

IMPLEMENTATION DIARY

Phase 2 – To be Implemented by 31 March 2010

12	The Assembly Commission should prepare and bring forward an Assembly Measure as soon as practicable, to establish a statutory Independent Review Body to make decisions in respect of the matters listed below. The role of this body is to:
12	i) make decisions on all aspects of financial support for Assembly Members
12	ii) take account of changing responsibilities in the work of Assembly Members
12	iii) review the effectiveness and impact of the uprating process
12	iv) deal with any 'ad hoc' issues. It should be noted that the members of this Body should be independent of the Assembly and should have relevant expertise. Selection by the Chief Executive and Clerk of the Assembly (as Principal Accounting Officer), the Auditor General and a Commission Independent Adviser would be an appropriate approach.
15	In addition to recording information on other employment on the Register of Interests, Assembly Members should also be required to detail the time involved in this additional employment.
16	The Assembly Commission and the Fund Trustees should take legal and actuarial advice with a view to containing the standard Commission-funded contribution rate to be no higher than its current level of 23.8 per cent, and that this should be reviewed periodically to take account of what happens in pension schemes elsewhere.
22	The Assembly Commission should negotiate discounted hotel rates for Assembly Members and officials. Members and officials should be required to use only those hotels offering discounted rates, unless there are exceptional circumstances.
36	An Assembly Member who proposes to lease an office from a party political organisation or a trade union, or proposes to sub-let part of their office accommodation to a party political organisation, trade union or any other organisation or business, should obtain an independent valuation by an assessor, chosen by the Assembly. The valuation should be lodged with the Assembly Commission, prior to the completion of any contractual arrangements. Periodic checks should be carried out to ensure that rentals remain reasonable.
37	Assembly Members may sub-let part of their office accommodation to party political organisations, trade union or any other organisation or business, but only where such arrangements are transparent. The Assembly Commission should lay down clear rules on this.
39	Where an Assembly Member shares an office with a Member of Parliament or a Member of the European Parliament, a formal agreement should be established setting out how the costs will be separated and this should be approved by the Members' Business Support Team and lodged with the Assembly Commission.
40	Assembly Members should not be entitled to claim from the office costs allowance for using their home as a constituency or regional office.
41	Assembly Members' costs for surgery advertising should be reimbursed up to a maximum limit of £1,500 in any year, to be met from the office costs provision.
42	Forthwith, all individual items of office equipment costing £50 or more should be recorded on an inventory. All items on the inventory should be returned to the Assembly Commission when the Assembly Member relinquishes the seat; unless an agreement is made whereby the

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	Member offers to buy the items at an agreed price; or to transfer them to the custodianship of the incoming Member, who should sign for taking them over.
43	Individual items of office furniture or other individual items costing more than £750 should be referred to the Members' Business Support Team for approval, before the cost is incurred.
45	The Independent Review Body should have powers to review and approve changes to the office cost provision.
46	Rules on all matters pertaining to financial support for Assembly Members should be combined in one document.
47	When guidance on staff pay bands is next revised, the numbering of bands should be placed in a logical order.
85	Assembly Members should be eligible to claim reimbursement for the cost of business calls made on their mobile phones. They should have the option of either submitting an itemised bill or of contributing at a flat rate of 50 per cent to the total bill. Members will be expected to choose one of these options at the start of each Assembly.
88	The Assembly Commission should take up with Her Majesty's Treasury and Her Majesty's Revenue and Customs the question of developing a new system of mileage rates based on the latest scientific evidence, with the aim of more positively encouraging the use of environmentally-friendly vehicles.
91	The Salaries and Allowances Determination 2009 should be amended to encourage sustainable transport and the Green Dragon Scheme.
93	Assembly Members should seek the cheapest available travel ticket and take account of any discounts available; including those available to Members holding a 'senior railcard' or other concessionary fares.
94	The Assembly Commission should seek to promote car sharing by Assembly Members where appropriate, possibly involving a financial incentive.
95	The Members' Business Support Team should seek to negotiate with train operators and air-service providers a discounted charge for Assembly Members who use their services on Assembly business.
97	In any financial year, each Assembly Member should be entitled to make up to four return journeys between Wales and any other member state, or region, of the European Union on Assembly related business.