Pecyn dogfennau cyhoeddus

Comisiwn y Cynulliad

Lleoliad:
Swyddfa'r Llywydd, 4ydd llawr - Ty Hywel

Dyddiad:
Dydd Iau, 12 Gorffennaf 2012

Amser:
10:30

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

I gael rhagor o wybodaeth, cysylltwch a:

Carys Evans, 029 2089 8598
Ysgrifenyddiaeth

Agenda
AC(4)2012(5)

1. Introduction

Cyflwyniad ac ymddiheuriadau

Datganiadau o fuddiant

Cofnodion y Cyfarfod Blaenorol (Tudalennau 1 - 4)
(28 Mehefin 2012) - Papur 1

2. Cyllideb ddrafft 2013-14
Papur 2

3. Adroddiad Blynyddol Pwyllgor Archwilio Comisiwn y Cynulliad
(Tudalen 5)
Papur 3

4. Adroddiad Cydraddoldeb Blynyddol 2011-12 (Tudalennau 6 - 7)
Papur 4

5. Rhaglen dreigl (Tudalennau 8 - 9)
Papur 5

The Assembly Commission

Meeting Venue:	**Presiding Officer's office, 4th floor – Ty Hywel**
Meeting date:	**Thursday, 28 June 2012**
Meeting time:	**10:30**

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

Minutes: AC(4)2012(4)

Committee Members:

Rosemary Butler (Chair)
Peter Black
Angela Burns
Sandy Mewies
Rhodri Glyn Thomas

Officials present:

Claire Clancy, Chief Executive & Clerk of the Assembly (Official)

Adrian Crompton, Director of Assembly Business (Official)

Keith Bush, Director of Legal Services (Official)

Dave Tosh (Official)

Craig Stephenson, Principal Private Secretary to the Presiding Officer (Official)

Non Gwilym (Official)

Steven O'Donoghue, Head of Assembly Resources (Official)

Nicola Callow, Head of Finance (Official)

Carys Evans, Principal Commission Secretary (Secretary)

Others in attendance:

David Melding, Deputy Presiding Officer
Mair Barnes, Independent Adviser

1. Introduction and apologies

Commissioners agreed not to publish the restricted papers.

1(i) Declarations of interest

There were no declarations of interest.

1(ii) Minutes of the previous meeting

2. National Assembly for Wales (Official Languages) Bill and Bilingual Services Scheme

Commissioners discussed the progress of the National Assembly for Wales (Official Languages) Bill, following the completion of Stage 2 consideration of the Bill on 21 June.

All 7 of the Commission's amendments were agreed at Stage 2, including an amendment clarifying that the duty to provide a fully bilingual record is limited to plenary proceedings.

During the Committee proceedings, a number of Members had put forward amendments which they had not pressed to a vote but which they had asked the Commission to consider further before the Bill returns to the full Assembly for Stage 3. The Commission recognised that were the Bill to be debated further on 18 July, as currently planned, there would not be enough time for these matters to be considered and discussed thoroughly and constructively between the Commission and the Members in question.

The Commission agreed to seek a postponement of the Stage 3 debate on the Bill until early in the Autumn term.

Actions:

- Rhodri Glyn Thomas AM to write to the Business Committee to seek postponement of Stage 3 proceedings.
- Rhodri Glyn Thomas AM to work with officials and AMs to consider the matters that require further consideration before Stage 3.

3. Annual report and accounts 2011-12

The Assembly Commission Annual Report 2011-12 provides an overview of the strategic priorities of the Assembly Commission, with a strong emphasis on building an Assembly for the future.

The Annual Report will be published online on 12 July with the full document, including accounts, formally laid by the end of term.

Commissioners agreed the report.

4. Draft budget 2013–14

Commissioners confirmed they would continue with their commitment to working within the 2013–14 indicative funding set out in the previous year's budget document. The indicative budget for 2013–14 is £49.5 million, of which £33.5 million relates to operating costs, £13.7 million for the Members' budget and the balance available for investments.

Commissioners discussed priorities for the 2013–14 budget. Angela Burns AM agreed to meet individual Members to discuss the Commission budget prior to it being finalised.

The Budget is due to be agreed at the Commission meeting on 27 September and laid on 28 September. Further consideration of the budget will take place at the Commission meeting on 12 July.

Action: Officials to bring a draft budget document to the next meeting.

5. Future ICT Services Programme

The Commission is required to give notice to the Welsh Government and Atos, by 30 April 2013, of its decision on the future provision of ICT services.

In November 2011 the Commission agreed to assess the following two options:

- Option 1: Extension of Merlin contract –subject to new arrangements meeting Assembly cost, performance and flexibility requirements.
- Option 2: Move to mixed provision.

It was agreed that the officials would continue to develop these options to enable the Commission to make a decision on future provision in the Autumn.

6. UNO Benefits Review

At the October 2011 meeting, the Commission was presented with a review of the benefits and savings delivered by the UNO project and requested regular updates on the benefits achieved.

UNO achieved its aim of separating the Assembly's infrastructure from that of the Welsh Government. This was a necessary and unavoidable step that has put the Assembly in a position to be able to decide on its future ICT service provision and ICT strategy.

Other benefits achieved include the migration to Windows 7 and Office 2010, improved business continuity and resilience of Assembly systems and better connectivity, particularly for constituency offices.

Various technical issues have been resolved but others are still being progressed, including the achievement of the Caseworker upgrade, resolution of local printing issues and simplifying access to applications.

Whilst acknowledging that the steps taken as part of UNO were necessary, Commissioners expressed concern about the continuing ICT problems being experienced by Members and their staff and it was agreed that officials should continue to give the resolution of these issues a high priority.

7. Assembly Commission portfolios

Commissioners considered their portfolios following the first year of operation and agreed to the changes in the proposed in the paper, subject to one amendment. Sandy Mewies AM will take responsibility for Assembly Facilities whilst Peter Black AM will retain responsibility for the Assembly Estate because of the links to sustainability.

8. Remuneration Committee

Commissioners noted the Annual Report and Revised Terms of Reference of the Assembly's Remuneration Committee.

9. Rolling programme

The next meeting of the Commission will take place on Thursday 12 July. Agenda items will include:

- Draft Budget 2013-14
- Assembly Commission Audit Committee Annual Report
- Annual Equality Report 2011-12

10. Any other business

- Commissioners discussed the status of the official Record of Proceedings.
- Commissioners requested further information on the full range of services in place to support Committee proceedings.
- Angela Burns AM highlighted items of note in the Assembly Commission Internal Audit Annual Report.
- Commissioners agreed to hold an informal meeting during the summer recess.

Secretariat
June 2012

Comisiwn y Cynulliad
Assembly Commission

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

AC(4)2012(6) Papur 3 rhan 1

Dyddiad: 12 Gorffennaf 2012
Amser: 10:30-12:30
Lleoliad: Swyddfa'r Llywydd
Enw'r awdur a rhif cyswllt: John Grimes, est 8225

Adroddiad Blynyddol Pwyllgor Archwilio Comisiwn y Cynulliad

1.0 Diben a chrynodeb

1.1 Cyflwynir Adroddiad Blynyddol Pwyllgor Archwilio Comisiwn y Cynulliad ar gyfer y flwyddyn a ddaeth i ben ar 31 Mawrth 2012 i'r Comisiwn i'w nodi, yn unol â chylch gorchwyl y Pwyllgor. Maent yn rhoi cyfrifoldeb ar y Pwyllgor i ddarparu "*Adroddiad Blynyddol i'r Comisiwn a'r Swyddog Cyfrifyddu, wedi ei amseru i gynorthwyo'r broses o orffen y cyfrifon a'r Datganiad Llywodraethu, yn crynhoi ei gasgliadau ar y gwaith a wnaeth yn ystod y flwyddyn.*"

1.2 Rôl y Pwyllgor yw cynnig cyngor a chefnogaeth i Brif Weithredwr a Chlerc y Cynulliad, ac i'w herio, mewn perthynas â'i chyfrifoldebau fel Swyddog Cyfrifyddu, yn ogystal â rhoi sicrwydd i'r Comisiwn. O'r gwaith a wnaed a'r sicrwydd a ddarparwyd drwy gydol y flwyddyn, mae'r Pwyllgor Archwilio yn credu bod lefelau sicrwydd cyffredinol yn y Comisiwn yn dda, fel y cofnodwyd yn yr adroddiad.

2.0 Argymhellion

2.1 Gwahoddir y Comisiynwyr i nodi'r adroddiad blynyddol.

Comisiwn y Cynulliad
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AC(4)2012(6) Papur 4 rhan 1

Dyddiad: 12 Gorffennaf 2012
Amser: 10:30-12:30
Lleoliad: Swyddfa'r Llywydd
Enw'r awdur a rhif cyswllt: Ross Davies, est 8197

Adroddiad Cydraddoldeb Blynyddol 2011-12

1.0 Diben a chrynodeb

1.1 Bob blwyddyn, mae Comisiwn y Cynulliad yn llunio Adroddiad Cydraddoldeb Blynyddol sy'n rhoi'r wybodaeth ddiweddaraf am gynnydd a wnaed o ran y camau gweithredu a nodwyd yng Nghynllun Cydraddoldeb 2008-2012. Mae'r Adroddiad hwn yn trafod gwaith y mae staff Comisiwn y Cynulliad wedi'i wneud i hyrwyddo cydraddoldeb rhwng mis Ionawr 2011 a mis Mawrth 2012. Dyma Adroddiad terfynol ein Cynllun Cydraddoldeb 2008-2012.

2.0 Argymhellion

2.1 Gwahoddir Aelodau Comisiwn y Cynulliad i adolygu a chymeradwyo'r Adroddiad drafft i'w gyhoeddi.

3.0 Trafodaeth

3.1 Mae'r Adroddiad hwn yn nodi'r hyn a gyflawnwyd yn ystod y flwyddyn ddiweddaf, gan amlygu astudiaethau achos ac enghreifftiau o'n gwaith. Mae'r Adroddiad yn adeiladu ar y wybodaeth am gydraddoldeb a gyhoeddwyd gennym ym mis Ionawr 2012 yn ogystal â gwybodaeth ac ystadegau am recriwtio, anghydfodau, cwynion, mamolaeth, gwaith rhan amser a'r wybodaeth ddiweddaraf am y camau gweithredu a nodwyd yn y Cynllun.

3.2 Ymysg uchafbwyntiau ein gwaith yn ystod 2011-12 mae:

- Hyrwyddo ymgysylltiad democrataidd drwy ein hymgyrch 'Pleidleisiwch 2011' drwy gynhyrchu gwybodaeth mewn ystod o fformatau hygyrch;

- Datblygu'r ffordd rydym yn ymgysylltu â phobl amrywiol Cymru. Rydym wedi parhau i groesawu ystod eang o ymwelwyr â'r

Cynulliad ac wedi gweithio mwy gyda grwpiau cymunedol amrywiol a sefydliadau'r trydydd sector ledled Cymru;

- Helpu ein rhwydweithiau staff i chwarae rôl weithgar wrth asesu effaith ein polisïau;
- Bod yn yr 20fed safle ym Mynegai Cydraddoldeb yn y Gweithle Stonewall 2012;
- Helpu aelodau o staff i ddysgu Iaith Arwyddion Prydain (BSL);
- Cynnal ystod eang o ddigwyddiadau ac arddangosfeydd gan grwpiau amrywiol, gan gynnwys digwyddiadau i nodi Mis Hanes Pobl Dduon, Diwrnod Rhyngwladol y Menywod, Diwrnod Iechyd Meddwl y Byd a lansio Diverse Cymru.
- Datblygu amrywiaeth o daflenni gwybodaeth i roi gwybod i Aelodau am eu cyfrifoldebau fel cyflogwyr a darparwyr gwasanaeth o dan Ddeddf Cydraddoldeb 2010.

3.3 Mae'r Tîm Cydraddoldeb wedi gweithio gyda chydweithwyr drwy'r holl sefydliad i gofnodi cynnydd ar ein camau gweithredu. Mae rheolwyr ym mhob gwasanaeth wedi darparu tystiolaeth ar gyfer yr Adroddiad a'r diweddariad i'r cynllun gweithredu.

3.4 Ar ôl i'r Comisiwn ei gymeradwyo, caiff yr Adroddiad ei gyhoeddi ar ein gwefan, yn unol â'n dyletswyddau o dan y Ddeddf Cydraddoldeb.

3.5 Cyhoeddwyd ein cynllun newydd ym mis Ebrill 2012 a chyflwynir adroddiad ar y cynnydd ym mis Ebrill 2013.

Comisiwn y Cynulliad
Assembly Commission

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

AC(4)2012(6) Papur 5 rhan 1

Dyddiad: 12 Gorffennaf 2012
Amser: 10.30-12.30
Lleoliad: Swyddfa'r Llywydd
Enw a rhif cyswllt yr awdur: Carys Evans, est 8598

Rhaglen dreigl Comisiwn y Cynulliad

Dyddiad y cyfarfod	Eitem agenda	Deiliad y portffolio/swyddog arwain
27 Medi 12	Cyllideb ddrafft 2013-14	Angela Burns/Steve O'Donoghue/Nicola Callow
	Bil Cynulliad Cenedlaethol Cymru (Ieithoedd Swyddogol) a'r Cynllun Gwasanaethau Dwyieithog	Rhodri Glyn Thomas/ Non Gwilym
	Strategaeth ddrafft ar gyfer gwasanaethau TGCh yn y dyfodol	Peter Black/Dave Tosh
	Adroddiad y Bwrdd Rheoli i'r Comisiwn	Claire Clancy
	Y rhaglen dreigl	Yr Ysgrifenyddiaeth
5 Tachwedd 12	Cyllideb ddrafft 2013-14	Angela Burns/Steve O'Donoghue/Nicola Callow
	Strategaeth ddrafft ar gyfer gwasanaethau TGCh yn y dyfodol	Peter Black/Dave Tosh
	Adroddiad blynyddol ar y strategaeth rheoli carbon	Peter Black/Mike Snook
	Y wybodaeth ddiweddaraf gan y deiliaid portffolio	Y deiliaid portffolio
	Y rhaglen dreigl	Yr Ysgrifenyddiaeth
29 Tachwedd 12	Cyllideb 2013-14	Angela Burns/Steve O'Donoghue/Nicola Callow
	Adroddiad y Bwrdd Rheoli i'r Comisiwn	Claire Clancy
	Y rhaglen dreigl	Yr Ysgrifenyddiaeth

AC(4)2012(6) Papur 5 rhan 1
Rhaglen dreigl Comisiwn y Cynulliad

Noder y gallai'r agenda uchod newid yn dilyn y cyfarfod strategaeth ym mis Awst.

Dyddiadau ar gyfer cyfarfodydd Comisiwn y Cynulliad yn y dyfodol:

Dydd Iau 2 Awst 2012

Dydd Iau 27 Medi 2012
Dydd Llun 5 Tachwedd 2012
Dydd Iau 29 Tachwedd 2012

Dydd Iau 24 Ionawr 2013
Dydd Iau 28 Chwefror 2013
Dydd Iau 2 Mai 2013
Dydd Iau 20 Mehefin 2013
Dydd Iau 18 Gorffennaf 2013
Dydd Iau 26 Medi 2013