model letter is at Annex B. The letter of appointment and the reply should be copied to Public Administration, Equality and Public Appointments Division, the Assembly Compliance Officer and Financial Planning Division.

24. Where a wide field of suitable candidates is generated, the committee may wish to ask candidates if they are willing to be included in a panel from which the committee may occasionally ask individuals to give advice.

Financial Procedures and Practicalities

25. The normal practice will be for appointments to be unremunerated and for expert advisers to receive travel and subsistence payments at the standard Assembly rates.

26. Appointments would be remunerated only where the nature of the task makes this appropriate – for example where the time commitment is expected to be heavy or where the subject matter is particularly complex.

27. Where an appointment is remunerated, payments will be made on a *per diem* basis. The level of payment will be within the range set for such advisory work. The current range of remuneration levels for public appointments made by the Assembly of members of advisory Assembly Sponsored Public Bodies is nil per diem to £175 per diem. Remuneration for expert advisers should fall within this range, having regard to the nature and complexity of the work to be done. (For information, remuneration of expert advisers in the House of Commons ranges from £45 per diem to £137 per diem). The appointment of expert advisers, and thus the remuneration level (if any), will normally be considered to be equivalent to appointments and remuneration levels for advisory ASPBs. If a specific appointment were considered not to fit this model – for example because the market rates for the advice required are higher than remuneration levels for public appointments – consideration will need to be given to the

guidance on consultancy and procurement which may be more appropriate to such an appointment. Financial Planning and Financial Accountability divisions should be consulted in those circumstances.

28. Prior to appointment, Committees should ensure that funds are available to disburse any proposed expenditure.

29. The payment of "retainers" for advisers called on to offer their expertise, on an *ad hoc* basis will not be appropriate.

Monitoring and Evaluation of Appointments

30. Contracts for advisers will be overseen by the committee clerk who will be responsible for all payments to the expert adviser. On a monthly basis the expert adviser should submit to the clerk on the standard form a statement of the number of days for which expenses are being claimed.

31. Where an appointment lasts for more than three months it should be subject to periodic reviews to ensure that the advice given to Committees is of sufficient quality and that best value is being obtained.

Office of the Presiding Officer December 1999

Annex A

Model Job Specification for an Expert Adviser

- i. Brief background on Assembly and role of committees
- ii. Subject area of committee
- iii. Copy of terms of reference for committee's inquiry
- iv. Description of area of policy/responsibility on which advice is required
- v. Description of expertise required

vi. Time commitment (number of days per week and period over which advice required) including number of meetings to attend

vii. Specific outputs required. This could include;

- advise the committee as required, either orally or in writing (number of hours);
- advise the committee on possible lines of questioning for witnesses at evidence gathering sittings. Attendance at sittings (expected number of sittings and time commitment)
- evaluation of evidence and discussion of outline report (expected number of sittings and time commitment)
- assistance with drafting of report (expected number of sittings and time commitment)

viii As far as possible the required outputs set out in the job specification should be measurable to facilitate the monitoring and evaluation process.

ix Details of confidentiality of information and privilege requirements

MODEL PERSON SPECIFICATION

Knowledge/experience

Essential:

Desirable:

Eg Experience of working through committees

Skills and abilities

Eg Analytical skills

Excellent communication skills

Drafting skills

Annex B

Model letter of appointment for Clerk to send

[Name of] Committee

I am pleased to be able to confirm that the Committee, at their meeting on [date], decided to appoint you as their expert adviser for their inquiry into [xxx]. Appointment as an expert adviser under Standing Order 8.14 does not constitute appointment as a member of the Assembly's staff within the terms of Section 34 of the Government of Wales Act 1998.

The appointment is expected to last for period of no more than [] and is on a part time basis of [] days a week. The appointment can be terminated at any time by mutual agreement or by either party in writing with [21 days] notice. I should be grateful if you would confirm your acceptance of this appointment in writing by [date].

Remuneration is according to the scales currently used for similar advisory work throughout the public service. In your case this will be on the basis of a fee of £[] for each day you work for the Committee. Travel and subsistence expenses are payable in accordance with standard Civil Service rates and are set out in the attached annex. Claims should be submitted monthly on the enclosed form [??]

A copy of the terms of reference and the job specification is also attached.

The work of committees is governed by the Assembly's Standing Orders, particularly Standing Orders 7 and 8 which deal with the powers of committees and order in committees. Committees usually meet in public and documents relating to their deliberations are open to public inspection . However committees will sometimes need to consider confidential information and Standing Order 8.21 provides that a committee can meet in private in certain circumstances. Standing Order 17 limits the right of public inspection of documents in certain circumstances including those where documents relate to committee proceedings held in private.

It is therefore possible that during the course of your work for the Committee you will have access to privileged and other confidential information. It will therefore be a requirement of your appointment that you respect the confidentiality of any information supplied to you in order to enable you to carry out your duties to which the public does not have a right of access. It is a condition of this offer of appointment that you confirm that you understand and accept this requirement by signing the Clause dealing with confidentiality and your entitlement to represent yourself as acting on behalf of the Assembly set out below and returning the signed copy to me

I confirm that I:

- will respect the confidentiality of any information supplied to me in order to enable me to carry out my duties to which the public does not have a right of access;
- will not make public use of any such information until the Committee has reported; and
- will not do anything that suggests that I am acting on behalf of the Committee or of the Assembly without the authority of the Committee.

.....
(Signed)

.....
(Dated)

Finally can I remind you that communication with the Committee, such as submission of papers to the committee, should be made through me as Clerk to the Committee.