
Review of the Determination for the Seventh Senedd

Consultation Part Two

(Members Remuneration, Additional Support
and Staffing Support)

April 2025

The Independent Remuneration Board of the Senedd

The Independent Remuneration Board of the Senedd makes decisions on the pay and direct support for Members of the Senedd to attract a wide range of capable and diverse candidates and to enable those elected as Members to do their jobs effectively, ensuring value for money for the people of Wales. The Board was established by the National Assembly for Wales (Remuneration) Measure 2010.

This document sets out proposals by the Independent Remuneration Board of the Senedd for changes to the rules on reimbursement of costs relating to overnight accommodation, constituency office and constituent engagement, and the support available to political groups in the Senedd, for consideration by stakeholders.

The changes proposed in this document, following consultation and subsequent review, will be reflected in the Board's Determination which would take effect from the outset of the Seventh Senedd i.e. following the Senedd election in May 2026.

The Board would welcome feedback on its proposals for change by 17.00 Wednesday 4 June 2025.

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1. How to submit a response

1. The Board would welcome your views on its proposals, to help inform its final decisions on changes to the Determination for the Seventh Senedd.
2. The Board's proposals are included in chapters 4, 5, 6, 7 and 8 and are included in full in Chapter 10.
3. In line with the **Senedd's Official Languages Scheme**, you are welcome to respond in both or either of our official languages, and we ask organisations that are subject to Welsh Language standards or schemes to respond in line with their own obligations. Please let us know, when submitting a response, if you intend to provide a translation at a later date.
4. All responses will be handled according to our **Privacy policy** and responses are not routinely published by the Board, although summarised responses or views may be included in the published report on the annual review (see 2023-24 report for [information](#)). Please confirm whether you would prefer that your name is not published alongside your comments or evidence in the annual review report.
5. If you would like to submit a response to the Remuneration Board's consultation you can do so by sending your response to:

Post: Clerk to the Remuneration Board, Welsh Parliament, Cardiff Bay, Cardiff CF99 1SN

E-mail: remuneration@senedd.wales

The closing date for submitting responses is 17.00 Wednesday 4 June 2025.

If you need assistance in preparing your response please contact the Board's Secretariat using the details shown above.

2. Chair's Introduction

This is the second part of the Board's consultation on the Determination for the Seventh Senedd, setting out the proposals for the salaries and business and support costs for Members which will take effect following the election in May 2026.

I would like to thank all those who took the time to respond to the first consultation in the autumn, which covered proposals relating to overnight accommodation, constituency office and engagement and Senedd group support. Our report and proposed next steps are available [here](#).

As set out in our previous consultation, the Seventh Senedd will look and feel very different from the current Senedd and all previous terms. It will be bigger, with 96 Members. It will look different, with 16 new, multi-member constituencies. It will feel different, with a new more proportionate electoral system.

We believe that Members of the Senedd play a vital role in our democracy and that their pay should reflect that role and their responsibilities. Members also require sufficient resources to employ staff to provide valued support to them and to their constituents. We are also committed to promoting and supporting diversity and equality, reducing barriers so that the Senedd can reflect society, where anyone, no matter their background or circumstances, can become a Member of the Senedd.

This next stage of our consultation seeks feedback on the Board's proposals on pay for Members of the Senedd and those they employ to support their vital work in the Senedd and in their constituencies. It also outlines proposals for Members' travel and additional support so Members are able to carry out their duties, regardless of their personal circumstances.

We recognise that matters such as the salaries and business and support costs of elected Members can generate debate and some disagreement.

Our proposals have been shaped by our statutory duties and core principles to ensure that Members' remuneration is fair and that they are provided with sufficient resources to support their duties, whilst ensuring that decisions represent value for money and are appropriate within the context of Welsh earnings and the wider financial circumstances of Wales. Our proposals have therefore been informed by comparative analysis and research and the latest economic data.

Views in response to this consultation will help to inform the Board's deliberations and final decisions on its Determination for the Seventh Senedd; we intend to finalise these decisions this Summer and these changes will take effect at the outset of the Seventh Senedd following the election in May 2026.

We look forward to hearing from you.



A handwritten signature in black ink that reads "Elizabeth Haywood". The script is fluid and cursive.

Dr Elizabeth Haywood

Chair, Independent Remuneration Board of the Senedd

3. Review of the Determination

Senedd Reform

- 6.** The Senedd Cymru (Members and Elections) Act 2024 received Royal Assent on 24 June 2024. The membership of the Senedd will increase from 60 to 96 Members and the current Senedd constituencies and regions will be replaced by 16 new constituencies with each constituency returning six members (referred to as “multi-member constituencies”) from May 2026.
- 7.** Members will be elected in 2026 using a form of proportional representation known as the closed list voting system with votes cast for independent candidates and political parties and Members returned from prioritised lists of candidates determined by parties themselves.
- 8.** The Democracy and Boundary Commission Cymru published revised constituency proposals and is required to submit a formal report with final decisions about the 2026 Senedd constituencies before 1 April 2025.
- 9.** This change to the size and representation of constituencies and the electoral arrangements of the Seventh Senedd provides a challenging context for the Board’s decisions on Members’ pay and business and staffing costs. The impact of these reforms on Members’ parliamentary and constituency work and how that work will be undertaken is unknown and will not become apparent until sometime into the new Senedd term.

A new Senedd term

- 10.** The current Board commenced a detailed review of the Determination¹ to be completed during its term in office which concludes in September 2025.
- 11.** Decisions on the pay and business and staffing budgets to be made available to Members of the Seventh Senedd will need to be taken in advance of the commencement of the Seventh Senedd.
- 12.** Publishing the Board’s decisions and/or a draft Determination in summer 2025 will also help inform the Senedd Commission’s budget planning for the first year of the Seventh Senedd

¹ <https://remunerationboard.wales/media/2qcj5ggm/determination-2024-25-clean.pdf>

and beyond in respect of the cost of the support to be provided to Members via the Board's Determination.

13. The Senedd Commission's planning of its support for Members of the Seventh Senedd is another important context for this review. Resources to support Members' work is provided by both the Board and the Senedd Commission. The Senedd Commission provides a broad range of support for Members, for example support for formal parliamentary business, including research support, administering expenditure claims, providing information to enable Members to make decisions about how they manage their offices, including staffing matters and training.

14. The Determination provides Members with resources to support their duties in their constituencies and parliament, including overnight accommodation, constituency office and engagement, security, policy development and research work.

15. The Board and Senedd Commission are in dialogue to facilitate a shared understanding of how Members will be supported in the Seventh Senedd. The decisions to be taken by the Board following this review may be informed by decisions by the Senedd Commission on its support for Members in future.

16. The significant reforms of the Senedd, timing of decision-making and economic and public sector funding pressures in Wales provide a challenging context for the Board's review of its Determination.

17. These proposals are made on the assumption that further review will be required by the new Board to reflect the experiences and new business arrangements that will inevitably emerge in the Seventh Senedd.

Independent Remuneration Board

OUR PURPOSE

The **Independent Remuneration Board of the Senedd** makes independent decisions on the pay and direct support for Members of the Senedd to attract a wide range of capable and diverse candidates and to enable those elected as Members to do their job effectively, ensuring value for money for the Welsh public purse.

OUR GUIDING PRINCIPLES

We make decisions on the system of financial support and remuneration for Members.



Our decisions should be appropriate within the context of Welsh earnings and the wider financial circumstances of Wales.



Our decisions should support the strategic purpose of the Senedd and facilitate the work of its Members.



Our decisions should be robust, clear, transparent, sustainable, inclusive, and represent value for money for the taxpayer.

OUR GOALS FOR THE TERM

To enable Members of the Sixth Senedd to do their parliamentary job effectively, in their locality and in the Senedd. To prepare a package of pay and support for the Seventh Senedd.

All within a changing constitutional, social, and global context.

OUR STRATEGIC OBJECTIVES

A RESPONSIVE DETERMINATION: deliver a Determination which responds to Members' changing business needs, citizens' expectations and the evolving constitutional context.

A SIMPLER DETERMINATION: simplify the Determination to provide flexibility for Members to determine their own priorities with proportionate safeguards, in co-operation with the Senedd Commission.

A SUSTAINABLE DETERMINATION: deliver a sustainable model of support, which takes account of diversity needs, the climate change emergency and long-term finances in Wales.

PROMOTING TRUST AND ENGAGEMENT: engage effectively with Members and a wider range of stakeholders to enable effective reviews and promote public trust.

WHAT SUCCESS WILL LOOK LIKE:

- Members trust and respect the decisions we make and view them as fair, evidence-based, and clear.
- Members have confidence that our decisions enable them to do their work as elected representatives effectively.
- The public has confidence that the system to provide financial support to Members delivers value for money, is transparent, and operates independently.

Thematic Reviews

18. The review of the Determination is split into five separate but linked thematic reviews:

- **Simplification** – focussed on making it as simple as possible for Members and Support Staff to understand what funding will be made available and how to claim it, and as straightforward as possible for the Senedd Commission to administer.
- **Ways of Working** – focussed on recent and future changes to Members’ ways of working and the implications of such for the support required by Members, particularly in respect of constituency work.
- **Staffing Support** – focussed on the staffing support requirements of Members and the implications of Senedd reform on such requirements, and a review of the pay and grading framework for support staff.
- **Support for Political Groups** – focussed on the support to be provided to political groups in the Seventh Senedd and how this may need to change in a larger Senedd elected via a different electoral system.
- **Members’ Remuneration and Personal Support** – focussed on Members’ pay in the Seventh Senedd including the pay of Ministers and additional office holders, and various aspects of the personal support provided to Members such as overnight accommodation.

19. Simplification of the Determination has been the overarching theme of the Board’s reviews. In addition, a key driver of these proposals is to provide Members with sufficient flexibility to manage their business needs and meet their and their constituencies’ diverse needs as their ways of working evolve within a reformed Senedd. This simplification and flexibility will be reflected in the wording of the final Determination, but also in terms of some of the rules and guidance that will be set out.

20. The Board is conscious however that greater flexibility and simplicity needs to be balanced by proportionate responsibility and safeguards to ensure accountability, transparency and represent value for money for the taxpayer. Ultimately Members are accountable and responsible for their decisions on spending public funds.

Evidence and Engagement

21. The Board’s review and proposals have been informed through engagement and evidence gathering to better understand how the support provided through the Determination is used and spent and how other legislatures support members. This evidence includes:

- **International Comparison:** desk-based analysis of pay or financial support provided to parliamentarians in other legislatures across the UK and globally.
- **Expenditure Analysis:** analysis of Members’ expenditure.
- **Public opinion and consultation feedback:** analysis of feedback on relevant matters or proposals included in recent annual review consultations and analysis of social media commentary and debate.
- **Member and Support Staff Engagement:** engagement with Members, group and support staff and trade unions through Member Drop-In sessions, interviews and meetings, constituency office visits, correspondence, and consultation responses to recent annual reviews.
- **Engagement with stakeholders:** including representatives from the Welsh Youth Parliament, academics, local government representatives and business representatives
- **Discussions with other remuneration bodies:** Regular networking and information and evidence exchange between Independent Parliamentary Standards Authority (IPSA), the Northern Ireland Assembly and the Scottish Parliamentary Corporate Body (the bodies responsible for determining the pay and allowances of MPs, MLAs and MSPs respectively) have informed the Board’s thinking on changes required to current pay and business costs, via formal Board-member networks and engagement between officials.

22. A summary of evidence is included at Annex A and more detailed and comparative research papers are available on the Board’s website.

Terminology

23. As part of the Boards work to simplify the Determination, the Board is proposing to introduce more consistent terms for specific support. Currently terms such as ‘allowances’, ‘expenses’, ‘expenditure’ and ‘funds’ are used; the Board intends to use the terms ‘budgets’ and

'costs' instead and to simplify the names of specific support, for example, using the term 'Overnight Accommodation' instead of 'Residential Accommodation Expenditure'.

Timescales: Two-Stage Consultation

24. The Board is formally consulting stakeholders on proposed changes to its Determination in two stages, each focused on different chapters of the Determination. This second, Part Two consultation focuses on:

- **Members' Pay and personal support** including Members' travel and additional support (Chapters 3, 3A, 4.4.3(h) and 5)
- **Constituency offices and constituent engagement** (Chapter 6) (matters that were not addressed in the Part One consultation)
- **Staffing support for Members** including the Members' staffing budget and a new pay and grading framework for support staff (Chapter 7 with relevance also to political group staffing matters in Chapter 8).

25. The first stage of the consultation concluded on 6 December 2024 and focused on:

- Overnight Accommodation
- Constituency Office and Engagement and
- Senedd Group Support.

26. The Board has published a Part One Consultation Report summarising the consultation feedback and outlining the Board's response and whether it intends to implement or revise proposals. The final decision will be taken by the Board in the Summer following the conclusion of this Part Two consultation.

27. The Board's intention is that its decisions and/or draft Determination for the Seventh Senedd, informed by responses to these two consultations be published in the summer of 2025.

28. This consultation document sets out substantive policy changes to specific chapters of the Determination, for consultation. The wording of the Determination will be subject to a full re-draft in advance of the Seventh Senedd, for the purposes of simplification and clarity.



4. Members' Pay

Background

29. The Board is responsible for determining pay for Members of the Senedd [Members]. This responsibility is carried out in accordance with its statutory duties as outlined in the Government of Wales Act 2006 and the National Assembly for Wales (Remuneration) Measure 2010 ('the Measure'). The Board has a duty to exercise its functions with the aim of providing Members of the Senedd with a level of remuneration that meets specific objectives:

- to fairly reflect the complexity and importance of the functions which they are expected to discharge, and
- not, on financial grounds, to deter persons with the necessary commitment and ability from seeking election to the Senedd,

30. The Board has also agreed the following principles to guide its decisions:

- financial support and remuneration for Members should support the strategic purpose of the Senedd and facilitate the work of its Members;
- decisions must be appropriate within the context of Welsh earnings and the wider financial circumstances of Wales; and
- the system of financial support for Members must be robust, clear, transparent, sustainable, inclusive, and represent value for money for the taxpayer.

31. The Measure requires the Board, before the end of this Sixth Senedd and so far as is reasonably practicable, to make a Determination on Members' salaries for the Seventh Senedd. The Board can make only one Determination on Members' salaries which is to have effect during a Senedd term (unless exceptional circumstances make it just and reasonable for more than one such Determination should be made). Therefore, the level of salary and annual indexation which is set by the Board this Summer will apply from May 2026 and for the remainder of the Seventh Senedd (unless there are exceptional circumstances).

Proposal One:

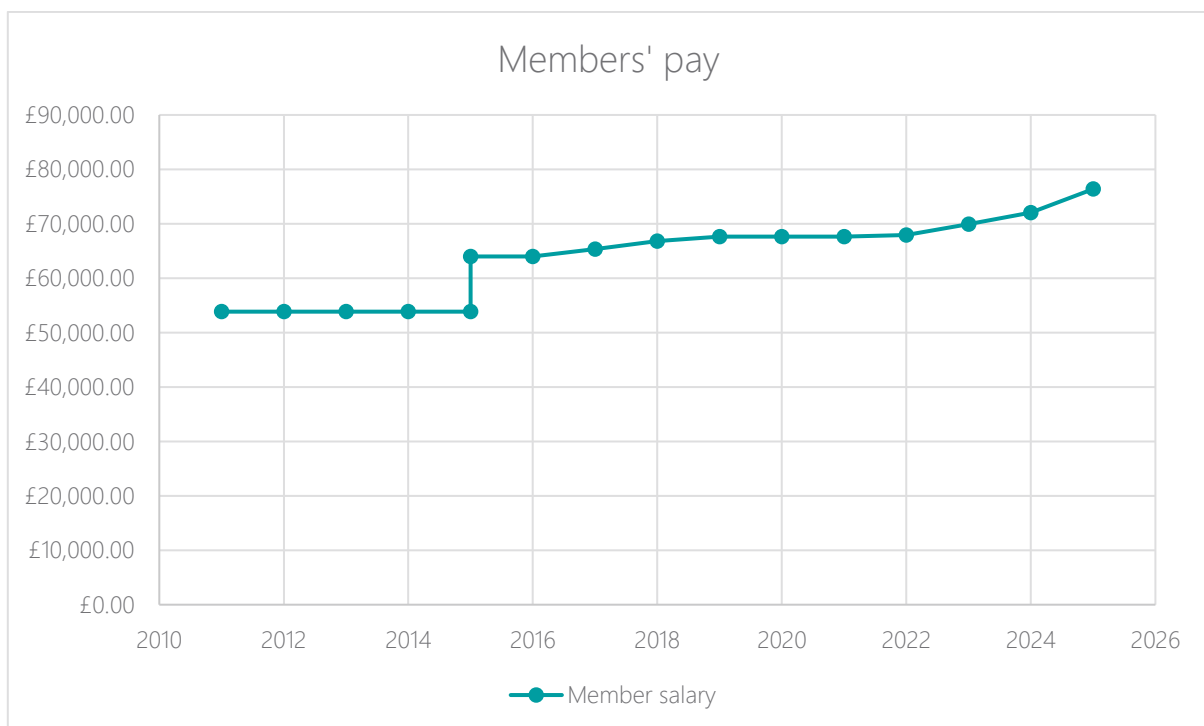
The salary level for Members at the start of the Seventh Senedd will remain at the same level as in 2025/26 and therefore will be £76,380 plus an increase equal to the rate of the ASHE Wales index published in November 2025.

What is provided currently

32. Members will be paid £76,380 per annum from 1 April 2025.

33. In 2020 and in March 2021, Members' salaries were frozen and since March 2021, Members' salary increases have been linked to the Annual Survey of Hourly Earnings in Wales (ASHE) but has been subject to a cap on increases of 3%. The Board decided to remove this cap from April 2025 and salaries increased by 6%, in line with the ASHE rate.

Chart 1: Members' Pay since 2011



Evidence and rationale for the proposal

34. In order to inform the Board's proposals on pay for the Seventh Senedd, the Board has considered:

- comparisons with similar roles in the public, private and third sectors;
- Members' role and responsibilities, and

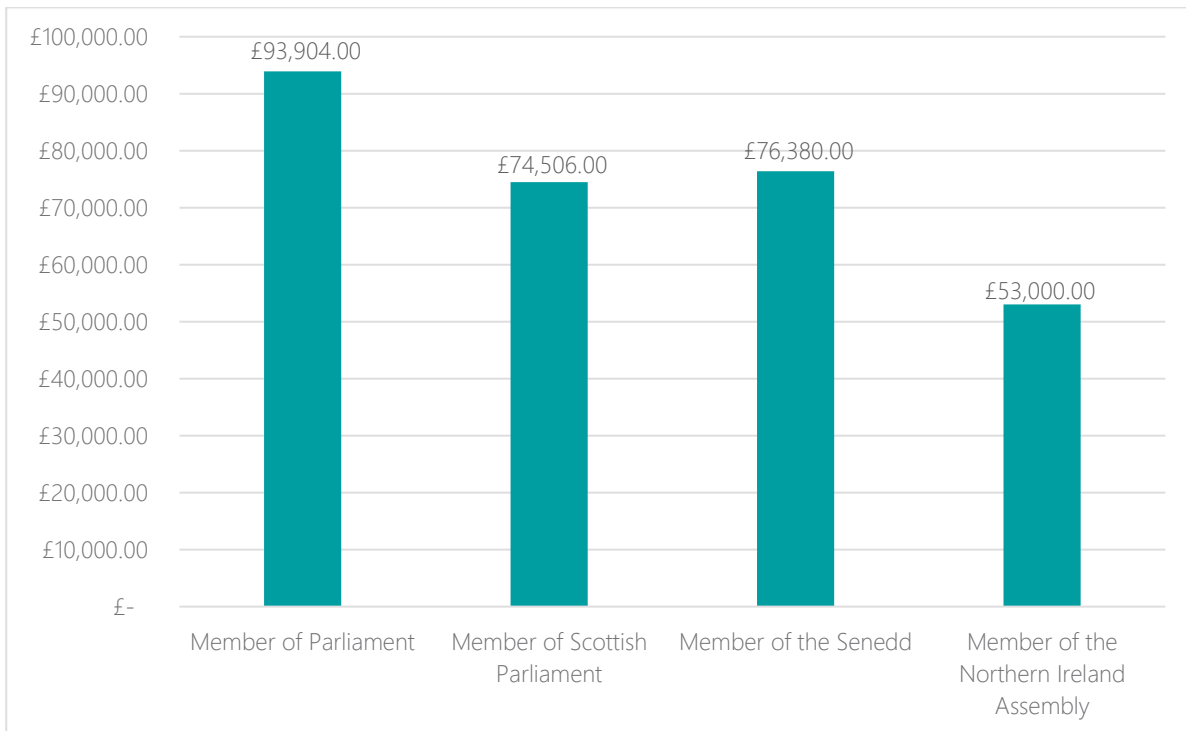
- the rate of pay that Members will receive at the start of the Seventh Senedd;
- The pay for additional responsibilities, referred to as ‘additional office holders’ pay’.
- how pay should be increased annually;

Benchmarking of Members’ pay

35. The Board has considered the pay rates for other roles, in the public and private sectors. The Board also sought views from Members and stakeholders on what roles might be appropriate comparators; there were mixed views, however, suggestions included senior civil servants, primary school headteachers, social workers, small business owner or the average salary for Wales. This information is set out below.

36. The Board has also considered the pay of Members in relation to other elected roles; this has included Police and Crime Commissioners and council leaders in the Welsh context and elected Mayors further afield, however, these roles are not directly comparable as they discharge executive functions and responsibilities. The Board therefore considers it is more relevant to compare the Members of the Senedd to elected representatives in other legislatures in the UK, due to the nature of their role and responsibilities.

Chart 2: Members’ Salaries in UK Legislatures



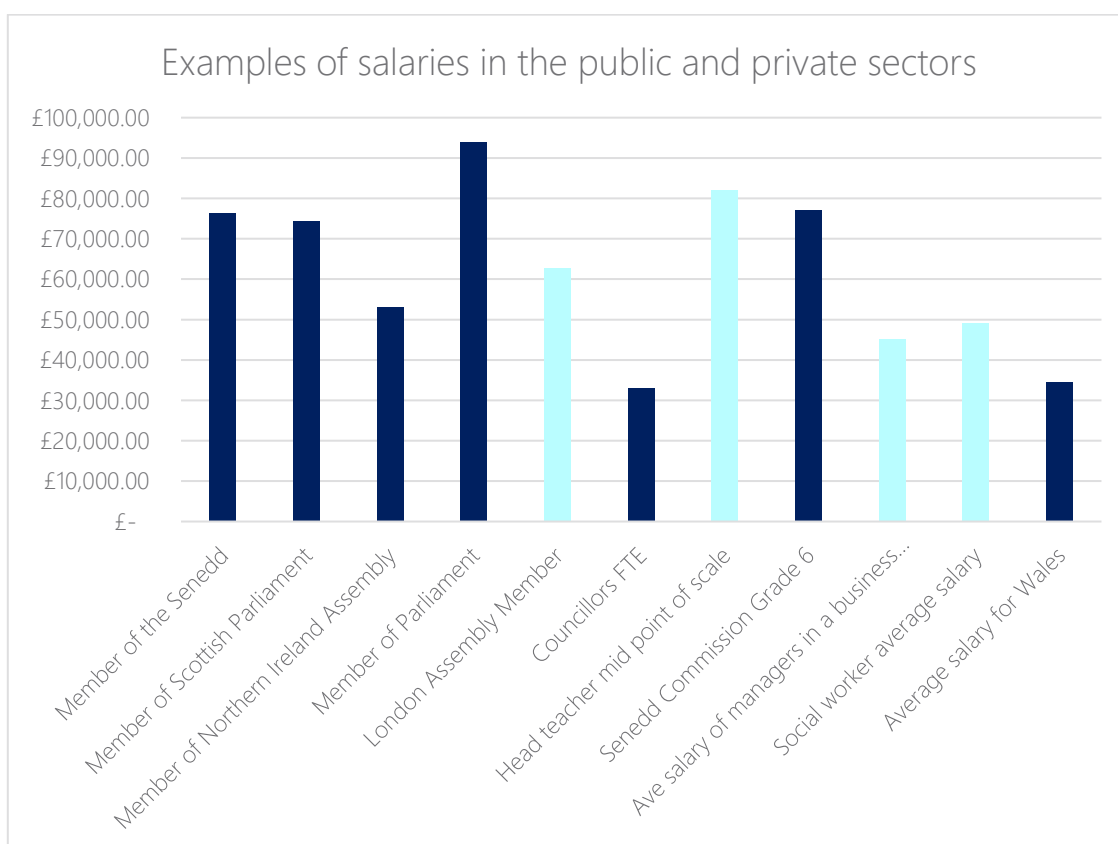
37. Assembly Members’ salaries were, from 2007, originally set at 82% of MPs’ salaries. This link was ended following the National Assembly for Wales (Remuneration) Measure 2010 [The Measure]. The Scottish Parliament ended the link between MSPs’ salaries with MPs’ salaries (set at 87.5%) in 2015. In May 2015, in recognition of their increased legislative powers, there was a one-off increase of £10,000 to bring Members’ salaries up to a level considered commensurate with their new responsibilities and broadly comparable with Members of the Scottish Parliament, following the analysis and recommendations in the independent report for the Board.²

38. Members were paid 80% of an MP’s salary a decade ago and their pay now stands at 81% of an MP’s salary. Members’ salaries are 2.5% higher than MSP salaries in 2025-26.

39. As well as comparing Members’ pay in the UK, the Board considered the pay for elected representatives internationally. This is set out in a research paper on the Board’s website.

40. Chart 3 shows the rates of pay for other roles; the salary figures are also presented in a table Annex A. The roles in dark blue reflect 2025-26 salaries and roles in lighter blue are 2024-25 salaries (which will be subject to any annual pay awards agreed in 2025-26).

Chart 3: Examples of salaries in the public and private sectors



² Job Evaluation and Remuneration Benchmarking for Assembly Members (HayGroup) 2015

41. Benchmarking the salaries against other roles in the public and private sector might provide helpful context on the jobs market. However, it is difficult to compare between roles which are so different and have such a variety of challenges and responsibilities. For instance, when the Hay Group undertook a similar benchmarking exercise in 2014 they noted that:

'In our view the data is of limited relevance...as the nature of the employment relationship is very different for elected representatives to that for senior managers and chief executives, particularly in the private sector'.³

42. Although there may be some similarities - for example, Members are responsible for overseeing budgets and staff, effectively running a small business - their financial powers, legislative responsibilities and representative duties are unique, as is their accessibility and accountability to the people they represent.

A Member's role and responsibilities

43. Under the Measure, the Board has a responsibility to set a rate of pay 'which fairly reflects the complexity and importance of the functions which they are expected to discharge'.

44. Members' roles or responsibilities are not set out in legislation and Members do not have 'job descriptions'; it is for Members to decide how to carry out their role, and they are accountable to the Senedd and to their constituents.

45. However, Members' roles and responsibilities may include the following:

- Making laws for Wales: proposing, scrutinising and making laws that shape life in Wales.
- Agreeing Welsh taxes – the Senedd, along with the Welsh Government, is responsible for some of the taxes set in Wales and Members scrutinise and approve the setting of Welsh tax.
- Holding the Government to account; overseeing the work and spending of the Welsh Government through debates, questioning ministers, and investigative work in scrutiny committees.

³ [business.senedd.wales/documents/s34253/Report on the job evaluation of the role of an Assembly Member and office holders - HayGroup.pdf](https://business.senedd.wales/documents/s34253/Report%20on%20the%20job%20evaluation%20of%20the%20role%20of%20an%20Assembly%20Member%20and%20office%20holders%20-%20HayGroup.pdf)

- Representing constituents, feeding in their views and those of stakeholders to improve Government policy or legislation;
- Helping constituents with their problems and advocating for them on complex and often urgent matters
- Managing a small business, including managing budgets and offices, employing staff and having all associated legal responsibilities;
- Representing the Senedd at home and abroad.

Members' pay over the years

46. In its consideration of Members' salaries ahead of the Seventh Senedd, the Board took into account the historic rate of pay. The Board noted the effect of two pay freezes on Members' salaries which were implemented during the Covid-19 lock down and of the cap of 3% on pay increases, introduced during the Sixth Senedd, concluding salaries have not risen in line with wage inflation. The Board therefore has agreed to remove the cap and collar on Members' salaries from 1 April 2025, with Members' salaries increasing at 6% in line with ASHE Wales.

Feedback and engagement

47. When considering Members' pay, the Board also noted the feedback from members of the public who responded to the annual review of the Determination 2025-26⁴ on the Board's proposal to increase Members' salaries by 6% from April 2025. Those who responded were not in favour of an increase and referenced the continuing financial pressure on public services, rising costs and comparisons to pay awards in other roles. The respondents also called for pay to be linked to improvements in the delivery of public services such as education and health. They argued against an increase at above the inflation rate at the same time as the Senedd is set to increase Membership from 60 to 96.

48. There was commentary about the proposed pay increase on X. Social media analysis showed there were 104 pieces of content and 619,000 impressions in relation to this topic and the overall sentiment was 39% negative.

49. The Board also sought the views of Members and external stakeholders. The Board heard from a third of current Members – including Government Ministers, Commissioners, Committee

⁴ Past Consultations

Chairs and backbenchers – as well as representatives from the private sector, local government, and the Youth Parliament.

50. There was a range of views from current Members. Some were of the view that pay was fair when compared to the average salary in Wales.

51. Others noted that Members are employers, responsible for running an office and a budget and have considerable scrutiny and legislative responsibilities and that their workload was equivalent to that of MPs and their caseloads were greater. Some were of the view that Members should be paid the same as MPs.

52. Some Members also highlighted the risk when they stand for election and impact on their career progression and challenges when re-entering the job market in future.

53. Some Members also noted that their pay had fallen in real terms as it had been constrained in recent years due to pay freezes and the cap on increases of 3%. Some Members commented that the salary should not be a disincentive to stand for election to what is a challenging and demanding role and should be sufficient to attract talent from professional roles and other sectors.

54. Youth Parliament representatives also noted that the salary should be sufficient to attract talented people to stand for election. They recognised the level of exposure politicians have and the long hours of work, that they are often subject to abuse on social media and that their job carries more risk than many other roles.

The Board's considerations on pay

55. In proposing that Members' pay should be £76,380 plus an increase equal to the rate of the ASHE Wales index published in November 2025, the Board has considered all of the above issues, including the role and responsibilities of Members, comparable pay in the public and private sectors, and the need to attract talented people to stand for election.

56. The Board noted some Members' comments that they have a workload equal to or greater than that of MPs and that it has increased with the greater awareness of devolved responsibilities since the Covid-19 pandemic. Some Members felt that their workload justified a salary that was similar to those of MPs. However, the Board remains of the view that the functions and powers of the Senedd and UK Parliament differ and the scope of responsibilities of MPs remains greater than those for Members of the Senedd.

57. The Board has taken into account the comments and concerns on relative pay compared to other legislatures, and has concluded that it remains broadly consistent with the levels of pay of Members of the Scottish Parliament (the salary levels were lower in 2023-24 but are higher in 2025-26).

58. Whilst benchmarking pay can provide useful context, the Board also noted the challenges of comparing Members' roles and responsibilities with non-elected roles, and the variety of roles which were suggested in terms of benchmarking pay – from head teachers to social workers and managers/directors of SMEs. The Board agrees with Hay Group's conclusion that benchmarking is of 'limited relevance' given the differing responsibilities of Members and other roles.

Proposal Two:

The ASHE Wales index will be used to determine the annual changes to Members' salaries.

How decisions are made

59. Members' salaries are set once, at the beginning of the Senedd term and are increased annually in line with the Annual Survey of Hours and Earnings (ASHE) Wales index, according to paragraph 3.2.1. in the Determination.⁵ Any decision on how annual indices are calculated will apply for the whole Senedd term, unless there are exceptional circumstances, in accordance with the Measure.

Evidence and rationale for the proposal

60. The Board considered the options for indexation of annual salary increases to ensure that the ASHE index remains the most appropriate, based on factors such as:

- relevance to the Welsh economy;
- low volatility;
- timeliness of publication;
- clear methodology and
- the limited revisions of the data post-publication.

61. The Board considered the following indices and tested them against the above criteria:

- Pay as you earn real time information (PAYE);

⁵ Annual Survey of Hours and Earnings (ASHE) - Office for National Statistics

- Annual Survey of Hours and Earnings (ASHE);
- Average Weekly Earnings (AWE) and
- Senior Salary Review Body recommendations⁶.

62. The Board has considered the evidence and agreed that the ASHE Wales figure remains the most appropriate, on the basis that ASHE Wales data points were the most relevant to the Welsh economy and had the least volatility and fewest revisions post publication.

63. The Board also agreed that the use of the ASHE Wales index has been established for many years and would fulfil its principle that its ‘decisions must be appropriate within the context of Welsh earnings and the wider financial circumstances of Wales’.

64. As noted above, the Measure states that the Board must set salaries for the whole Senedd term; other remuneration bodies in the UK legislatures can choose how salaries are increased annually, can be more responsive to changing circumstances, and can consider using more than one index. However, the Measure sets out that the Board must, so far as reasonably practicable, make the determination on Members’ salaries in advance of the term to which it applies and that only one decision on Members’ salaries can be taken per Senedd term unless there are exceptional circumstances; this means that normally any decision on annual indexation for the whole Senedd term is made in the year before an election.

65. Table 1 shows the ways in which salaries are increased in other UK legislatures:

Table 1

Legislature	Indexation Method
Senedd	Annual increase based on ASHE Wales median pay ⁷
UK Parliament	Annual increase based on a range of metrics, including information on ‘pay and reward in the public sector, [IPSA’s] core principles, and the wider economic context.’ ⁸
Scottish Parliament	Annual increase based on AWE public sector pay ⁹
Northern Ireland Assembly	Annual increase of £500 applied if CPI for the previous September exceeds 1%, set out in legislation. ¹⁰

⁶ [Senior Salaries Review Body - GOV.UK](#)

⁷ [Determination](#)

⁸ [How does IPSA decide MPs’ pay? | IPSA](#)

⁹ [MSP pay to rise by 3.2% to almost £75,000 - BBC News](#)

¹⁰ [Northern Ireland Assembly Members \(Pay\) Act 2018](#)

The cap and collar mechanism

66. The cap and collar mechanism was brought in at the beginning the Sixth Senedd. This mechanism was introduced during Covid-19 when inflation and the ASHE rate was volatile. It ensured that Members' salaries did not rise by more than 3% and did not fall below the existing amount, regardless of the ASHE Wales figure.

67. The Board considers this mechanism is no longer necessary, given the current economic circumstances. Therefore, the Board has decided that it does not intend to re-introduce the cap and collar in the Seventh Senedd. This will mean that Members' salaries will rise according to the changes in salaries across the Welsh economy, there will be no cap of 3% on salary increases. It also means that there is no longer a 'floor' to protect salaries from reducing, as was the case with the collar mechanism.

Proposal Three:

An additional office holders' salary will be paid to those roles listed in Chapter 3 of the Determination on Members' Pay and Allowances 2025-26. The rate of additional office holders' salary will be increased each year in line with ASHE.

Proposal Four:

Removal of the lower rate of additional salary for Committee Chairs for the Seventh Senedd.

Proposal Five:

Business Committee Members will be paid the rate currently referred to as the Committee Chair (higher) rate.

What is the current practice?

68. The Determination makes provision for additional salaries to be paid to named office holders as set out in Table 1 at paragraph 3.1.4 of the Determination. This is to remunerate Members for the extra responsibilities they have in fulfilling their additional office. The Measure sets out that the Board is responsible for setting the additional salaries of the First Minister, Welsh Ministers, Deputy Welsh Ministers, the Counsel General, the Presiding Officer and Deputy Presiding Officer, and the Board has also decided to pay additional salaries to other office holders, such as Committee Chairs.

69. Currently, 35 out of 60 Members receive a salary for an additional office. A table showing the additional office holder salaries for 2025-26 is at Annex A.

Evidence and rationale for these proposals

70. The Board considers that additional responsibility should be recognised with additional pay. The Board also proposes that additional office holders' pay should increase annually by ASHE, at the same rate as the base salary.

71. Since the beginning of the Sixth Senedd no Committee Chairs have been paid at the lower rate. In order to simplify the Determination, the Board is proposing one rate of pay – what is currently referred to as the Committee Chair (higher) rate - for Committee Chairs in the Seventh Senedd.

72. The Board met with a number of additional office holders representing each of the roles and political groups to discuss their role and responsibilities. The Board is satisfied, having reviewed those responsibilities, with the current framework of additional salaries, with the exception of the need to consider the roles of Committee Chairs, Business Managers and Group Whips. The Board has considered these three roles in the context of the changing ways of working in the Seventh Senedd.

Remuneration for the role of Chief Whip

73. The Board has received feedback from Members and political groups in response to annual reviews and in-person drop-in sessions that the role of Chief Whip should be remunerated to compensate for the extra responsibility it carries. One political group has raised this issue in response to annual reviews and also called for the salary to rise according to the number of Members in the relevant political group.

74. Currently, the role of Chief Whip is not remunerated under the Determination, however Business Committee Members are paid an additional office holder salary of £10,336 (2025-26), in recognition of their additional responsibilities as Business Managers.

75. Most political groups appoint their Group Whip (as Business Manager) to the remunerated role of Business Committee member. One political group currently has separate roles for Business Manager and Chief Whip. One political group has combined the Chief Whip role with a Ministerial role.

76. The Board has previously considered remuneration for the role of Chief Whip when reviewing the Determination for the Fifth Senedd. Until 2015, additional salaries were paid to the

Business Managers of each of the political groups in the Assembly, with the amount received being dependent on the number of Members in the group. This was changed so that members of the Business Committee, rather than Business Managers or Whips, were paid, and each received the same amount, irrespective of group size.

77. The rationale for this was:

*'The role of party business manager is often combined with that of whip. The Board is clear that the business manager role in supporting the strategic purposes of the Assembly should be remunerated but the internal political party work of a whip should not. Since the Business Committee is the formal manifestation of parliamentary management for all groups in the Assembly, The Board intends to use it as the basis for the payment of additional salary.'*¹¹

78. The Board also heard feedback to suggest that the roles of Business Manager and Chief Whip should be paid separately, because the responsibilities are very different, for example, the Chief Whip plays an important pastoral role to support Members.

79. The Board considered these views and concluded that the role of Business Committee member would continue to be remunerated and there would be no additional salary for a separate role of Chief Whip in the Seventh Senedd.

80. The Board acknowledges the feedback from Members on the wider role that a Chief Whip may undertake. However, the Board has concluded that the purpose of the additional salary is for Members who have responsibility for managing the business of the Senedd, not for their political or pastoral activity. In other legislatures, the role of the Whip is wider and encompasses the organisation of parliamentary business, but this is managed through the Business Committee in the Senedd.

81. The Board considered the rate of additional salary for the members of the Business Committee. Having reviewed the responsibilities of this role, the Board is proposing that the members of the Business Committee will be paid the higher rate equivalent to that of Committee Chairs in the Seventh Senedd.

¹¹ Paragraph 185, **Review of the Determination for the Fifth Assembly.pdf**

Total number of additional office holder salaries

82. The Board has heard feedback from some Members that there should be a cap on the number of additional office holders or a cap on the total pay for additional office holders.

83. The Board notes that 35 of 60 Members currently receive an additional office holder salary. Whilst this proportion may reduce in the Seventh Senedd with additional Members elected, there is scope for the number of additional office holders to increase. This is because the business and committee arrangements will be reviewed by the Senedd, there is legislation that provides scope for additional ministers and an additional deputy presiding officer and additional groups may form following the 2026 elections.

84. The Board considered this and concluded that it is not appropriate for the Board to set a cap; the Board's role is to determine the level of remuneration and which roles should be remunerated, but it is for the Senedd and Welsh Government to determine which roles are required for effective administration of business.

5. Additional Support for Members

What is provided currently

85. The Determination includes several provisions to provide support to Members in response to their personal circumstances or additional needs.

86. These provisions set out in Chapter 3A 'Additional support' were, in the main, informed through engagement with Members and independent research for the Board in July 2018 (Unpacking Diversity) and further shaped through expert equality advice ahead of introduction for the Sixth Senedd.

87. Chapter 3A sets out a range of support to Members, including:

- support relating to disabilities (including for Members, their staff or their constituents),
- support for Members with childcare and other caring responsibilities and
- support for Members on parental leave, (including paid time off for parental leave and additional support, which could include an additional member of staff to provide for continuity of a Member's duties (other than formal Senedd business)).

88. Other support, included in the Determination provides

- additional overnight accommodation costs for Members with caring responsibilities for dependents (paragraph 4.4.3 (h)) and
- travel costs for Members' partners or children when travelling to the Cardiff area (paragraph 5.18, see page 37 of this consultation).

Proposals for the Seventh Senedd

89. The provisions in Chapter 3A relating to disabilities are broad, flexible and uncapped, providing scope to be responsive to Members' or others' needs. Other provisions, relating to dependent care support for example, have been compared to the provision in other UK legislatures; a summary table of comparisons is available in Annex A and in a more detailed [evidence paper](#).

- 90.** Furthermore, exceptional expense provisions (section 2.4) also provide wider flexibility to respond to any Member's specific needs, should these not be able to be met through Chapter 3A.
- 91.** Since Chapter 3A was introduced at the start of the Sixth Senedd, Senedd business and Members' ways of working have changed fundamentally. Remote and hybrid working have become the norm and are promoted and supported by the Senedd; this means that Members have greater flexibility to better balance or respond to the varied demands of Senedd business and their constituency commitments, as well as their personal needs or family circumstances.
- 92.** The Determination's provisions can only help to meet some of the needs of Members however, as the Senedd and Senedd Commission also play a crucial role in ensuring business arrangements are 'family friendly', that the parliamentary estate is accessible and the facilities and services are responsive and meet Members' and staff needs.
- 93.** The Senedd Commission continues to plan for the Seventh Senedd and the Future Senedd Committee is currently considering *'Solutions to barriers (real and perceived) which may, or have the potential to, impede the Senedd's ability to represent people of all backgrounds, life experiences, preferences and beliefs, including consideration of the draft and final diversity and inclusion guidance for political parties'*.
- 94.** Members' views of the provisions of Chapter 3A have been sought through engagement and drop-ins, and a summary of feedback is included in Annex A.

Consultation Questions

Should 'additional support' provisions be retained in a separate, specific chapter or mainstreamed throughout the Determination?

Are the definitions, terminology and provisions included in Chapter 3A appropriate and do they reflect the social model of disability?

Is the support relating to disabilities sufficient and responsive enough to meet Members, staff and constituents' needs?

Evidence and rationale for proposal

- 95.** Chapter 3A was introduced at the start of the Sixth Senedd and the Board's assessment is that the provisions, on the whole, remain appropriate and sufficiently responsive to meet Members' potential needs.
- 96.** The Determination's terminology, particularly related to disability, was extensively redrafted for the Sixth Senedd. This redrafting was informed by expert equality advice to ensure that the Determination reflected the more commonly adopted 'social model of disability' rather than the 'medical model of disability'.
- 97.** The Board would welcome views whether the following definition of 'disability' included in the Determination remains appropriate:
- "Disability" means an inequality, disadvantage, disempowerment or discrimination which may affect people with impairments as a result of barriers to access and inclusion.
Impairments include physical, sensory, cognitive, learning, and mental health impairments*
- 98.** The Board would welcome views as to whether the 'additional support' provisions should be included in a separate chapter as is currently the case or whether some should be re-located to other more relevant chapters. For example, continued payment of Members' salaries during a period of parental leave could be moved to Chapter 3 Members' pay.
- 99.** 'Support relating to disabilities' (section 3A.2 of the Determination) may be claimed by any Member for any additional expenses incurred in order to enable the performance of that Member's duties, which reasonably arise due to health conditions or impairments. These expenses may relate to a Member's health or impairments, a member of staff's health or impairments, or to facilitate engagement with disabled constituents. There is no limit on the amount that can be claimed.
- 100.** Broadly similar provisions are made in the other UK legislatures, although the 'disability assistance' support provided in the UK Parliament by ISPA relates to additional parliamentary costs incurred by MPs in fulfilling their obligations under the Equality Act 2010 (Annex A).
- 101.** Several Members have made claims for support relating to disabilities or 'health and impairments' and these claims have been for the Member themselves, for staff or for constituents as per the provisions of the Determination. Members have not raised any issues with the flexibility of these provisions

Proposal One:

Members may claim up to £350 per dependent per month (up to a maximum of 3 dependents) for costs of care during sitting weeks and recess periods outside of usual working hours, as set out in Standing Orders, and on weekends.

What is currently provided

102. The Determination (section 3A.3) provides for Members to claim the reimbursement of costs up to a maximum of £350 per month (from 1 April 2025-26) for the care of their children or adult dependents, where such care is required for a member to continue to perform their duties.

103. Claims can only be made for costs of care provided by registered care providers, incurred during the Senedd's sitting weeks and outside of its usual working hours as set out in Standing Order 11.10 (9am – 6pm on working days).

Evidence and rationale for proposal

104. Members, in common with the wider working population, who care for children or adult dependents, arrange and pay for any necessary care during 'normal' working hours, weekends and holidays.

105. Members' working hours and patterns can be variable and unpredictable and they are often required to attend unexpected meetings or work longer hours, often at short notice. The Board therefore provides for the costs of care to be claimed during sitting weeks beyond 'usual working hours' in line with the Senedd's own 'family friendly' commitments.

106. To date, one Member has made claims against this provision (£1,070 in 2023-24 and £2,561 in 2022-23).

107. In reviewing this provision, the Board has concluded that it is reasonable for Members to continue to pay for necessary care provisions whilst they are at work and that the provision to cover beyond 'normal working hours' remains appropriate given the additional occasional demands on Members. The Board has however concluded that this should be extended from the current 'sitting weeks' only provision to cover recess periods (beyond normal working hours) and weekends, as Members' duties are not restricted to sitting weeks and are often required to work on weekends (including at short-notice) and also work beyond 'usual working hours' during recess in their constituencies.

108. Members have reported, however, that there are ‘structural’ issues with the accessibility and availability of care providers who are able to meet Members’ ad hoc and often last minute needs and have expressed a preference for a local nursery or Senedd provided creche; however these are not matters within the Board’s remit.

109. It is difficult to make assumptions about Members unplanned and additional working demands or where the care may be required either local to their constituency home or in Cardiff. The provision of £350 per month from 1 April 2025 would provide for between 6-14 hours childcare per week in Cardiff or 6-15 hours per week (based on the Wales average), based on average childcare costs for childminders, nannies and nurseries.

110. Assessing the potential costs of care for dependent adults however is more challenging as such care is often more complex and personalised. Care costs for dependent adults are likely to be more expensive than childcare, however, Members are able make an application for exceptional expenses where applicable. .

111. The Board therefore proposes to retain the current level of £350 care costs for the Seventh Senedd given it provides some flexibility for Members, particularly as it will be extended to cover all weeks of the year, rather than the current 36 sitting weeks. This figure would be uprated by the appropriate CPI rate to be determined by the Board in its annual review for 2026-27.

112. The Board recognises that Members may have caring responsibilities for more than one dependent, and therefore, if care is required, this would need to be provided to more than one dependent. The Board therefore propose to extend the provision from £350 per Member to provide £350 each for up to 3 dependents.

113. The Board recognises the important role that unpaid carers provide to family members and society more broadly. The Board has therefore considered the feasibility of providing for reimbursement of care costs provided by informal carers but has discounted this as the Determination includes a principle that *‘Members must ensure that claims do not give rise to, nor give rise to the perception of, an improper, direct or indirect personal financial benefit to themselves or anyone else...’*

114. Furthermore, the HMRC also notes that residents in Wales '*...can only get help paying for childcare provided by a relative if they're a registered childminder and care for your child outside your home*'¹².

Proposal Two:

Members with caring responsibilities for a dependent normally resident with them in the Cardiff area may claim additional overnight accommodation costs of up to £3,870 per year for the first dependent and up to £1,290 per year per additional dependent (up to a maximum of 2)

What is currently provided

115. Additional overnight accommodation costs for Members with caring responsibilities for a dependent normally resident with them in the Cardiff area are included at paragraph 4.4.3 (h) of the (current) Residential Accommodation Chapter.

116. Subject to approval of a business case, Members who can demonstrate having caring responsibilities for 'a dependant who is normally resident with them in the Cardiff area' may claim up to £1,905 per year (or £158.75 per month) in 2025-26 in addition to their core accommodation costs of up to £12,900 per year to 'cover the higher cost of suitable accommodation'

Evidence and rationale for proposal

117. Although no claims have been made for these additional overnight accommodation costs this Senedd term, the Board has reviewed the provision to ensure it is future-proofed and is sufficiently responsive to changes to the Senedd membership and Members' potential changes in circumstance during a term.

118. This additional accommodation provision may contribute to a range of costs incurred by a Member, however, it was originally introduced to allow Members to rent a property with an additional bedroom for a dependent.

119. IPSA provide a similar additional accommodation budget for MPs with dependents, however, this is £6,680 (22.8% of the annual £29,290 budget) and is provided on a per

¹² [https://www.gov.uk/help-with-childcare-costs#:~:text=You%20can%20only%20get%20Tax,for%20example%2C%20a%20grandparent\).](https://www.gov.uk/help-with-childcare-costs#:~:text=You%20can%20only%20get%20Tax,for%20example%2C%20a%20grandparent).)

dependent per year basis (up to a maximum of 3 uplifts), rather than a per Member basis as is the case in the Determination.

120. As noted previously, Members may have more than one dependent that they need to care for or have resident with them in Cardiff and therefore the needs for additional bedrooms and cost increases; the Board proposes to provide additional costs on a per dependent per year basis (up to a maximum of 3) rather than the current per Member basis to meet such potential needs.

121. The Board has reviewed the level of additional costs currently provided against Cardiff Bay area accommodation rates for properties with a second, or more bedrooms.

122. The current £1,905 per year (or £158.75 per month) equates to an uplift of approximately 15% on the basic accommodation rate of £12,900 per year (or £1,075 per month) for outer area Members. Analysis, based on the ONS Price Index of Private Rents and local analysis of the Cardiff Bay area rental market, shows however that an average two bedroom property is 30% higher than a one bedroom property and approximately 10% increase for additional bedrooms.

123. The Board therefore proposes to set the additional accommodation costs for dependents in 2026-27 at the following rates (subject to any inflationary indexation at the annual review for 2026-27):

Dependent	Maximum Cost Claimable per annum	Maximum Cost Claimable per month
1	£3,870	£322.50
2	£1,290	£107.50
3	£1,290	£107.50



6. Travel Costs

124. Members can claim reimbursement for their own domestic and international travel expenses, staff travel costs and their family members' costs. The Board has identified a number of areas where these provisions can be simplified, and these proposals reflect those findings.

Staff travel

What is provided currently

125. Members may claim reimbursement for staff travel from their Staffing budget (as set out in Chapter 7: Staffing Support for Members) and Group Leaders may claim for staff travel through their group budget (as set out in Chapter 8: Support for Political Parties).

126. Claims for staff travel through these budgets relate to the costs of travel by a member of their staff by road, rail, air or sea provided that the journey is necessarily undertaken for the purpose of supporting the Member in the performance of the Member's duties

127. Members may also claim up to a total of 18 return journeys for their staff by car (mileage costs) or public transport each year between the Cardiff area and the Member's constituency or region. These journeys are not funded through the Member's staffing budget but through a 'central' budget.

Proposal One:

Remove the limit on the number of journeys a Member can claim via central funds for staff travel to Cardiff from the constituency.

Evidence and rationale for this proposal

128. The Board recognises the importance of Members' constituency support staff having the ability to claim for travel to Cardiff in order to further staff and team development and engagement and involvement with the wider team, group and Senedd as an institution.

129. Provision for staff travel from constituencies to parliamentary offices varies in the other UK legislatures.

130. The Board has noted that this provision is not widely used by Members, with only 41 journeys claimed in total during the past 3 years.

131. In order to increase flexibility for Members and simplify the rules under which they claim their costs, the Board is proposing to remove the cap on staff journeys between the constituency and Cardiff, which can be claimed from central funds. The Board intends to monitor the number of staff travel claims in the Seventh Senedd and keep this provision under review.

Travel for Members' families

What is provided currently

132. Members of the Senedd are able to claim for 12 single journeys by public transport made by their partner and/or any child under the age of 18, at paragraph 5.18.1.

133. Under paragraph 5.19.1 a Member's partner (or child if under the age of 18), can travel by car as an alternative to public transport. Such claims have to be made separately from Members' own car travel, and they are counted against a limit of 12 single journeys.

Proposal Two:

Remove the limit on the number of journeys Members are able to claim for family members travelling to Cardiff from the constituency

Evidence and rationale for this proposal

134. The total number of journeys is per Member, rather than for each individual family member. Claims for travel by family members are not paid from a specified budget but are paid from 'central' funds.

135. Although few Members have made claims in recent years, with only 6 such claims in total during the past 3 years, Members' family circumstances may change during a term and the circumstances of Members in the Seventh Senedd are not known.

136. As part of its commitment to supporting equality, the Board has concluded that a per Member limit on family journeys could impact Members with more dependents, as they would be able to make fewer journeys within the limit.

137. Removing the limit on the number of journeys will therefore mean that the provision is the same for all Members in the Seventh Senedd, regardless of their personal circumstances. That is, there will be no potentially unequal impact on Members with larger families than those claiming for only their spouse/ partner.

138. The Board intends to monitor the number of travel claims for family members in the Seventh Senedd and keep this provision under review.

International travel

What is provided currently

139. Members may claim for international travel undertaken in the performance of their duties.

140. Members wishing to claim for international travel are required (under section 5.15 in the Determination on Pay and Allowances 2025-26) to submit a business case detailing the rationale for visiting that particular country, and the number of overnight stays required. Also, how the visit would:

- benefit the individual in their role as a Member of the Senedd and the wider Senedd;
- allow them to gather new ideas that would benefit the Senedd;
- enable them to promote Wales and the work of the Senedd, and to enhance the reputation of the Senedd in an international context.

141. A single business case can be submitted on behalf of a group of Members. On return, Members must draft a visit report and submit it to be published on the Senedd's website.¹³

142. There is no limit to the total amount that can be claimed. A Member is entitled to claim the actual cost to them of travel expenses incurred and an entitlement to a subsistence allowance. Members can claim for the cost of the return air fare, plus up to five nights' accommodation, meals and incidental travel. There is also no limit to the number of international trips a Member can claim.

143. When incurring any expenditure, including travel, Members must seek to ensure that it provides value for money to the taxpayer and represents the most sustainable and reasonable option available, under paragraph 1.3.8 in the Determination on Members' Pay and Allowances 2025-26.

144. The public can see the costs incurred for international travel in the [Allowance Database](#) and the reports on the activities undertaken on these trips published on the internet:

[International Travel](#)

¹³ [International Travel](#)

Proposal Three:**Removal of the requirement to present a business case for international journeys and to publish a report on the journey after it has been undertaken. Members remain accountable to the people of Wales via the publication of their expenses**

Evidence and rationale for the proposal

145. Table 2 shows the claims for international travel for the last three full financial years:

Table 2

	Number of journeys	Number of Members	Total value of all claims
2023-24	10	7	£12,898.50
2022-23	12	11	£9,934.97
2021-22	0	0	0

146. The Board has an objective to ‘simplify the Determination to provide flexibility for Members to determine their own priorities with proportionate safeguards, in co-operation with the Senedd Commission.’

147. The Board has considered the requirements for presenting a business case to the Senedd Commission in advance of undertaking an international journey and writing a report following it, and has decided that these requirements create an administrative burden and are an unnecessary control on Members. Removing these requirements will contribute to the simplification of the rules Members have to abide by.

148. Members remain accountable to the people of Wales via the publication of their expenses, including international travel, on the Members’ Allowances [website](#).

149. The Board intends to monitor the number of international travel claims in the Seventh Senedd and keep this provision under review.



7. Constituency office and engagement

What is provided currently

150. Chapter Six of the current Determination provides that Members may be reimbursed for reasonable costs relating to the running of an office and engaging with constituents, known as the Office and Constituent Liaison Fund (OCLF), to assist them with their duties as elected representatives.

Policy Proposals:

151. The Board consulted on substantive proposals for changes to constituency office and engagement support in its [Part One consultation](#). The Board has confirmed its intention to proceed with its original proposals, which included no change to the current level of the Members' Office and Constituent Liaison Budget (subject to annual inflationary increases) and provision of greater flexibility to Members over its use; the consultation feedback and the Board's response is set out in the Part One consultation report [here](#).

152. Further proposed changes to constituency office and engagement support are set out below for consultation.

Proposal One:

Increase the limit on the amount that may be vired between the Members' OCLF and staffing budgets to 50%

Evidence and Rationale for proposal

153. Currently the Determination allows for the viring of funds between a Member's OCLF and staffing budgets up to a maximum of 25% of the value of the OCLF budget (£6,857 in 2025-26).

154. Although only a limited number of Members currently vire between their budgets, it is generally welcomed and the Board sought views in Part One on the current levels of permitted virement.

155. Two political groups noted in their responses to the Part One consultation their support of retaining virement and called for an increase to the limit on the amount that may be vired.

156. The Board is committed to providing Members with flexibility as to their use of budgets and therefore propose that the limit should be increased.

157. Increasing the limit from 25% to 50% of the value of the Constituency Office and Engagement Budget would enable Members to vire an additional £6,857 (up to £13,714 in total, at 2025-26 rates) from one budget to another. This equates to just over 10% of the Member's current staffing budget.

Proposal Two:

Increase the limit of the Office Start-up Budget to £6,500 per Member

Evidence and Rationale for proposal

158. The Board consulted on a proposal that the Office Start-up Budget should be available to all Members for the Seventh Senedd, not only those establishing an office for the first time, on the basis that current Members continuing their membership into the Seventh Senedd may need to relocate their constituency office given the constituency boundary changes for the Seventh Senedd. This proposal was broadly supported in consultation responses.

159. Members are currently entitled to a budget of up to £5,000 for the purpose of 'starting-up' and equipping their constituency or regional office with furniture, to make any minor changes needed to the layout of their office and to re-decorate their office. This figure has not changed since 2011.

160. At the beginning of the Sixth Senedd, 21 Members used the Start-Up Budget to furnish or re-decorate their offices. Of these, six spent between 80 – 99% of the budget with a further nine spending the entire £5,000 or more (with expenditure beyond £5,000 funded from their main Office and Constituent Liaison Budget).

161. Taking into consideration that some Members exceeded the budget limit at the beginning of this current Senedd and inflationary increases since 2011, the Board proposes to increase the limit of the Office Start-up Budget from £5,000 to £6,500.

Proposal Three:

All expenditure by Members on health and safety measures to be funded from central funds

Evidence and Rationale for proposal

162. Section 6.6 of the Determination sets out that the first £500 spent by a Member on health and safety measures (cumulatively) will be met from their OCLF budget with any spending above this threshold to be met from central funds.

163. The Board is of the view that it is simpler that all Members' expenditure on health and safety is funded from the one budget and that all such expenditure should therefore be met from central funds. Amending the Determination so that all expenditure on health and safety is met from central funds will help to simplify the Determination and provide Members with additional flexibility within their constituency office and engagement budget.

Proposal Four:

Change the requirements for Members' seeking a competent person for health and safety measures

Evidence and Rationale for proposal

164. The Senedd Commission's Chief Executive and Clerk has drawn the Board's attention to challenges associated with identifying an 'appropriate person' (typically a professional with relevant health and safety experience or qualifications) able to recommend health and safety measures that may be funded via the Determination. Such challenges include the potential for delay in Members being able to implement health and safety measures as a result and that this control is disproportionate for relatively low value measures.

165. The Board shares the Chief Executive's view and believes that responsibility should lie with Members to decide whether and when the advice of 'competent persons' should be sought in respect of Members' health and safety requirements. Detailed advice and guidance by the Health and Safety Executive on managing health and safety within an office environment is signposted by the Senedd Commission on the Members' intranet.

166. The Board therefore proposes to remove the requirement in the Determination that Members must appoint an 'appropriate person' approved by the Chief Executive for any health and safety measures and, instead, replace it with the requirement that for any health and safety expenditure over a limit of £250, Members should seek the

advice of a ‘competent person’, as set out in guidance from the Health and Safety Executive to reflect the requirement under the Management of Health and Safety at Work Regulations 1999. .

167. This approach would give rise to very limited risk and would not affect the statutory responsibility of the Member, but would provide greater administrative proportionality in terms of spending limits, and Members would continue to follow the health and safety guidance from the Health and Safety Executive, as signposted on the Members’ intranet.

8. Staffing support for Members

What is provided currently

168. Financial provisions to meet the staffing support costs incurred by Members are set out in Chapters 7 and 8 of the Determination.

169. Chapter 7 includes provisions for the staffing support costs incurred by individual Members. Chapter 8 includes provisions for financial support to political groups which may be used for the purpose of employing staff to support groups' work in the Senedd.

170. Chapter 7 provides for a staffing budget for individual Members. This budget is calculated on the basis of an accumulation of the highest three pay points of the three most senior bands within the Members' staff pay and grading framework set out in Chapter 7. The Members' staffing budget for 2024-25 is £130,602. This will increase to £138,438 for 2025-26 in line with increases to support staff salaries for that year, based on the ASHE Wales figure of 6% published in November 2024.

171. As well as paying for the salaries of the staff employed by them Members must meet other costs associated with being an employer from their staffing budget, for example any overtime payments and travel expenses to be made to staff, where applicable.

172. Some specific costs incurred by Members in the employment of staff are met from central budgets and are not allocated against the Members' staffing budget. For example employers' National Insurance and pension contributions associated with staff salaries, the costs of temporary staffing cover (known as Temporary Staffing Allowance) and the Homeworking Allowance Members may claim on behalf of their staff are paid centrally and not from the Members' staffing budget.

173. Chapters 7 and 8 set out the pay and grading frameworks for Members' support staff and political group support staff respectively. The framework below sets out the five bands at which support staff may be employed and the salary ranges for each band, with each range divided into five pay points. To note, these are the support staff salaries for 2025-26, increased from 2024-25 by the ASHE Wales figure of 6% published in November 2024.

174. The Chief of Staff band is applicable to political groups only and is not a role employed by individual Members.

175. New staff are expected to be employed at the lowest pay point of their band unless a Member can provide justification for a higher starting salary. Staff will progress through the pay points of their job band on an annual basis, on the anniversary of their start date, subject to satisfactory performance.

Table 3: *Members' support staff and political group support staff salaries 2025-26 (the Chief of Staff role and pay band apply to political group staff only)*

Band	Pay Point 1	Pay Point 2	Pay Point 3	Pay Point 4	Pay Point 5
Chief of Staff	£47,557	£49,960	£52,488	£55,143	£57,941
Senior Advisor	£43,296	£45,478	£47,778	£50,190	£52,737
Band 1	£32,351	£35,187	£38,290	£41,677	£45,380
Band 2	£27,722	£30,426	£33,411	£36,219	£40,321
Band 3	£25,167	£27,064	£29,110	£31,319	£33,706

Policy Proposals:

176. During the course of this Senedd the Board has undertaken a review of the staffing support for Members, in response to representations made by Members and Support Staff. The review has focused on the pay and grading framework for support staff with the aim of ensuring the salaries payable to support staff fairly reflect their level of responsibility and the complexity of the work undertaken, whilst also ensuring consistency of approach by Members in terms of the grading of job roles.

177. The Board commissioned one of the UK's leading pay and grading consultancies, Beamans, to undertake a review of the current pay and grading framework for support staff.

178. The Board has also reviewed the staffing budget available to Members and the sufficiency of the budget to meet Members' staffing requirements in the Seventh Senedd, taking account of how Members' staffing requirements are likely to change in the Seventh Senedd.

179. Some of the evidence gathered and considered by the Board in respect of the Members' staffing budget is set out in an [evidence paper](#) published on the Board's website.

180. Members and staff have been regularly engaged and kept informed at all stages with the views of the Member and support staff representative groups sought. The Board is grateful to all

Members and support staff who have engaged with Beamans and the Board during the course of this review.

181. The following proposals for changes to the Determination are based on the outcomes of the Board's review of staffing support for Members. The Board is conscious that these proposed changes will have implications for Members as the employers of support staff and will have personal financial implications for some support staff.

182. Frequently asked questions have been published alongside this consultation document to provide clarity on how these proposals will be implemented, if agreed by the Board in light of this consultation.

183. The Senedd Commission will provide generalist HR guidance and support for Members to grade job roles in line with the proposed new pay and grading framework, to ensure a smooth transition, if the Board's proposals are implemented.

184. Depending on the outcome of the consultation, the Board will provide pay protection for affected staff and also intends to provide additional financial support for Members in the event that specialist external support is required.

Proposal One:

Introduce a new job families pay and grading framework for support staff

Evidence and Rationale for proposal

185. During the course of this Board's term in office Members, support staff and trade unions have raised various issues relating to the pay and grading framework for support staff set out in the Board's Determination.

186. As part of its review of staffing support for Members the Board commissioned an independent, expert review of the current framework with the aim of ensuring that the framework:

- Enables Members and Groups to provide fair pay for Senedd Member Support and Group Staff;
- Takes into account the roles and responsibilities of Members' Staff and Group Staff in the context of similar roles in UK Parliaments, the Senedd Commission and suitable public and private sector comparators in the wider employment market in Wales;

- Considers the skills required and range of roles that may be required to support Members of the Senedd and Political Groups in the Seventh Senedd, given changes in ways of working and the reform of the Senedd;
- Supports Members and Groups to encourage diversity amongst Senedd Member Support and Group Staff;
- Enables Members to recruit and retain staff with the necessary experience, knowledge and skills;
- Considers opportunities to simplify the current framework in order to develop a simpler Determination, providing an appropriate balance between achieving value for money for taxpayers and flexibility for Members.

187. The findings of the initial phase of the review are set out in a [report](#) published in March 2024. The Board published its [response to the report](#) and consulted with Members, support staff and trade unions on its intention to develop a new pay and grading framework based on a job families model, which is similar to the approach in the UK and Scottish Parliaments. There was broad support for the proposed framework from consultees and a summary of responses to the consultation is available [here](#).

188. The review identified various issues relating to the current pay and grading framework including wide pay band widths and large overlaps between some bands. The report also noted a general lack of understanding and transparency around how roles are currently assigned to a particular pay band by Members.

189. Following the initial report, the Board commissioned Beamans to develop a new pay and grading framework for support staff for the Seventh Senedd in accordance with the objectives set out above.

190. A new framework has been developed and informed by engagement with a number of Members and support staff about the roles and work undertaken by staff, a review of the job descriptions of support staff and discussions with Senedd Commission officials.

191. In December 2024, a draft new framework was shared with members of the Member and Support Staff Representative Groups as well as those Members and staff who had been engaged during the review of the current framework. The feedback provided has helped inform further development of the proposed new framework set out below.

192. The classification guide at Annex B proposes a new job families framework for support staff as set out below:

	Communications	Policy & Research	Casework	Business Management & Administration
Senior Advisor	√	√		
Band 1	√	√	√	√
Band 2	√	√	√	√
Band 3	√	√	√	√

193. Four job families have been identified which reflect the type of work typically undertaken by support staff – Communications, Policy and Research, Casework and Business Management & Administration at four bands at which staff are employed – Senior Advisor, Band 1, Band 2 and Band 3.

194. The job families model provides a clear structure for career progression. A member of staff in a particular job family will have clarity on the competencies and skills needed at the various job grades within that family, thereby providing a path for personal development (see the classification guide at Annex B).

195. The role of Chief of Staff is not included in the proposed Job Families framework as this is a unique role rather than a pay band and one which operates only at political group level. A salary range for this role will be set out in the Determination for the Seventh Senedd; however the role is not included in the proposed new job families framework.

196. All the pay bands in the proposed new framework apply to all job families except for the Senior Advisor band to which only two job families apply – Communications and Policy & Research. During their engagement with Beamans some Members and support staff called for all four job families to apply to the Senior Advisor band within the new framework.

197. As of January 2025, there were 31 members of staff on the Senior Advisor band. Very limited evidence was provided that support staff employed at the Senior Advisor band are routinely undertaking work of the type that would be considered casework or business management and administration. As such it is proposed that only two of the job families apply to this band. This reflects the Board’s aim of ensuring that the new pay and grading framework

and the salaries to be determined via this framework are reflective of the actual responsibilities of support staff.

198. Engagement with Members and support staff highlighted that the types of work undertaken by some individual support staff can fall into more than one of these job families. The classification guide at Annex B explains how such 'hybrid' job roles should be classified in line with the Job Families framework.

199. Members will also be provided with further operational 'step-by-step' guidance on the grading of job roles in due course, following the conclusion of the consultation and Board decision in the summer. This guidance will provide further advice on the grading of hybrid roles and more widely on the process for grading all job roles. The Board anticipates that the guidance will be supplemented by template job descriptions that Members will be able to use to identify where job roles they intend to employ in the Seventh Senedd fit into the new pay and grading framework and to formulate new job descriptions for those roles.

200. The Senedd Commission is also planning to enhance its own generalist HR support for Members during this period of transition and implementation. Views were sought as part of the consultation on the Board's Determination for 2025-26 on the additional support requirements of Members in order to ensure a smooth transition to the new framework.

201. Subject to the Board deciding in light of this consultation to introduce a new pay and grading framework, additional Determination resources will be available to seek external support for implementation where necessary, for example specialist external HR or legal support, in addition to the generalist HR support provided by the Senedd Commission.

202. The Board anticipates that a maximum of one day of such support would be sufficient to meet Members' requirements at an estimated cost of £1,275. This additional funding, where requested by a Member and agreed by the Senedd Commission, would be provided from central funds.

203. Views on the Board's intention to make this additional support available to Members when carrying out their assessments of job role grades would be welcome.

204. Re-elected and newly elected Members would be required to employ staff in accordance with the new pay and grading framework from day one of the Seventh Senedd where the salaries of such staff are funded from the Members' staffing budget, if the Board's proposals are implemented.

205. Accordingly Members seeking re-election would be required to follow the process of grading job roles to be employed in the Seventh Senedd in advance of the election, to ensure any staff currently occupying those roles are employed in line with the new framework from day one.

206. Members who are standing down would not have to undertake this process as their staff will be made redundant. If their staff are re-employed by other Members or Groups following redundancy they would be appointed onto the new Job Family pay and grading framework.

207. Further information on the new pay and grading framework and its application by Members to determine the appropriate pay bands and salaries for job roles employed by them is provided in these [frequently asked questions](#).

Proposal Two:

Introduce new salary ranges for support staff to take effect at the beginning of the Seventh Senedd

Proposal Three:

Pay protection of 2 years will be offered to staff members currently employed at the Band 3 salary maximum and who remain on Band 3 for the Seventh Senedd

Evidence and Rationale for proposal

Pay benchmarking

208. A comprehensive independent exercise has been undertaken by Beamans to benchmark the support staff roles and salaries against the salaries of comparable roles in the jobs market. This work has informed the Board's consideration of the fairness of support staff salaries in terms of the nature and complexity of their roles and their level of responsibility.

209. The Board provided Beamans access to one of the UK's most comprehensive pay databases, Brightmine,¹⁴ to inform the benchmarking analysis. This database was used by Beamans to identify similar roles or roles with similar levels of responsibilities to those undertaken by support staff, benchmark salaries paid by employers in the UK and identify the average upper quartile, median and lower quartile salaries for those comparable job roles.

¹⁴ <https://www.brightmine.com/uk/solutions/>

210. One of the Board’s guiding principles is that its *‘decisions must be appropriate within the context of Welsh earnings and the wider financial circumstances of Wales’*. Therefore, while salaries for comparable roles located outside of Wales were reviewed for completeness, the benchmarking focused on salaries of comparable roles located in Wales.

211. While the salaries of comparable roles across the public, private and third sectors were analysed, the benchmarking was based on public sector roles in Wales reflecting that support staff roles are funded from the public purse. It should also be noted that the median salaries for comparator private sector equivalent roles were lower than the median salaries of the current support staff framework.

212. The detailed results of Beamans’ benchmarking work and a technical report are provided at Annex C. A summary of the results is shown in Table 4 below based on the latest data available on the salaries for Welsh public sector job roles in 2024/25 (at 17 March 2025).

213. It should be noted that the new Job Family bands and competencies, not existing job roles, have been benchmarked against relevant comparator roles in the Welsh public sector. The mid-points shown below are the central points between the minimum and maximum salary of each current pay band. The median Wales public sector salaries shown below is the middle salary of the full range of salaries for comparable jobs identified via the benchmarking:

Table 4 – differences between the current mid-points of support staff salary ranges (as at 2024-25) and the median salaries for Welsh public sector job roles comparable with those undertaken by support staff

	Current Band Mid-Point 2024/25	Median Wales public sector salary for comparable roles	Difference between current midpoint and Welsh public sector median	No. of organisations benchmarked	No. of individuals benchmarked
Chief of Staff	£49,763	£52,815	£3,052 below median	9	2,536
Senior Adviser	£45,299	£44,263	£1,036 above median	13	7,161
Band 1	£36,666	£40,521	£3,856 below median	12	4,625
Band 2	£32,096	£34,287	£2,191 below median	10	3,250
Band 3	£28,021	£27,181	£840 above median	12	3,103

214. The key findings are:

- The mid-points of the current Chief of Staff, Band 1 and Band 2 salary ranges are lower than the market median salaries for comparable roles.
- The mid-points of the current Senior Advisor and Band 3 salary ranges are higher than the market median salaries for comparable roles.
- The benchmarking of the salaries for the various types of roles undertaken by support staff does not support the need for differential pay-bands for the four job families set out in the new framework. The market median salaries for the four types of roles reflected in the job families are currently broadly the same.

215. Beamans also compared support staff salary ranges with those for job roles employed by Members of Parliament and Members of the Scottish Parliament. The salary ranges for job roles employed by Members of Parliament are published on the IPSA [website](#). Scottish Parliament support staff salaries are not published. It should be noted that a direct comparison of the

salaries of support staff in these three legislatures is challenging due to differences in the respective pay and grading frameworks. For example, whilst the framework for support staff in the Senedd includes five job bands and provides for annual pay progression, the framework in the UK Parliament provides for three bands with staff employed on spot salaries (i.e. fixed salaries) with any pay progression provided at the discretion of their employing member. Such fundamental differences in the pay and grading frameworks of the three legislatures therefore allow only indicative comparison.

216. In addition, Beamans compared the salaries of support staff with Senedd Commission staff (published on [this page](#) of the Senedd's [website](#)).

217. This analysis confirmed that support staff salaries are not significantly out of step with the salaries of support staff in the Scottish and UK Parliaments or Senedd Commission staff:

- In 2024-25, the salaries of Members' support staff in the Senedd ranged from a minimum of £24,243 (pay point 1 of Band 3) to a maximum of £49,752. The salaries of support staff in the UK Parliament based outside of London ranged from a minimum of £22,318 to a maximum of £52,793. In the Scottish Parliament, salaries ranged from a minimum of £23,303 to a maximum of £52,556.
- The overall salary ranges for support staff in all three legislatures are therefore very similar with the minimum salaries of support staff in the Senedd slightly higher and maximum slightly lower than those of counterparts in the other legislatures.
- Senedd support staff receive incremental pay progression to the maximum pay point in their band, whilst the Scottish and UK Parliamentary support staff are often paid 'spot salaries' meaning their salaries are set at a particular level within the relevant pay band and that their salaries may not reach the maximum of the band. Furthermore, analysis of recent job adverts suggest pay for similar roles is often significantly lower than the maximum of Senedd support staff bands (see below).

Salary spot-checks

218. To supplement the benchmarking data and analysis, samples of similar job roles advertised in recent months were collated and compared. This included various roles advertised by Members of Parliament. This data was shared with Beamans to help inform its benchmarking work. A summary of some examples collated are included at Annex D and compared with the salaries payable for similar support staff roles.

219. To note, job advertisements for support staff roles with Members of Parliament did not always include details of job families or bands, comparisons were based on the job title and job description.

220. This spot-checking of salaries for roles advertised by Members of Parliament suggest that current support staff salaries are broadly similar and often higher than the salaries of support staff in the UK Parliament (i.e. non-London based UK Parliament support staff).

Proposed new salaries for job family bands

221. The proposed new salaries for support staff in the Seventh Senedd are set out in Table 5 below.

222. In setting out proposed new support staff pay bands for the Seventh Senedd the Board has sought to root the new Job Family framework in the benchmarked Welsh public sector comparators and reduce the current variation in pay band widths and overlaps, where possible.

Reduced band overlaps and consistent pay ranges of 87.5%-112.5%

223. Whilst it is not uncommon for pay band widths to vary within an organisation, the current widths vary considerably and some are unusually wide, with pay points in bands ranging from 20% (90%-110% from the mid-point at Senior Adviser and Chief of Staff level) to 37% (81.5%-118.5% from the mid-point at Band 2).

224. The proposed new salary ranges in Table 5 below provide for a consistent width for all pay bands. It has not been possible to remove all overlaps between bands however they are significantly reduced. Reducing some of the pay band maxima to achieve narrower pay bands and remove overlaps would have reduced the salaries of a significant proportion of support staff who are currently paid at the maximum of their pay bands; the Board therefore did not pursue this option.

225. In outlining its proposed new pay framework, the Board has sought to mitigate the negative impact of changes for as many support staff as possible and has opted for a pay band width of 25% (87.5-112.5% from the mid-point) across all of the pay bands.

Four pay points across most Bands

226. Following consultation, the Board is of the view that pay progression through the incremental pay points on an annual basis, subject to satisfactory performance, should continue. The Board has rooted the proposed new salaries in Welsh public sector pay averages and annual pay progression through pay bands is the norm within the Welsh public sector (but not

elsewhere) and the Board’s view is that this approach should be retained for the Seventh Senedd.

227. It is proposed that the number of pay points per band in the new pay structure will reduce from the current five to four for all bands except Band 3 for which there will be three pay points. This reflects the Board’s view on the time period which support staff at different bands can be expected to reach ‘full competence’ in their roles and therefore maximum pay i.e. four and three years respectively. Senedd terms will also reduce from five to four years from the Seventh Senedd onwards meaning support staff appointed at the beginning of the Senedd will reach full competence in their role (and their salary range maximum, subject to satisfactory performance, as now) by the end of that Senedd term.

Proposed new pay framework

228. It should be noted that the salaries set out below, if agreed by the Board post-consultation, would take effect from May 2026 and would be subject to a further change in line with the ASHE Wales figure published in November 2025, as part of the annual review of the Determination for 2026-27.

Table 5 – Proposed new support staff pay bands (as at 2025-26 – these salaries may be subject to a further ASHE linked adjustment to apply on 1 April 2026)

Level	Pay Point 1	Pay Point 2	Pay Point 3	Pay Point 4
Chief of Staff	£48,987	£53,652	£58,317	£62,982
Senior Adviser	£41,055	£44,965	£48,874	£52,784
Band 1	£37,583	£41,163	£44,743	£48,322
Band 2	£31,802	£34,831	£37,859	£40,887
Band 3	£25,211	£28,812	£32,414	N/A

229. The Board recognises that the proposed new pay bands would mean that Band 3 will see a reduced maximum pay point from the current £33,706 (as 2025-26) to £32,414.

230. Benchmarking however confirms that the current mid-point of the Band 3 salary range is 3.1% above the comparative market median public sector salary and also has a significantly higher maximum pay point than comparators, given the current wide pay width of 29%.

231. The Board also recognises that pay point 1 of Band 3 could, in future, become lower than the Real Living Wage published by the Living Wage Foundation annually in October. The Board therefore intends to retain the current ‘floor’ in the Determination whereby the Real Living Wage is to be treated as pay point 1 for the remainder of the financial year (where pay point 1 would otherwise have fallen below the Real Living Wage during that year), to take effect from the first day of the month following publication of the revised Real Living Wage.

232. Overlaps in the proposed new framework are generally limited to the highest pay point of one pay band and the first pay point of the next band only. The exception to this is the significant overlap between the Band 1 and Senior Advisor pay bands. This reflects that the information gathered by Beamans indicated only a limited difference in the complexity and level of responsibility of job roles at these two pay bands, with the communications and policy and research job families being assessed as broadly a Band 1 ‘Plus’, hence the degree in overlap between the two Bands.

233. The Board’s proposals would positively affect the salaries of a majority of current support staff including all those employed on the Chief of Staff, Band 1 and Band 2 pay-bands. At the end of January 2025, 186 of a total of 276 support staff (67%) were collectively employed on these three pay bands.

234. The maximum salary of the Senior Advisor pay band would increase very slightly within the new framework with the minimum salary reduced from the current £43,296 to £41,055 (as at 2025-26). As at January 2025, no Senior Advisors were employed at the pay-band minimum.

235. 60 of a total of 276 support staff were employed on the Band 3 pay-band at the end of January 2025 (22%). The proposed new minimum salary for Band 3 will increase slightly in the new framework. However, as noted above, the maximum salary will reduce from the current £33,706 (as 2025-26) to £32,414. This reduction would apply to all support staff employed at the pay-band maximum salary at the end of this current Senedd, which would include all those employed on pay points 4 and 5 in 2024-25 (those on pay point 4 currently would have progressed to pay point 5 by April 2026). 30 of the 60 support staff employed on Band 3 in January 2025 were employed on pay points 4 or 5 and will face a salary reduction when the proposed new salaries take effect for the Seventh Senedd. These staff will be offered pay protection (see further details below).

236. It should be noted however that not all support staff currently employed by Members will be employed into the Seventh Senedd as their employing Member will either stand down or will not be re-elected. Thirteen Members have already confirmed that they will stand down at the end of the Sixth Senedd and based on previous Senedd elections, it is estimated that there will

be a 'turnover' of approximately a third of Members (20) and therefore a third of support staff will not return to work or will change employer in the Seventh Senedd. The increases and decreases to pay bands and pay points noted above will therefore apply only to those staff members who return to work in the Seventh Senedd and who remain on the same pay-bands on which they were employed at the end of the Sixth Senedd.

Pay protection for affected staff

237. In line with the Board's proposals Members will be responsible for reviewing staff member' roles and grading them against the new framework. Those staff on pay point 5 of Band 3 at the end of the Sixth Senedd term who would remain working for the same Member on Band 3 into the Seventh Senedd would have their current salaries protected for a maximum period of 2 years, by the end of which annual pay increases in line with the ASHE Wales are expected to result in the new pay point 3 (the new Band 3 maximum salary) overtaking its 2025-26 level. This pay protection arrangement is commonly known as red-circling. It is intended that the cost of this pay protection would be met from central funds and not from Members' staffing budgets.

238. A further c30 members of staff currently employed at Band 3 will not have reached pay point 5 by May 2026 and would not therefore need to have their salaries protected for a period of time. However, as the maximum salary for Band 3 staff would be reduced in the new framework the maximum pay progression for support staff on Band 3 would be lower than at present.

239. The Board does not have access to the personal information or individual salaries of Members or their staff. In order to inform an equality impact assessment of the proposed new pay framework, the Board issued a survey to all support staff at the end of 2024 to gather data on salaries and protected characteristics.

240. Following several reminders, a small sample of only 56 responses (approximately 20% of support staff) were returned. Of the 56 respondents to the survey, 11 reported to be Band 3 staff. Nine of those 11 support staff identified themselves as female and five identified as disabled.

241. Due to the limited volume of data received on the protected characteristics of Band 3 staff it is not possible for the Board to ascertain if the proportions who identified themselves as female and disabled are representative of the wider Band 3 support staff population. However, based on this response rate it is assumed that the majority of Band 3 staff are female and therefore would be disproportionately affected as a result.

242. It is the Board's view that the proposed changes to support staff pay-bands are necessary in order to achieve the aims for the new pay and grading framework set out above. Negatively affected staff would receive over 12 months' notice of the potential detriment plus a further 24 months of pay protection under the Board's proposals. Employing Members would be responsible for making the final decision on grading of roles including whether current Band 3 roles remain on Band 3 into the Seventh Senedd.

243. The increases to salaries at all pay bands other than Band 3 would apply equally to all staff regardless of their personal characteristics.

Proposal Four:

Retain the current formula for calculating the Members' Staffing Budget

Evidence and Rationale for proposal

244. As noted the Members' staffing budget is calculated on the basis of an accumulation of the highest three pay points of the three most senior bands within the Members' staff pay and grading framework set out in Chapter 7 of the Determination. The Members' staffing budget for 2025-26 is £138,438.

245. The proposed new pay bands would provide Members with a slight increase in staffing budget. Using 2025-26 figures as a comparator and the current methodology the Members' staffing budget based on the new framework salaries would be £141,993. This constitutes a c2.6% budget increase.

246. Some Members, support staff and political groups have made the case for an increase to the Members' staffing budget with comparison often drawn with the staffing budget of Members of Parliament. The staffing budgets of members of the Senedd, UK and Scottish Parliaments and Northern Ireland Assembly are compared in section 3 of a Board [evidence paper](#). The evidence paper also provides detail of the extent of Members' expenditure of their staffing budgets during the first two full financial years of this current Senedd i.e. 2022-23 and 2023-24.

247. The staffing budget of a Member of the Senedd is lower than the staffing budget of a Member of Parliament (£250,820 for non-London area MPs, the latest available figures are for 2024-25) and the staffing budget of a Member of the Scottish Parliament (£156,900, the latest available figures are for 2024-25). It is higher than the staffing budget of a Member of the Northern Ireland Assembly (£96,900).

248. However, it should be noted that the costs met from the staffing budgets of members of these legislatures differ. In particular Employers’ National Insurance and pension contributions are met from the staffing budgets of Members of Parliament and Members of the Northern Ireland Assembly but not from the staffing budgets of Members of the Senedd and Members of the Scottish Parliament; comparative staffing budgets with these costs included are c£159,877 for a Member of the Senedd in 2024-25 and c£189,657 for a Member of the Scottish Parliament.

249. The Board has heard that constituency workload has increased particularly since the Covid-19 pandemic and as a result of the cost of living crisis. Some Members have argued that they are required to undertake more constituency work than MPs as most key matters or services of concern to the public in Wales are devolved.

250. Members however structure their staffing arrangements differently according to their own priorities and ways of working. Some Members give greater priority to constituency work and may have more constituency-focused staff, whilst others focus more on parliamentary matters.

251. The Board has considered the data on Members’ expenditure of their staffing budgets during the first two full financial years of this current Senedd. which shows some variation in spend, but also shows that some Members are using their staffing budgets in full. Although the staffing budget is based on a calculation based on the three highest pay points of the highest pay bands, the numbers of staff employed by Members vary considerably and three quarters of Members employ more than 3 FTEs. Table 6 below shows the number of staff employed in Members’ offices (at January 2025) although the Board recognises that there may have been vacancies in some offices during this period.

Table 6 – numbers of support staff employed by individual Members

No. of FTEs employed	No of Members
0-1	0
Fewer than 2 FTE	3
2 – 2.5	4
>2.5 - 3	8
>3 – 3.5	30
>3.5 - 4	13
Greater than 4 FTE	2
Total	60

252. The Board has also noted the views of those who highlight the additional costs as well as the opportunities of Senedd reform. Professor Laura McAllister has observed, as referenced in the Report of the Reform Bill Committee, that staffing support decisions had partly been taken to “compensate” for the time and capacity constraints experienced by Members, but that with an increase in the number of Members there *“probably needs to be a revisiting of what staffing resource is given to Members”, and cautioned against diluting the benefits of having more politicians by having “heavy staff complements”¹⁵.*

253. The Board is aware that the approach to parliamentary business in the Seventh Senedd may change and that it is difficult to assess the implications of the new multi-member constituencies in the Seventh Senedd. Constituencies will be represented by six Members and whilst there have been suggestions that workload could increase as constituencies will be larger, constituency demands may not be felt equally or may not be consistently prioritised by all Members and there will be opportunities to share resources and work between Members.

254. Furthermore, the emergence of generative artificial intelligence (AI) tools in recent years has the potential to rapidly change ways of working. Latest research indicates that 29% of parliaments are currently using AI in some form, including for transcription, translation, cybersecurity, and research support¹⁶. However, whilst AI may provide Members and their staff with additional tools in the future to reduce administrative burden and simplify certain tasks for Members and their staff, its full potential and associated risks remain uncertain. The Board and the Senedd Commission will continue to monitor the development of AI and its potential usage in a parliamentary context.

255. When assessing the level of staffing budget provided to individual Members, the Board has also considered the collective support provided through the Commission’s corporately provided services and via the Determination through proposed additional levels of group support and enhanced virement flexibility.

Senedd Commission support to Members

256. The Senedd Commission provides considerable professional advice and support to Members, including committee clerking support which provides policy, legal and research expertise, Research Service support which is available to Members and groups to provide expert

¹⁵ Para 89 - <https://senedd.wales/media/bupjpf3z/cr-ld16271-e.pdf>

¹⁶ <https://www.ipu.org/resources/publications/reports/2024-10/world-e-parliament-report-2024>

research on constituency or policy matters, administrative support related to their expenses and generalist human resources guidance and support to Members as employers.

257. The Senedd Commission is currently considering its resource requirements for the Seventh Senedd.

Increased Senedd Group Support in the Seventh Senedd

258. The Board has also separately reviewed the purpose and scale of support provided to Senedd groups in the Seventh Senedd. The Board set out proposals in the Part One consultation, which were broadly supported by the group responses received. The Board's core proposals will remove the 'quantum' or fixed total group support budget and introduce a new distribution formula, based on a per Member-basis, with per Member allocations reducing as group size increases.

259. The Board's illustrative model in the consultation was based on an initial per Member allocation of £55,000 (reduced by 75% for government groups) per Member, which reduced to £27,500 per Member for groups with more than 5 Members. The Board will finalise the figures following the Part Two consultation and its final decision on staff pay and grading and the staffing budget.

260. The Board's preferred model for group support distribution has been designed to provide an increase in resources compared to the status quo to Senedd groups, in recognition of their core coordinating role and broader purpose and scope, including undertaking policy and research support on behalf of their Members.

261. At this stage, in advance of the General Election, it is impossible to accurately assess the implications of potential electoral outcomes as the number and size of groups are unknown, as is the number of groups who may form a government (who would see a reduced group support allocation as above).

262. The collective staffing support to Members through Senedd group support is however anticipated to increase given a likely overall per Member increase in allocation; as an indication, this could range from at least a 13% increase (based on an uprating of the current Senedd distribution) and potentially more, depending on the outcomes of the Senedd election.

Increased virement flexibility for staffing budgets

263. The Board provides Members with flexibility to vire from the office and constituency liaison budget into their staffing budget. Although this would provide a relatively small supplement to

staffing budgets, only a limited number of Members have utilised this flexibility to increase their staffing budgets despite sufficient headroom their office and constituency budgets.

264. As noted above, the Board is consulting on providing greater flexibility for Members and is proposing to double the current virement limit, which would enable Members to vire an additional £6,857 (up to £13,714 in total, at 2025-26 rates) from their office and constituency budget into their staffing budget. This equates to c10% of the Member's current staffing budget.

Conclusion

265. The Board's view is that, given the anticipated changes to Senedd business and ways of working in new multi-member constituencies, balanced by the increased flexibility through virement and additional collective resource through Senedd group support, it would be premature to make significant changes to the Members' staffing budget at this time.

266. As such the Board's preferred approach is to review the Members' staffing budget at an appropriate juncture in the Seventh Senedd when the implications of Senedd business and constituency changes as well as changes to Senedd Commission provided support for Members and political group support on Members' staffing support requirements are better understood.

Proposal Five:

Removal of the Homeworking Allowance from the start of the Seventh Senedd

267. The Board consulted about possible changes to the Homeworking allowance in its Annual Review of the Determination 2024-25. The Board proposed:

To discontinue the amount that Members may claim on behalf of their staff in respect of home working, at section 7.9B. noting that a cost of living payment has been awarded this financial year of £600 and a further cost of living payment of £600 will be awarded in January 2024. This, coupled with the increase to the salary bands of £600, consolidated from April 2024 and the increase to staff salaries in line with the ASHE Wales percentage is considered a sufficient contribution towards offsetting the costs of working from home.

268. The proposal was made following the removal of homeworking allowances by various other organisations including the Senedd Commission and other parliaments within the UK, on the basis that the requirement on staff to work from home had been lifted post-pandemic.

269. Concerns were raised in consultation responses relating to this the proposal, in particular that the removal of the allowance would disproportionately affect support staff who worked mainly or exclusively from home due to their personal circumstances including protected characteristics.

270. The Board decided not to remove the allowance at that time noting its intention to review the provision of this allowance ahead of the Seventh Senedd.

271. Since April 2024 the number of support staff in receipt of the allowance has varied on a monthly basis between 45 and 71.

272. An equality and diversity monitoring form was sent to all support staff in late 2024 to inform an equality impact assessment of the proposal. A total of 56 individuals responded, representing approximately one-fifth of all support staff.

273. The Board notes that the data is not necessarily representative of all support staff due to the low volume of data received however, around two-thirds (15) of those who reported to be in receipt of the Homeworking Allowance (22) identified themselves as female. Some of those who reported to be in receipt of the Homeworking Allowance had caring responsibilities whilst a small number of others identified themselves as disabled.

274. The Board has concluded that there is no justification for retaining this allowance into the Seventh Senedd as working from home is a choice and is no longer a requirement on support staff, especially considering that other organisations including the Senedd Commission and UK Parliament removed such financial support some time ago. The administration of claims for this sum of money by Members, their staff and Senedd Commission results in an additional workload to administer a relatively small value payment which is only available to those staff who make a claim.

275. The Board acknowledges the removal of the Homeworking Allowance may disproportionately affect female support staff and some carers and disabled support staff will also be affected. Affected individuals and their employing Members will however have 12 months' notice to make any necessary adjustments and some affected support staff may be eligible for the HRMC's 'working from home' tax relief.¹⁷

¹⁷ <https://www.gov.uk/tax-relief-for-employees/working-at-home>

9. Equality

276. The Board is committed to promoting and supporting diversity and equality and is seeking to reduce barriers that are in the way of Members, potential candidates and Members' support staff being able to fulfil their duties.

277. The Board's proposals seek to provide flexibility and additional support, where necessary, to meet Members' and support staff additional needs.

278. This consultation includes several proposed changes to chapter 3A and the wider provisions to support Members' additional needs set out above in order to ensure the Determination for the Seventh Senedd full reflects the Board's commitment to equality and diversity.. The Board will produce an Equality Impact Assessment of the Draft Determination, which will be published alongside our final report.

279. The Board would welcome views and specific responses to the questions set out below to inform its equality impact assessment on the Determination for the Seventh Senedd.

10. Summary of proposals and consultation questions

Members' Pay

Proposals:

The salary level for Members at the start of the Seventh Senedd will remain at the same level as in 2025/26 and therefore will be £76,380 plus an increase equal to the rate of the ASHE Wales index published in November 2025

The ASHE Wales index will be used to determine the annual changes to Members' salaries.

An additional office holders' salary will be paid to those roles listed in Chapter 3 of the Determination on Members' Pay and Allowances 2025-26. The rate of additional office holders' salary will be increased each year in line with ASHE.

Removal of the lower rate of additional salary for Committee Chairs for the Seventh Senedd.

Business Committee Members will be paid the rate currently referred to as the Committee Chair (higher) rate.

Questions

1. Do you agree with the proposal that the salary level for Members at the start of the Seventh Senedd will remain at the same level as in 2025/26 (£76,380) plus an increase equal to the rate of the ASHE Wales index published in November 2025?
2. Do you agree with the proposal to pay an additional office holders' salary to those roles listed in Chapter 3 of the Determination on Members' Pay and Allowances 2025-26, in the Seventh Senedd? If so, do you agree that the rate of the additional office holders' salary will be increased each year in line with ASHE Wales?
3. Do you agree with the proposal to remove the lower rate of additional salary for Committee Chairs for the Seventh Senedd?

4. Do you agree with the proposal that Business Committee Members will be paid the rate currently referred to as the Committee Chair (higher) rate, in the Seventh Senedd?

Additional support

Proposals:

Members may claim up to £350 per dependent per month (up to a maximum of 3 dependents) for costs of care during sitting weeks and recess periods outside of usual working hours, as set out in Standing Orders, and on weekends.

Members with caring responsibilities for a dependent normally resident with them in the Cardiff area may claim additional overnight accommodation costs of up to £3,870 per year for the first dependent and up to £1,290 per year per additional dependents (up to a maximum of 2)

Questions

5. Do you agree that 'additional support' provisions should be retained in a separate, specific chapter or mainstreamed throughout the Determination?

6. Do you agree that the definitions, terminology and provisions included in Chapter 3A are appropriate and that they reflect the social model of disability?

7. Do you agree that the support relating to disabilities as set out in Chapter 3A is sufficient and responsive enough to meet Members, staff and constituents' needs?

8. Do you agree with the proposal that costs of care may be claimed per dependent (up to a maximum of 3)?

9. Do you agree with the proposal that costs of care may be claimed for weekends and recess weeks as well as 'sitting weeks'?

10. Do you agree that additional overnight accommodation costs should be claimable on a per dependent basis (up to a maximum of 3) rather than a per Member basis as at present?

11. Do you have any views on the proposed costs that may be claimed for additional overnight accommodation?

12. Do you have any other views or matters that the Board may wish to consider in order to promote and support diversity and equality and reduce barriers for Members, potential candidates and Members' support staff being able to fulfil their duties.

Members' travel

Proposals:

Remove the limit on the number of journeys a Member can claim via central funds for staff travel to Cardiff from the constituency.

Remove the limit on the number of journeys Members are able to claim for family members travelling to Cardiff from the constituency

Removal of the requirement to present a business case for international journeys and to publish a report on the journey after it has been undertaken. Members remain accountable to the people of Wales via the publication of their expenses

Questions

13. Do you agree with the proposal to remove the limit on the number of journeys a Member can claim via central funds for staff travel to Cardiff from the constituency?

14. Do you agree with the proposal to remove the limit on the number of journeys Members are able to claim for their family members travelling to Cardiff from the constituency?

15. Do you agree with the proposal to remove the requirement on Members to present a business case for international journeys and to publish a report on the journey after it has been undertaken?

Constituency office and constituent liaison

Proposals:

Increase the limit on the amount that may be vired between the Members' OCLF and staffing budgets to 50%

Increase the limit of the Office Start-up Budget to £6,500 per Member

All expenditure by Members on health and safety measures to be funded from 'central funds'

Change the requirements for Members' seeking a competent person for health and safety measures

Questions

16. Do you agree with the proposal to increase the amount that may be vired between the Members' OCLF and staffing budgets to 50%? Do you think there might be any unintended consequences of increased virement?

17. Do you agree that the office start-up budget should be increased to £6,500?

18. Do you agree that all expenditure by Members on health and safety measures should be funded from 'central funds'?

19. Do you agree with the proposed changes for Members seeking a competent person for health and safety measures?

Members' staffing support

Proposals:

Introduce a new job families pay and grading framework for support staff

Introduce new salary ranges for support staff to take effect at the beginning of the Seventh Senedd

Pay protection of 2 years will be offered to those staff members currently employed at the Band 3 salary maximum and who remain on Band 3 for the Seventh Senedd

Retain the current formula for calculating the Members' Staffing Budget

Removal of the Homeworking Allowance from the start of the Seventh Senedd

Questions

20. What are your views on the proposed job families framework as set out in the consultation document and in the draft classification guide in Annex B?

21. Do you agree that the Senior Advisor band should apply only to the Policy and Research and Communications job families?

22. Do you have any views on the proposed job characteristics at each band of each job family (as set out in the classification guide in Annex B)?

23. Do you have any views on the Board's intention to make additional financial support available to Members for external advice to support implementation?

24. What are your views on the new proposed pay bands for the Seventh Senedd?

25. Do you agree that there should be four pay points per band for Chief of Staff, Senior Advisor, Band 1 and Band 2 and three pay points for Band 3?

26. Do you have any views on the proposed pay protection of 2 years for Band 3 staff on pay point 5 whose salary would be reduced in the new framework?

27. Do you agree that the current formula for calculating the Members' Staffing Budget should continue into the Seventh Senedd?

28. Do you agree that the home working allowance should be removed from the start of the Seventh Senedd?

Equalities

29. To inform its equality impact assessment on the Determination for the Seventh Senedd:

29.1 Do you have a view on whether the proposals outlined in this document could have any implications for equality and diversity, in particular for those people who identify with any protected characteristics as defined under the Equality Act 2010?

29.2 Do you have a view on whether the issues you have raised in response to this consultation could have an impact or potential impact on people who identify with protected characteristics as defined under the Equality Act 2010?

Other Issues

30. If you have any related issues which we have not specifically addressed, please include them in your response.

Annex A: Summary of Evidence

Members' Pay

Comparison of Pay

Table 7

To note, the salaries in bold are 2025-26 figures, the other figures are 2024-25 salaries which will be subject to annual pay increases agreed in 2025-26

Role	Annual salary
Member of the Senedd	£76,380.00
Member of Scottish Parliament	£74,506.00
Member of Northern Ireland Assembly	£53,000.00
Member of UK Parliament	£93,904.00
London Assembly Member	£62,761.00
Welsh Councillors FTE	£32,951.67
Head teacher salary mid-point	£82,018.00
Senedd Commission Grade 6 (Pay Point 1)	£77,018.00
Average salary of managers of businesses employing under 50 people	£45,087.00
Social worker average salary	£49,132.00
Average salary for Wales	£34,512.00

Table 8 showing the additional pay for Members with additional responsibilities in 2025-26

Additional Office Holder	Additional Salary	Total salary
First Minister	£90,701	£167,081
Welsh Minister	£42,963	£119,343
Counsel General	£42,963	£119,343
Deputy Minister	£25,063	£101,443
Presiding Officer	£48,930	£125,310
Deputy Presiding Officer	£25,063	£101,443
Senedd Commissioner	£15,514	£91,894
Committee Chair (higher)	£15,514	£91,894
Committee Chair (lower)	£10,336	£86,716
Business Committee Member	£10,336	£86,716
Leader of a Group not in Government	£15,515 + £1,194 per Member	Up to a maximum of £119,343

Members' Additional support

Members' Views

280. Members' views have been sought through engagement and 'drop-ins'. In summary, views were that:

- childcare needs differ and an individual Member's needs can vary from week-to-week – often needing a small number of hours, at short notice. Flexibility of provision is therefore key.
- The private sector not able to meet this ad hoc, short-notice need
- a creche or corporate childcare solution is required to meet Members and staff needs.
- A corporate solution could be a contracted service, which is then paid for from Member's own individual allowances and also be available to staff. Alternatively a co-operative or mutual model with a circuit or framework of providers could be explored.

- it was important to provide additional support to those with accommodation and caring responsibilities to enable families to visit.
- It was noted that the Senedd's approach to hybrid business helped those Members balance caring responsibilities.
- One Member with dependents noted that they had not claimed for the additional rental costs as provided for through the Determination as they were unsure whether they would be eligible to claim and did not want to risk signing for a property that was more expensive than the basic rate as they had to make a prompt decision on a property. Another Member queried what additional accommodation costs for Members with dependents could be claimed as it was not clear what was permissible.

Comparative Research

281. The Board’s review of additional support for Members has been informed by comparison of the approaches and provisions across the UK legislatures. This is included in an evidence paper [online](#), however, a summary is provided below.

Support For	Legislature			
	Senedd	UK Parliament	Scottish Parliament	NI Assembly
Disabilities	Section 3A covers unlimited claims for health or impairment related expenses for MSs, staff, or engaging disabled constituents. There is no limit on the amount that can be claimed. Members may also claim through exceptional expenses if necessary.	The IPSA Scheme supports MPs with caring, disability, and parental leave costs. MPs can claim for reasonable adjustments for disabled individuals, including themselves, staff, and visitors. Budgets are capped if costs are known, uncapped if ongoing or unknown.	Disabled members may seek SPCB reimbursement for extra resources needed for their duties. MSPs must ensure local offices are accessible or adaptable, with expenses reimbursable for adjustments, equipment, parking, or alternative meeting venues for disabled individuals.	Members can recover disability-related expenses if deemed necessary and cost-effective by a Commission-nominated occupational health specialist. Office adjustments are funded from the Member’s office budget.
Childcare and other Caring Responsibilities	MSs can claim up to £340/month for childcare or adult dependent care during Senedd sitting weeks outside 9am - 6pm. Members can claim for 12 single journeys by public	MPs are not able to claim reimbursement of childcare or adult dependent care costs. A crèche facility (subject to fees) is available to parliamentary pass holders at the House of Commons	MSPs are not able to claim reimbursement of childcare or adult dependent care costs. A free crèche facility is available for 3-days of the week, where members can	There are no provisions listed within the Determination or on the Northern Ireland Assembly website.

	<p>transport made by their partner and/or any child under the age of 18, between the Senedd (defined as Cardiff Area) and their constituency or region or their main home.</p>	<p>Nursery, which operates from 08:00-18:00, Monday to Friday and is open.</p>	<p>leave children under 5 for up to four hours.</p>	
<p>Parental Leave</p>	<p>Parental leave includes maternity, paternity, and adoption leave, with Members retaining their full salary during leave.</p> <p>MSs may claim costs for additional staff or resources for up to 12 months to ensure non-parliamentary duties continue.</p>	<p>MPs on parental leave after a birth or adoption receive full salary.</p> <p>MPs may also claim up to £68,847 for office cover, typically for up to 7 months. Longer cover periods require approval and must be supported by evidence per guidelines.</p>	<p>Members meeting eligibility criteria are entitled to statutory and enhanced contractual parental leave and pay. MSPs, as officeholders, are not employees and do not automatically qualify for statutory or contractual leave and pay entitlements.</p>	<p>The Determination includes support for parental leave responsibilities, covering maternity, paternity, adoption, and shared parental leave.</p> <p>MLAs may claim up to £25,000 for a maximum period of up to six months for additional staffing support.</p>

<p>Accommodation Allowances</p>	<p>Members with caring responsibilities for a dependant living with them in Cardiff may claim an extra £1,735 accommodation costs annually.</p> <p>Additional allowances are available to disabled Members.</p>	<p>MPs can claim an additional £6,680 per dependant (up to 3) to increase their accommodation budget for larger or suitable housing.</p> <p>Additional allowances are available to disabled Members.</p>	<p>MSPs' accommodation support depends on their constituency group, with Group Three (beyond commuting distance) typically eligible for leased accommodation in Edinburgh.</p> <p>Disabled Members or those with caring responsibilities in Group Two (commuting distance) may apply for the same support under exceptional circumstances, subject to SPCB approval.</p>	<p>The Determination does not detail any provisions for additional accommodation support for disabled Members or those with caring responsibilities</p>
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Constituency office and constituent liaison

Expenditure in the Sixth Senedd

282. This [evidence paper](#) provides an analysis of Members' expenditure on office and constituent liaison during the Sixth Senedd.

International Comparison

283. This [evidence paper](#) considers how legislatures across the UK and internationally provide support to their members for constituency offices and communication and engagement activities with constituents.

Members' staffing support

Expenditure of the Members' staffing budget in the Sixth Senedd

284. A summary of Members' expenditure of their staffing budget during the Sixth Senedd and comparisons between the Members' staffing budget and the staffing budgets of members of other legislatures is provided in this [evidence paper](#).

285. Examples of salary spot-checks undertaken are shown in the table below. The data shows a 'snapshot' of all MP support staff roles advertised between 28 February and 11 March 2025, as provided on www.w4mpjobs.org. Advertisements which set out the salary as 'in line with IPSA pay scales' are not included as the actual salary for such roles could not be confirmed. To note, MPs support staff are subject to one of two different potential pay-bands for each job family role – one (higher) pay-band for London based roles and the other (lower) pay-band for roles located outside of London (these are marked below)

Date of advertisement	Employer	Job title	Salary	Comparison with the salaries of support staff in the Senedd for 2024/25
28 February 2025	Catherine Fookes MP	Parliamentary Assistant (London)	£34,000	Between pay points 3 and 4 of Band 2 and pay points 2 and 3 of Band 1.
3 March 2025	Zöe Franklin MP	Administrative Officer (0.67 FTE)	£22,318 - £30,415 pro rata	Range minimum below the Band 3 minimum. Range maximum between pay points 4 and 5 of Band 3 and pay points 2 and 3 of Band 2
5 March 2025	Alex Sobel MP	Parliamentary Assistant (London)	£35,000-£37,000	Range minimum between pay points 4 and 5 of Band 2 and pay points 2 and 3 of Band 1. Range maximum between pay points 4 and 5 of Band 2 and pay points 3 and 4 of Band 1.
5 March 2025	Sir Kier Starmer MP	Constituency Office Assistant	£27,500 - £32,000 full time equivalent	Range minimum between pay points 3 and 4 of Band 3 and pay points 1 and 2 of Band 2. Range maximum between pay points 3 and 4 of Band 2 and pay points 1 and 2 of Band 1.
5 March 2025	Ellie Reeves MP	Senior Parliamentary Assistant (London)	£42,000-£46,000	Range minimum between pay points 4 and 5 of Band 1 and pay points 1 and 2 of Senior Advisor band. Range maximum between pay points 3

Date of advertisement	Employer	Job title	Salary	Comparison with the salaries of support staff in the Senedd for 2024/25
				and 4 of Senior Advisor band.
6 March 2025	Steve Reed MP	Caseworker	£25,200-£30,000	Range minimum between pay points 1 and 2 of Band 3. Range maximum between pay points 4 and 5 of Band 3 and pay points 2 and 3 of Band 2.
6 March 2025	Helen Maguire MP	Campaign Organiser & Constituency Support Officer	£25,200 – £35,000 (32 Hour part time)	Range minimum between pay points 1 and 2 of Band 3. Range maximum between pay points 4 and 5 of Band 2 and pay points 2 and 3 of Band 1.
7 March 2025	Natalie Fleet MP	Communications Officer	£30,000	Between pay points 4 and 5 of Band 3 and pay points 2 and 3 of Band 2.
7 March 2025	Paul Waugh MP	Office Manager	£37,080 (0.8 FTE pro rata)	Between pay points 4 and 5 of Band 2 and pay points 3 and 4 of Band 1.
7 March 2025	Paul Waugh MP	Caseworker	£27,500 (0.8 FTE pro rata)	Between pay points 3 and 4 of Band 3 and pay points 1 and 2 of Band 2.
10 March 2025	Catherine West MP	Policy and Communications Officer	£30,000 - £35,000	Range minimum between pay points 4 and 5 of Band 3 and pay points 2 and 3 of Band 2. Range maximum between pay points 4 and 5 of Band

Date of advertisement	Employer	Job title	Salary	Comparison with the salaries of support staff in the Senedd for 2024/25
				2 and pay points 2 and 3 of Band 1.
11 March 2025	Yvette Cooper MP	Communications Officer	£22,605 – £36,744	Range minimum is below pay point 1 of Band 3. Range maximum is between pay points 4 and 5 of Band 2 and pay points 3 and 4 of Band 1.
11 March 2025	Maureen Burke MP	Parliamentary Assistant (Part-Time)	£27,000-£35,000 (pro-rata)	Range minimum is between pay points 2 and 3 of Band 3 and pay points 1 and 2 of Band 2. Range maximum is between pay points 4 and 5 of Band 2 and pay points 2 and 3 of Band 1.
11 March 2025	Paul Waugh MP	Administrative Officer	£25,202 (0.4 FTE pro rata)	Between pay points 1 and 2 of Band 3.
11 March 2025	Marie Goldman MP	Parliamentary Assistant	£25,922 - £38,324	Range minimum is between pay points 2 and 3 of Band 3. Range maximum is between pay points 3 and 4 of Band 1.
		Senior Parliamentary Assistant	£34,452 - £52,701	Range minimum is between pay points 4 and 5 of Band 2 and pay points 2 and 3 of Band 1. Range maximum is above pay point 5 of Senior Advisor band.

Annex B: Classification guide

Senedd Members Support Staff & Group Staff

Job Classification Framework

(February 2025)



Introduction

- 1.1 This job classification framework (JCF) provides the information and guidance that will allow Members to determine which job family and grade level a job should be allocated to. It should be used in conjunction with the guidance contained in xxxx¹. The process is not intended to reflect a bespoke job evaluation system and therefore does not place a specific “weight” or score on jobs. Instead, the process has been designed to allow new jobs, existing jobs and jobs that change, to be quickly and easily linked to the appropriate job family level for grading purposes.
- 1.2 The JCF provides a picture of the qualitative aspects of work that might be expected at each grade and job family level. The guidance is not intended to be a comprehensive description of every activity that might be performed by jobholders; nor is it intended to define the way in which work should be carried out. Rather it provides a description of the characteristics of jobs found at each grade and job family level in both generic terms and in relation to the job evaluation factors that underpin the framework. In short, it aims to provide transparency and clarity as to the difference between jobs occurring at each grade and job family level.

Job Families

- 1.3 For the purpose of the guidance jobs have been categorised into four main job families:

- Communication
- Policy & Research
- Casework
- Business Management & Administration

- 1.4 A job family is a broad collection of jobs that share the same characteristics. A definition of each family grouping is outlined at the start of each section. It is important to remember that it is the type of work done which should be the driver of the choice of job family. In some cases where a job is a hybrid or covers a mix of responsibilities it may potentially fit in more than one job family. If there is any ambiguity over where a particular job should sit, further advice is available from the Senedd Commission.

¹ A guidance document will be developed as part of the process

- 1.5 The **Chief of Staff** role is noted in this guidance for reference purposes only. It does NOT form part of the job family structure. This is a unique role operating only at Group level with responsibility for managing and coordinating the work of the Senedd Group staff in order to achieve the strategic objectives of the Group.
- 1.6 The **Senior Adviser role** is referenced in the framework. This role was introduced during the 5th Senedd to provide Members with a specialist resource to assist with the scrutiny of Welsh Government policy and legislation. This specific remit means that the Senior Adviser role is very focussed in the areas of policy and research and communications and therefore only appears in these specific job families. However, the nature of this role particularly when situated in the constituency/regional offices is such that there will be input to casework, or the role-holder may, as the most senior member of staff, have a role in managing and co-ordinating staff, but these areas will not be the main focus of their role. The predominant area of focus will be assisting the Member with the scrutiny of policy and legislation and in the development & delivery of communication strategies.

MSS & Group Staff: Job Families

	Communications	Policy & Research	Casework	Business Management & Administration
Senior Adviser	√	√		
Band 1	√	√	√	√
Band 2	√	√	√	√
Band 3	√	√	√	√

Process

- 1.7 As part of the broader process of determining staffing structure (outlined in guidance document xxx) the most appropriate grade level of a job should be determined by following the process outlined below.
- 1.8 This process consists of two main steps. The first step requires the job to be allocated to a job family. When considering the overall nature and purpose of the job the choice of job family will, in most cases, be clear. However, it is recognised that due to the nature of the work in Member offices, staff are often required to work across a number of areas. In many cases there will still be a main focus to their activity i.e. 60% or more of their time/focus will be spent on

particular activities. If it is not obvious, please consider the advice in relation to hybrid roles outlined in the guidance document XXX and /or seek advice from the Senedd Commission. A list of jobs in each job family will be maintained centrally to allow reference to earlier decisions and to help ensure consistency.

- 1.9 Where there is a clear 50:50 split of activity across job families it is important to ensure that the role-holder is meeting the criteria at the same level for each of the job families e.g. level 2 for both Communications and Casework. Where there is a difference for example, level 1 criteria met for Communications and level 2 for Casework this should be considered as two separate jobs.
- 1.10 The second step requires the job to be given a grade level in the job family. In considering the appropriate level, take note of the main duties and responsibilities that you have identified for the job and compare these to the job factor characteristics for each grade level. There are some key points to bear in mind:
- A precise match may not be evident, but it is the general “fit” of the job that should determine the match; place the job at the level that most **closely** reflects the job you are assessing.
 - Do not consider extraordinary or unusual circumstances in your deliberation, it is the day-to-day activities or the scope of work that a typical jobholder may perform that ought to be the guiding principle.
 - Always think of the job **not** a particular person performing that job. Often jobs evolve as people grow in them, so think of what the job would be like if you were looking to recruit for that role. Always think of the job requirements and not what the person currently in that job is doing.
 - Assess the complexity of the duties and responsibilities not the quantity of work.
 - Job titles may be misleading or used differently by different Members or in the Group context, so do not base decisions on job title alone.
 - If you are in doubt as to whether to place a job at, for example, Band 3 or Band 2 level, please seek advice and guidance from the Senedd Commission.
- 1.11 Finally, please remember that grade levels are hierarchical with higher level grades building on the requirements outlined at lower levels. Therefore, the descriptions of activities and the requirements for jobs at the lower levels are not explicitly stated in the higher levels. This means for example, that a role at Band 2 will also at times be undertaking /be able to undertake activities outlined

in the lower level Band 3 description, but the main focus of their work will sit at Band 2.

1.12 The grade level requirements are described using six (6) factors:

- Knowledge & Skills
- Relationships & Influencing
- Analysis & Decision Making
- Planning & Organising
- Managing People
- Impact

1.13 The factors do not cover the elements of financial/budgetary management arising from Members giving authority to staff to deal with these matters on their behalf. This is because this authority can be delegated to staff at any grade level and it is not therefore a defining characteristic of any particular grade. This activity will still be referenced in job descriptions.

1.14 The definitions of each factor are given below:

Job Factor	Definition
Knowledge & Skills	What previous knowledge is required, is this general knowledge of broad principles or more specialist. Are there any particular skills that are needed to operate effectively in the job role.
Relationships & Influencing	Who is the job holder required to engage with, network and build relationships with and for what reason. What level of influence does the job holder have over things like decisions, policy, their own work or specialist area.
Analysis & Decision Making	What information, evidence or data does the job holder analyse and evaluate. How is this used to problem solve and make decisions.
Planning & Organising	Is there a requirement to plan and prioritise the use of time and physical resources. Is this in relation to own workload or wider team activity.
Managing People	Does the job holder have responsibility for managing others, such as supervision of staff or line management on behalf of the Member. Is the job holder expected to share their specialist knowledge and assist in identifying development needs and/or providing informal guidance or training.
Impact	In the normal course of events what impact do the actions of the role holder have. For example on own work, team, action taken by the Member, external reputation or policy development.

Part 1: Grade Overviews

Please note that the content of each grade overview is cumulative: each grade includes all the responsibilities of the previous grade.

Grade Overview – Senior Adviser

Factors	<i>Senior Adviser roles are required to meet most or all of the following characteristics</i>
Knowledge & Skills	<ul style="list-style-type: none"> • Specialist with considerable experience. • Possesses a comprehensive understanding of the workings of the Senedd and political acumen. • Demonstrable knowledge relevant to the work (subject) area gained through experience of research, analysis, communication and advisory jobs, or an appropriate academic background.
Relationship & Influencing	<ul style="list-style-type: none"> • A wide range of established senior contacts within sphere of responsibility through which there is strong influence on key decision makers. • Regular interaction with professional/specialist bodies, and the media on a range of issues including some that are politically sensitive.
Analysis & Decision Making	<ul style="list-style-type: none"> • Analysis, interpretation and probing of available evidence or information to assess its validity and/or relevance are regularly required to clarify issues/situations which are likely to cover a number of policy issues. • Flexible and innovative thinking and/or balancing risks to develop previously untried approaches or solutions, or to resolve issues/provide guidance or shape policy in a way that reconciles the needs of all stakeholders.
Planning & Organising	<ul style="list-style-type: none"> • May allocate resources to assist with specific activity. • Has input to the planning process or advises on allocation or use of resources.
Managing People	<ul style="list-style-type: none"> • May directly manage the work of others, including appraisal and identifying training or developmental needs and devising appropriate action plans. • Or has a significant advisory role in relation to coordinating and prioritising work and identifying required development.
Impact	<ul style="list-style-type: none"> • High level impact on the Member's activity, contribution and influence on legislation and policy.
Key differences from jobs in the level below (Band 1)	
<ul style="list-style-type: none"> • These jobs have personal discretion over wider areas of work. Decisions, recommendations or actions have a more marked impact on policy or issues that are regarded as particularly key or politically sensitive. 	

Grade Overview – Band 1

Factors	<i>Band 1 Jobs are required to meet most or all of the following characteristics</i>
Knowledge & Skills	<ul style="list-style-type: none"> • Expertise acquired through professional or academic qualification or equivalent experience, that can be applied in a wide range of situations. • A sound understanding of the workings of the Senedd and political priorities for the Member or Group. A clear understanding of which issues are devolved.
Relationship & Influencing	<ul style="list-style-type: none"> • Established contacts across a range of organisations. • Potential for dealings with the media but generally covering the less politically sensitive issues. • In the constituency environment may have significant contact with constituents and statutory authorities.
Analysis & Decision Making	<ul style="list-style-type: none"> • Responsibilities typically involve research, identifying key players, establishing views and providing advice and options to Members. • Areas of responsibility are generally focused on defined issues and others are usually available for consultation when necessary. However, careful scrutiny or interpretation of all available evidence or information and possibly an investigation of the background or cause of events leading up to current issue/situation may be required.
Planning & Organising	<ul style="list-style-type: none"> • Likely to have some responsibility for co-ordinating and prioritising the work of the team. • May have direct accountability for a range of physical resources within guidelines.
Managing People	<ul style="list-style-type: none"> • May directly manage the work of colleagues, including appraisal and identifying training or developmental needs. The jobholder will/may be expected to provide advice or training to others on matters that are standard for that specialist area of work.
Impact	<ul style="list-style-type: none"> • Decisions, recommendations or actions impact on the effectiveness of a specific area of work or perceived quality of service or advice to Members, external bodies or constituents.
<i>Key differences from jobs in the level below (Band 2)</i>	
<ul style="list-style-type: none"> • These jobs require a thorough and comprehensive combination of applied and theoretical knowledge, including the principles underlying own discipline, enabling jobholders to handle situations by working out problems from first principles rather than relying on experience. Knowledge is normally acquired through professional or academic qualification or through extensive practical experience that has led to well-developed conceptual understanding. 	

Grade Overview – Band 2

Factors	<i>Band 2 Jobs are required to meet most or all of the following characteristics</i>
Knowledge & Skills	<ul style="list-style-type: none"> • Has specialist or technical skills and knowledge to enable job holder to work, with some guidance, in a specialist area of expertise, and to answer internal or external queries; may provide advice on issues/situations that are standard for the discipline/specialism. • Political sensitivity and good understanding of parliamentary structures and activities.
Relationship & Influencing	<ul style="list-style-type: none"> • Job requires exchanging and giving guidance on detailed information; may adapt straightforward information to suit a range of circumstances or recipients. Some tact and sensitivity to personal circumstances or culture is required. • Has developed a range of work related contacts and networks that can be approached for information and guidance .
Analysis & Decision Making	<ul style="list-style-type: none"> • Can assess whether evidence or facts are sufficient to identify issues, and where necessary will assemble additional information/evidence for interpretation. Requires some initiative and judgement to select solution/approach from range of known options, and to consider implications of solutions.
Planning & Organising	<ul style="list-style-type: none"> • May have some formal accountability for resources and/or be responsible for analysis and monitoring of progress towards targets and objectives. • Likely to input to the planning of work or specific activities falling within the area of work.
Managing People	<ul style="list-style-type: none"> • May allocate work to others and is responsible for ensuring that tasks are completed satisfactorily. May give ‘on-the’ job training to other staff.
Impact	<ul style="list-style-type: none"> • Decisions, recommendations or actions will impact on the effectiveness of a specific area of work or perceived quality of service or advice amongst Members, representatives of external bodies or constituents.
<i>Key differences from jobs in the level below (Band 3)</i>	
<ul style="list-style-type: none"> • These jobs typically require more in-depth knowledge and experience. There is also a greater requirement to plan ahead and take independent action without recourse to more senior management. In short, decisions taken at the next level down will be within a much narrower framework with less discretion required. 	

Grade Overview – Band 3

Factors	<i>Band 3 Jobs are required to meet most or all of the following characteristics</i>
Knowledge & Skills	<ul style="list-style-type: none"> • Requires ability to demonstrate knowledge or experience of a range of work procedures based on relevant work experience and/or vocational qualification. • Expected to develop proficiency in an area of administrative or practical work; able to answer a standard range of queries from others and know when to refer on more complex queries. • Expected to be familiar with the normal tools and equipment for the job e.g. standard software packages.
Relationship & Influencing	<ul style="list-style-type: none"> • Creates a positive image in making contact with others, whether questioning to get the right information from others or by being responsive in responding to requests or referring contact on to the right person if needed.
Analysis & Decision Making	<ul style="list-style-type: none"> • Carries out a range of tasks, organising own workload on day-to-day basis in order to achieve them. • Work is mainly guided by standards, procedures and precedents, but may also undertake tasks that fall outside of them. Expected to apply some initiative in developing solutions and in finding improved ways of doing assigned tasks.
Planning & Organising	<ul style="list-style-type: none"> • Responsibility for planning/organising is limited to planning and prioritising own workload within agreed parameters. • Likely to undertake activities such as records management or monitoring the use of equipment and resources on a day-to-day basis.
Managing People	<ul style="list-style-type: none"> • No formal responsibility for others; may have an informal role in guiding less experienced or new team members.
Impact	<ul style="list-style-type: none"> • Internal impact is likely to be short term, affecting efficiency of service to individual Members/constituents or quality of work in own work area. • External impact typically impacts on individual constituents in relation to mainly routine matters.

An overview of the Chief of Staff Role is included here for reference purposes only.

Chief of Staff

Factors	<i>Chief of Staff roles are required to meet most or all of the following characteristics</i>
Knowledge & Skills	<ul style="list-style-type: none"> Specialist at the forefront of their profession. Fully conversant with the workings of the Senedd and particularly astute in political terms. Close, highly influential, established contacts with a range of stakeholders and key players who are decision makers at the most senior levels. Requires broad insight into the relationship between different areas in order to manage the work of the Group. Knowledge is acquired through deep and/or broad experience built on concepts and principles plus extensive experience working in the political arena.
Relationship & Influencing	<ul style="list-style-type: none"> Authoritative and direct advice to the most senior decision makers. Cultivates important relationships with the national media and other key opinion formers. Advice impacts on cross-party issues that are high on the political agenda, using detailed negotiation and persuasion.
Analysis & Decision Making	<ul style="list-style-type: none"> Lead responsibility for a wide portfolio of complex, politically sensitive issues. Required to provide significant input to the development of innovative, persuasive policy proposals including progressing key specialist political priorities.
Planning & Organising	<ul style="list-style-type: none"> Lead on delegated responsibilities for managing or committing expenditure, or physical resources on behalf of the group. Additionally contributes to the prioritising of resources across the Group to maximise their effectiveness.
Managing People	<ul style="list-style-type: none"> Manages a group of staff and has the lead and oversight of performance review and development. Will plan Group activities to ensure that people management and development issues are addressed appropriately.
Impact	<ul style="list-style-type: none"> High profile position, job holders use their knowledge, experience and political acumen to assist Members/Leader in influencing decisions and policy. There is potential to impact on a range of often political issues.
Key Requirements	
<p>These jobs involve interpreting overall Group direction and policy and using wide personal discretion over all areas of Group activity. Consequentially, there is a requirement to deal with a broad range of management and resourcing issues which includes specifying standards for service delivery; identifying service improvements; planning and allocating work in the short, medium term with an awareness of longer term service requirements.</p>	

PART 2: JOB FAMILIES FACTOR PROFILES

COMMUNICATIONS JOB FAMILY

Job Family Definition

Jobs in this family support the dissemination of information to internal and external audiences in line with the regulatory frameworks under which Members operate. Jobs are responsible for creative processes, public relations, media releases, communications and media production, printed and electronic publications, website content design/management, and social media. The Communications function also includes the support, coordination, production, and management of written, visual, and digital communications. These roles may also include managing and coordinating consultation and engagement events in accordance with the frameworks governing Member activity.

The family's key characteristics are:

- Generating ideas, researching, creating, writing and delivering a variety of communications materials
- Creating, supporting and managing campaigns for internal and external stakeholders
- Providing technical advice and direction for Members and other staff in relation to the choice and use of various communication media
- Proactive and reactive communication strategies
- Developing and implementing projects with various agencies, including public, private and voluntary sectors
- Building and maintaining relationships with stakeholders
- Deploying specialist knowledge in public relations activities

Please note that the content of each factor profile is cumulative: each grade includes all the responsibilities of the previous grade.

Job Factors	Senior Adviser Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Demonstrates a strong understanding of the legal & regulatory frameworks within which Members and Groups operate. This includes both Senedd frameworks (standards of conduct, expenditure etc) as well as broader and general frameworks (legal duties). Able to provide informed advice to Members & colleagues on these matters. • Draws on own knowledge of the media landscape using this expertise to develop innovative, proactive media strategies. Advises on media actions at a senior level and supports teams to develop campaigns. • Influences the media agenda through proactive forward planning. Develops strategies to protect and improve reputation.
Relationships & Influencing	<ul style="list-style-type: none"> • Able to develop strong relationships with Members, policy colleagues and key stakeholders to achieve progress on objectives and shared interests. For example, collaborative working with Research colleagues to develop comprehensive briefing notes or policy questions for raising at committee or plenary sessions. • Builds and make full use of internal and external networks actively encouraging ideas from a range of sources, to ensure delivery of consistent, engaging, and effective messaging from both a Member and Group perspective, enabling communication teams to deliver quality solutions in a timely manner. • Understand and develop a range of effective “go to” contacts/channels to use when providing both reactive and proactive communications.
Analysis & Decision Making	<ul style="list-style-type: none"> • Gains an accurate and deep understanding of the issue(s). Uses insight to inform communication objectives, messages and solutions, where necessary advising on new and innovative solutions. • Provides robust communication advice to Members and policy colleagues on approaches to delivery of messaging including whether to communicate or not, in what may be unprecedented, crisis or high profile and politically sensitive situations. This may involve the need to draw together and present reasonable conclusions from a wide range of incomplete and complex evidence and data – be able to act or decide even when details are not clear. • Establish and develop appropriate strategies in relation to social media and online presence and use of other communication media. • Make decisions on the content of press and online briefings on specific issues in the absence of the Member.
Planning & Organising	<ul style="list-style-type: none"> • May allocate resources, input to the planning process or advise on, allocation or use of resources such as advising the Member/Group Leader on the most efficient use of resources to deliver effective communications.
Managing People	<ul style="list-style-type: none"> • Line management may be undertaken on behalf of the Member. which may include appraisal and identifying training or developmental needs and devising appropriate action plans; or has significant input in relation to people management and development matters. • May be responsible for managing staff either those working specifically in the communications or engagement function or based on the constituency office.
Impact	<ul style="list-style-type: none"> • Will influence performance in their work areas to a significant degree. • Decisions, recommendations or actions may have a critical impact on effectiveness and the reputation of the Member or Group.

Job Factors	Band 1 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> Communicates in a succinct and engaging manner and be able to defend a point of view when needed. Able to initiate and support the development of both reactive and proactive, integrated media campaigns. Able to demonstrate an awareness of the legal and regulatory frameworks in which Members and Groups operate and be able to provide advice on these matters.
Relationships & Influencing	<ul style="list-style-type: none"> Analyses and segments audiences to gain a strong understanding and targets communication effectively, for example uses the results of research into local, regional and national issues to identify appropriate content and delivery method for different target audiences and speed of messaging. Actively seeks input from a diverse range of people. Undertakes regular engagement to ensure that the online presence is meeting the demands of constituents and members. Works constructively with policy colleagues and team members to gain expert opinion and understand the nature and frequency of enquiries and develop 'standard' responses to assist.
Analysis & Decision Making	<ul style="list-style-type: none"> Analyses, evaluates and interprets data relating to online engagement, responses to press releases and targeted communications. Identifies risks in order to inform decisions that take account of the wider context and ensure that the Member is informed of key issues or trends. Able to use the results of monitoring activity and analysis of a wide range of evidence to understand how to optimise audience reach through a mix of media channels, including news aggregators. Recognises emerging issues and trends which might impact, or benefit own and Group's work. Identifies a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources. Takes informed decisions on when and how to publicise the Member's work and proactively develop and manage a programme of events and campaigns or oversee others doing this work. Drafts speeches and oral/written questions on behalf of the Member that are clear, accurate, well-reasoned and evidence based.
Planning & Organising	<ul style="list-style-type: none"> May have direct accountability for planning and monitoring workload and prioritising allocation for specific areas of activity e.g., Member surgeries, communications/publications (online/physical) or engagement events. Likely to be involved in monitoring use of resources against an activity, project plan or targets and standards.
Managing People	<ul style="list-style-type: none"> May directly manage the work of colleagues, this may include appraisal and identifying training or developmental needs. Ensure that staff working in the team have a common understanding of the style, tone, branding to be used in communicating when external parties. Identify training/ continuous development needs across the team, deliver training if within range of expertise or advise the Member of requirements.
Impact	<ul style="list-style-type: none"> Impact of jobs may extend to a range of internal teams and external individuals and organisations, on issues that may directly affect the achievement of objectives. Jobs at this level have the scope to effect improvements in team performance.

Job Factors	Band 2 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> Express ideas effectively, both orally and in writing ensuring the tone, language and format of communication is easily accessible through the use of a variety of techniques. Demonstrates a practical understanding of how print, broadcast and digital media work, including the media cycle, circulation and deadlines. Work up ideas for stories and case studies that support communication and business/policy objectives.
Relationships & Influencing	<ul style="list-style-type: none"> Confidently engage with stakeholders and colleagues at all levels. Such as assisting with constituency surgeries/ walkabouts in order to document and promote the activity both pre and post event via the appropriate media. Demonstrate an interest in others and develop a range of contacts outside own team to help get the job done. Develop a broad range of contacts across press, broadcast and online media in order to promote the work of the Member and/or campaign on local issues. Work effectively with different organisations such as private sector and voluntary groups. Use this knowledge of other organisations to identify events which provide media opportunities and campaign issues.
Analysis & Decision Making	<ul style="list-style-type: none"> Keep up to date with a broad set of issues relating to and impacting the work of the Member or Group by maintaining an awareness of the news agenda and emerging news events both locally and nationally. Demonstrate an understanding of the Member and/or Group communication objectives. Develop social media, online and press content/briefings working in line with these communication guidelines and objectives. May be required to input to drafting speeches/questions. Interprets a variety of data to identify stakeholder insights e.g. monitoring of social media/online presence, analysing patterns of engagement/contact or monitoring media coverage in relation to specific issues or events . Information is used to advise on potential impacts and appropriate responses or on any necessary changes to message content or delivery style.
Planning & Organising	<ul style="list-style-type: none"> No formal accountability for resource allocation. Responsible for prioritising and planning own workload. Likely to plan, monitor and report on the progress of specific communications activity or co-ordinate constituency events. May allocate work to others e.g., trainees or lower level staff working on a project or activity and be responsible for ensuring that tasks are completed satisfactorily.
Managing People	<ul style="list-style-type: none"> No formal line management responsibility. As a 'specialist' in a constituency office provide advice and guidance to other staff in relation to communication styles. Highlight trends to other staff and give advice on issues to look out for when dealing with communications from constituents or campaign groups. Provide informal training on for example social media use and GDPR.
Impact	<ul style="list-style-type: none"> Will link to, and impact on, the work of colleagues and others inside and outside the work area; for example, in responding appropriately to enquiries. Decisions or actions will impact on the effectiveness of own work area, linked work areas and external individuals and organisations.

Job Factors	Band 3 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Expected to be familiar with the normal tools and equipment for the job e.g., standard software packages and have some familiarity with online media. • Able to communicate effectively with the ability to interpret information received and provide responses within guidelines available or referring to more senior staff if required. • Be able to quickly develop an understanding of their own work area and the workings of the Senedd.
Relationships & Influencing	<ul style="list-style-type: none"> • Engages with members of the public through a variety of methods in a professional and confident manner for example by attending Member surgeries or other community or constituency events to assist with welcoming and managing attendees or dealing with enquiries. • May be responsible for handling online or other media enquiries requiring standard replies or responses approved by others. • Understand who the main contacts are in press, broadcast and online media in order to ensure efficient use of relevant media channels as directed.
Analysis & Decision Making	<ul style="list-style-type: none"> • Gather information from a range of relevant sources (identified by others) both inside and outside the work area such as establishing a system of monitoring for print, broadcast and online media and producing regular statistics and factual reports for review by the Member and other support staff. • Assess whether information is complete and accurate or whether more detail is required. • Decisions will be taken within established guidelines or protocols e.g., using standard replies to enquiries or passing on to others.
Planning & Organising	<ul style="list-style-type: none"> • No formal responsibility for resource allocation or monitoring but may assist others in monitoring activity against project or activity plan. • Will be expected to plan and manage their own workload within the constraints of established practice and procedures. • Could be expected to assist with event arrangements requiring researching options for venues, agreeing dates, compiling and managing attendee lists and providing support at the event.
Managing People	<ul style="list-style-type: none"> • Generally not a feature of this grade. • May be some occasional requirement to assist new team members.
Impact	<ul style="list-style-type: none"> • Impact will generally be on own work and those working closely with the job holder i.e., other team members.

POLICY AND RESEARCH JOB FAMILY

Job Family Definition

Jobs in this family are responsible for conducting research or analysis of a particular issue or range of issues in order to provide Members or Groups with relevant intelligence and on occasions pragmatic, action-oriented recommendations or options for dealing with the issue.

The family's key characteristics are:

- Through scrutiny of the work of the Welsh Government and other bodies identifies potential outcomes and impacts
- Problem analysis, option generation and appraisal
- Contribution to the development and shaping of policy
- Working in partnership (internally & externally) to conduct research, influence policy documents, strategies and working practices. outlining the implications of external influences and trends such as developments in other legislatures

Please note that the content of each factor profile is cumulative: each grade includes all the responsibilities of the previous grade.

Policy & Research Family Factor Profile

Job Factors	Senior Adviser Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Can effectively plan, monitor and continuously improve policy delivery. • Understand the impacts, risks, and opportunities of intergovernmental relations. • Can work effectively with different legislatures in the UK, including local, Welsh and UK Government. • Experience of defining and analysing complex problems and recommending solutions to deliver desired outcomes.
Relationships & Influencing	<ul style="list-style-type: none"> • Builds relationships with the most senior stakeholders and the relevant partners including other Members, Government representatives, public bodies, academic and other public policy influencers in order to influence changing policy priorities and the adoption of new policy priorities. • Builds credibility and a reputation as a trusted adviser. Able to offer proactive and frank advice to Members. • Engages senior stakeholders throughout the policy process so they understand and can act upon the recommendations.
Analysis & Decision Making	<ul style="list-style-type: none"> • Challenges assumptions and current approaches, even of widely accepted or established policies. • Demonstrates innovation when examining and resolving policy /research issues; positively challenges how things are done. • Effectively collates information and expertise to support effective decision making or advice. • Is able to facilitate discussion exploring the feasibility of different options and approaches.
Planning & Organising	<ul style="list-style-type: none"> • May allocate resources, input to the planning process or advise on, allocation or use of resources such as advising the Member/Group. Leader on the most efficient use of resources to deliver effective research and or policy scrutiny activity.
Managing People	<ul style="list-style-type: none"> • Line management may be undertaken on behalf of the Member. This may include appraisal, identifying training or developmental needs and devising appropriate action plans. This will relate either to those working specifically in the policy and research function or a broader team based in the constituency office. • Alternatively, may have significant input in relation to people management and development matters without undertaking direct people management.
Impact	<ul style="list-style-type: none"> • Support the Member's (or Group's) contribution to developing and influencing policy, legislation and the work of other bodies. • The impact may also extend more widely to organisational effectiveness, the Group and at the widest reach governmental policy developments.

Job Factors	Band 1 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Understands different models of the research and policy development process; aware of which are relevant to policy area and why. • Understands the legal and ethical framework applicable to research and policy role. • Can challenge assumptions and explore different scales of impact. • Understands connections with other areas of policy development, making links beyond obvious areas of overlap; how group policy position aligns (or not) with that of the Welsh or UK government.
Relationships & Influencing	<ul style="list-style-type: none"> • Builds relationships across the organisation that enable awareness of policy priorities, and any changes to them. • Actively develops and manages relationships with counterparts in other UK legislatures and the broader research community as relevant.
Analysis & Decision Making	<ul style="list-style-type: none"> • Provides an effective, rapid, response to requests for briefings or policy advice, that is clear, accurate, well-reasoned, evidence based and impartial. • Asks insightful questions, accurately assesses options and supports others to recommend policy options. • Uses analytical skills to assess and evaluate evidence from a wide range of sources, and quickly distils down to identify the key issues. • Provides an assessment of the implications, opportunities and risks which may be used to inform policy options, speeches or questions. • Generates insights leading to applied solutions and positive impact.
Planning & Organising	<ul style="list-style-type: none"> • May monitor use of resources against a plan; may have direct accountability for a range of physical resources within guidelines. • Likely to have responsibility for identifying and planning research activity or linked projects and co-ordinating those staff involved.
Managing People	<ul style="list-style-type: none"> • May directly manage the work of colleagues, including appraisal meetings and identification of training or developmental needs. • Assess training needs, deliver training if within range of expertise or advise the Member of requirements.
Impact	<ul style="list-style-type: none"> • Impact may extend to a range of internal or external stakeholders on issues that may not be entirely routine or transactional. • Role-holders at this level tend to work more collaboratively with senior staff and Members on policy developments, it is likely that decisions, actions or recommendations may have a wider impact.

Job Factors	Band 2 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Has good analytical skills and experience of undertaking research with a political dimension. Will develop depth of expertise within a specific research/policy specialist at to operate credibly and effectively. • Understands the legislative process and the role and functions of the Senedd and accountability of Members and officials. • Understands the structure and roles of local, devolved and central government across the UK. • Understands the history of dynamics between devolved, central and local government.
Relationships & Influencing	<ul style="list-style-type: none"> • Works collaboratively with other disciplines and across boundaries to maintain a collaborative and inclusive working environment. • Knows how to identify and engage stakeholders and users (those affected by policies or services). • Demonstrates expertise in building appropriate relationships with those engaged in similar research activity in local and UK government.
Analysis & Decision Making	<ul style="list-style-type: none"> • Can interrogate and explore underlying issues identified through research findings or policy evaluation. • Understands the need for speeches and oral/written questions drafted on behalf of the Member to be clear, accurate, well-reasoned and evidence based. • Applies a range of problem-solving techniques and is able to collate, extract and analyse data to prepare reports and provide an assessment of options and outcomes.
Planning & Organising	<ul style="list-style-type: none"> • No formal accountability for resource allocation. • Responsible for prioritising and planning own workload. • Likely to plan monitor and report on the progress of specific research activity or co-ordinate external input to research activity. • May allocate work to others e.g., trainees or Research Assistants and be responsible for ensuring that tasks are completed satisfactorily
Managing People	<ul style="list-style-type: none"> • No formal people management responsibilitiesbut may oversee tasks carried out by others. • As a 'specialist' in a constituency office provide advice and guidance to other staff in relation to analysis and interpretation of data. • Work with and support colleagues working in other functions e.g., communications, to ensure accurate and up to date briefings and policy messages.
Impact	<ul style="list-style-type: none"> • Decisions or actions will impact on the effectiveness of own work area, linked work areas and in some instances, external organisations.

Job Factors	Band 3 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Has the ability to collate and accurately summarise information from a range of sources. • Have some experience of carrying out research, evaluating information and producing reports. • Proficiency in relevant software packages used for administrative and research purposes. • Able to quickly develop an understanding of the political dimensions to research.
Relationships & Influencing	<ul style="list-style-type: none"> • Starts to build a range of contacts across Welsh Government divisions and external bodies aligned to the research community in order to obtain information e.g., research findings and briefings. • Engages with a range of stakeholders internally and externally in order to obtain information or deal with routine queries.
Analysis & Decision Making	<ul style="list-style-type: none"> • Effectively collates information to support effective decision making or advice. For example: monitoring media news coverage and reporting on this to facilitate decision making by senior staff. • Aware of established principles of research, analysis and evaluation of findings, able to identify trends and forecast potential outcomes.
Planning & Organising	<ul style="list-style-type: none"> • Will be expected to plan and manage their own workload within the constraints of established practice and procedures or as directed by others. • Ability to plan research activity in order to meet tight deadlines, taking account of the work and priorities of others who may need to contribute.
Managing People	<ul style="list-style-type: none"> • Generally not a feature of this grade. • May be some occasional requirement to assist new team members.
Impact	<ul style="list-style-type: none"> • Impact will generally be on own work and those working closely with the job holder i.e., other team members.

CASEWORK JOB FAMILY

Job Family Definition

Jobs in this family are responsible for handling a wide range of correspondence and casework. This includes following up on enquiries raised by individual constituents or campaign/lobbying groups, corresponding on behalf of the Member and signposting enquirers to appropriate sources of information, advice and guidance. Job holders will speak to constituents raising complaints and may on their behalf approach relevant public service organisations e.g. NHS or local government departments to support the constituent in resolving problems and issues raised.

In addition the organisation of, and involvement in, public engagement events such as surgeries or other constituency activities may be seen in these roles.

The family's key characteristics include:

- Ensuring that all cases are progressed promptly and proportionately, and are concluded at the earliest opportunity
- Managing a caseload, with supportive supervision appropriate to the level of the role
- Gathering appropriate information to produce factual evidenced-based written reports
- Keep accurate, up-to-date records and audit trails in accordance with data protection requirements
- Communicating effectively with all parties both verbally and in writing
- Responding to a broad range of general correspondence investigating and responding to queries as necessary
- Ensuring that the work of the Member is promoted through participation in appropriate activities such as surgeries or community events

Please note that the content of each factor profile is cumulative: each grade includes all the responsibilities of the previous grade.

Casework Family Factor Profile

Senior Adviser level activity is not a typical feature of this job family. Therefore Band 1 is the highest level.

Job Factors	Band 1 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> Ability to communicate with empathy and sensitivity with people from all walks of life. A sound general knowledge of the role and functions of the Senedd and a well-developed understanding of relevant legislation and policy. A good understanding of the impact of the work area on political or operational outcomes and an awareness of changes in the broader work environment that may impact on work objectives.
Relationships & Influencing	<ul style="list-style-type: none"> Support and maintain effective stakeholder relationships to ensure positive outcomes. Manage more complex constituent and stakeholder enquiries and problems via telephone, email and written correspondence, including in the context of non-routine circumstances. This may include active engagement with constituents to assist them in raising their issues . Manage and progress more complex cases or those that are likely to continue for a significant period of time, including preparing correspondence and reports for both Member and statutory authorities. Identify issues that may require the Member to table a question or raise at Committee.
Analysis & Decision Making	<ul style="list-style-type: none"> Undertake research work and analysis including contribution to the preparation of reports. Provide advice and technical expertise in specific areas of work. Process analytical results and present data into formats suitable for interpretation. Undertake and manage more complex cases in collaboration with the Member.
Planning & Organising	<ul style="list-style-type: none"> May undertake triage assessment of casework and be responsible for prioritising and allocating work to others. Likely to monitor progress against targets and standards within the work area. May have direct accountability for planning and monitoring workload and allocation for specific areas of activity.e.g., casework responses, Member surgeries, engagement events or assisting with campaigns initiated by constituents.
Managing People	<ul style="list-style-type: none"> May directly manage the work of one or two colleagues, including appraisal and identifying training or developmental needs or providing advice or training to others on matters that are standard for that specialist area of work.
Impact	<ul style="list-style-type: none"> Makes decisions that may impact on the overall outcomes for the work area and its stakeholders. Scope is generally limited to individual outputs and the quality of service provided.

Job Factors	Band 2 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> Communicates effectively both verbally and in writing, ensuring that communication is customer focused. Has a general understanding of the role and functions of the office including the impact of the work area on political or operational outcomes. Understands relevant legislation and policy frameworks and the advocacy role and management of casework.
Relationships & Influencing	<ul style="list-style-type: none"> Liaises with internal and external stakeholders on various administrative and linked matters in order to provide a high quality service to stakeholders and constituents. Provides advice using well-established policy and practices as a guide and conducts research to prepare advice to more senior staff. Takes initial action on a range of queries, often in high volumes. Progressing to completion those enquiries not requiring input from more senior staff or Member Collaborates with other staff e.g., Specialist or Group staff where a policy based response may be required. Assists with surgeries or other constituency engagement activity, following up on issues raised, which may involve collaborating with others, including constituents to identify solutions or responses. Liaise with public sector bodies, government agencies, voluntary sector and other stakeholders to raise or progress issues on behalf of or whilst working with constituents.
Analysis & Decision Making	<ul style="list-style-type: none"> Assess constituent enquiries, provide information and options, and/or refer constituents to the appropriate public sector body, government or third sector community service. Coordinate, record and monitor correspondence flow. Investigate and manage cases via resolution of constituent issues with assistance from more senior staff as appropriate. Identify, gather, record and share information including some research and analysis activities such as performing database searches and data retrieval. Analyses data in relation to casework progress and prepares associated reports.
Planning & Organising	<ul style="list-style-type: none"> No formal accountability for resource allocation. Responsible for prioritising and planning own workload. Likely to plan, monitor and report on the progress of specific casework activity and where necessary identify and co-ordinate input from others where needed. This may include overseeing task completion by new or lower level staff.
Managing People	<ul style="list-style-type: none"> No formal people management responsibilities but may oversee tasks carried out by others. May give 'on-the' job training to other staff e.g. in relation to systems of work or office processes and is able to offer advice to team members if needed.
Impact	<ul style="list-style-type: none"> Makes decisions that impact at the work area and may also impact on external organisations, constituents, or on services provided to internal and external stakeholders. Scope is generally limited to improving their own efficiency and effectiveness or that of the work area.

Job Factors	Band 3 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Have some experience of carrying out basic research, establishing the facts summarising information and producing reports. • Expected to be familiar with standard software packages e.g. Microsoft Office and be proficient in their use. • Able to communicate effectively, tailoring communication style and method to suit the circumstances and audience.
Relationships & Influencing	<ul style="list-style-type: none"> • Engages with members of the public in a professional manner when responding to enquiries or handling initial stages of complaints or broader issues. • Develops an understanding of local organisations and contacts in order to 'signpost' constituents to sources of advice. • Demonstrates a good level of customer service in dealing with enquiries promptly.
Analysis & Decision Making	<ul style="list-style-type: none"> • Understands when issues fall outside of the 'standard' responses or guidelines and refers to more senior staff as appropriate. • This may involve establishing the facts and preparing an outline of query/case before passing on. • Ensures that cases are logged using approved systems and may for standard/template responses make the decision to 'close down' a case once a response has been sent.
Planning & Organising	<ul style="list-style-type: none"> • Work typically follows established practice and procedure for example dealing with routine enquiries for which there are standard responses available. • Will be required to prioritise and plan their own work to meet agreed timescales for the provision of responses to enquiries received. • May be responsible for logging all enquiries into the casework database. • Could be expected to assist with the organisation of events such as Member surgeries or other engagement activity.
Managing People	<ul style="list-style-type: none"> • Not a feature of this grade. • There may be an occasional requirement to assist new team members by advising on process and systems of work.
Impact	<ul style="list-style-type: none"> • Impact will generally be on own work and those working closely with the job holder i.e., other team members.

BUSINESS MANAGEMENT & ADMINISTRATION JOB FAMILY

Job Family Definition

Jobs in this family are responsible for the provision of managerial, specialist and administrative support. The work undertaken may include providing secretarial, clerical and administrative support; implementing policy and processes; providing specialist / expert advice and support for example in relation to finances or people management; leadership and project management.

The family's key characteristics are:

- Develop and maintain relationships that support internal and external networks
- Represent the work area at meetings
- Coordinate the workflow and outcomes of a small team performing related tasks.
- Undertake research and analysis in relation to Member or office activity
- Higher grades likely to contribute to the setting of the direction of work priorities and practices, monitoring workflow and identifying training needs for lower levels
- Assist in the management of corporate functions including human resources, property, health and safety and data protection
- Prepare correspondence and reports including emails and letters on routine and more complex matters
- Undertake or oversee buildings management services
- Assist in contract management and administration
- Assist in and support staffing processes

Please note that the content of each factor profile is cumulative: each grade includes all the responsibilities of the previous grade.

Business Management & Administration Family Factor Profile

Activity at Senior Adviser level is not a typical feature of this job family. Therefore Band 1 is the highest level.

Job Factors	Band 1 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • A sound general knowledge of the role and functions of the Senedd and a well-developed understanding of relevant legislation and policy. • A sound understanding of the impact of the work area on political or operational outcomes and an awareness of changes in the broader work environment that may impact on work objectives.
Relationships & Influencing	<ul style="list-style-type: none"> • Builds a network of internal and external contacts and/or maintains established relationships with representatives of external bodies; may be involved in developing new relationships. • Requires ability to clearly communicate information to individuals, groups or bodies, internally or externally, adapting to the audience as needed.
Analysis & Decision Making	<ul style="list-style-type: none"> • Deals with problems or issues that need detailed information gathering, investigation and analysis including assessment of benefits and risks of different courses of action. • Tasks require analysis and choosing between options, where the solution is not always obvious and it may be necessary to weigh up risks and benefits of different approaches.
Planning & Managing Resources	<ul style="list-style-type: none"> • Has oversight of record management, ensuring clear audit trails in relation to all correspondence and that data is processed and stored in accordance with legislation/regulation. • May have direct accountability for planning and monitoring workload and prioritising allocation for specific areas of activity e.g., Member surgeries, casework or engagement events.
Managing People	<ul style="list-style-type: none"> • May directly manage the work colleagues, providing line management on behalf of the Member. This may include appraisal and identification of training or developmental needs. • Responsible for advising or training others on a range of matters that are standard for the work area e.g., Health and safety, records management.
Impact	<ul style="list-style-type: none"> • Decisions, recommendations or actions will impact on the effectiveness of operations and/or quality of service provided. • Impact may extend to other work areas including ability to meet objectives in the short to medium term.

Job Factors	Band 2 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • A general understanding of the role and functions of the office including the impact of the work area on political or operational outcomes. • Have functional expertise that contributes to team goals. • Understand relevant legislation and policy frameworks governing the activities undertaken by the Member.
Relationships & Influencing	<ul style="list-style-type: none"> • Maintains a range of relationships with internal or external contacts on behalf of own work area in support of operational activities; may initiate new contacts in order to exchange information. • Requires ability to explore needs of others where the information or service requested is ambiguous, and to deal courteously with difficult individuals or situations, knowing when to refer on to others.
Analysis & Decision Making	<ul style="list-style-type: none"> • Provide administrative support including responsibility for accounts, travel and diary management and some secretariat duties. • Assist in the provision of buildings management services. • Provide a standard range of core customer services. • Undertake processing and customer service duties including analysing, validating and processing claims, and applications. • Undertake straightforward quality assurance tasks or activities; check the accuracy of information and work. • Required to take heed of value for money requirements when assessing and proposing expenditure. May be required to assess competitive quotations/tenders for work and identify the most suitable options.
Planning & Managing Resources	<ul style="list-style-type: none"> • No formal accountability for resources. • Responsible for prioritising and planning own workload. • Likely to plan, monitor and report on the progress of specific activity e.g. engagement events and where necessary identify and co-ordinate input from others where needed. This may include overseeing task completion by new or lower level staff.
Managing People	<ul style="list-style-type: none"> • No formal people management responsibilities but may oversee tasks carried out by others. • May give 'on-the' job training to other staff in relation to office systems and procedures or software use.
Impact	<ul style="list-style-type: none"> • Impact relates to the cost, efficiency or quality of service. Impact is typically fairly short term and may extend to a range of individual relationships beyond own work area and/or quality of service provided by own work area.

Job Factors	Band 3 Characteristics
Knowledge & Skills	<ul style="list-style-type: none"> • Expected to be familiar with standard software packages e.g. Microsoft Office and be proficient in their use. • Have some knowledge of office/administrative procedures and systems and be able to organise, prioritise and plan own workload. • Be able to quickly develop an understanding of their own work area and the workings of the Senedd.
Relationships & Influencing	<ul style="list-style-type: none"> • Able to engage confidently with a range of contacts creating a positive image when responding to or raising requests for information. • Engages with members of the public in a professional manner this could include attending Member surgeries or other community or constituency events to assist with welcoming and managing attendees or dealing with enquiries.
Analysis & Decision Making	<ul style="list-style-type: none"> • Undertake diary management for the Member, assessing and prioritising appointments and demands, in line with direction or guidance provided. • Decisions will be taken within established guidelines or protocols e.g. using standard replies to enquiries or referring on to others.
Planning & Managing Resources	<ul style="list-style-type: none"> • Work typically follows established practice and procedure for example providing administrative support in respect of office processes or managing the Member's diary on their behalf. • Will be required to prioritise and plan their own work to meet tight deadlines. • Could be expected to assist with event arrangements requiring researching options for venues, agreeing dates, compiling and managing attendee lists and providing support at the event.
Managing People	<ul style="list-style-type: none"> • Not a feature of this grade. • There may be an occasional requirement to assist new team members by advising on process and office systems.
Impact	<ul style="list-style-type: none"> • Impact will generally be on own work and those working closely with the job holder i.e., other team members. There may be scope to make small changes to work processes in order to improve effectiveness.

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Annex C: Technical report on the benchmarking exercise undertaken in respect of support staff salaries

Senedd Remuneration Board
Report on the Approach to Pay Benchmarking
February 2025



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1. Introduction

The methodology that Beamans uses for market pay assessments follows industry practice and is based around the concept of job matching. Job matching compares those elements of a role which experience has shown impact significantly on levels of reward in the marketplace, to a benchmark job that is thought to be properly graded and rewarded.

Such elements include:

- Area (or breadth) of functional specialism.
- Nature and level of accountabilities.
- Reporting structure and organisational level.
- Essential skills, experience, competencies and qualifications.
- Geographic location.

It is important to note that benchmarking assessments are not a science that produces a ‘magic number’, they are an input to the overall consideration, they are not the sole source of measurement for setting pay levels. Organisations will routinely consider a whole range of factors in addition to benchmark figures **to inform** salaries for any particular role or groups of roles.

Additional factors often considered include:

- Other relevant market data e.g. publicly available pay information and surveys.
- The organisation’s desired pay stance in the market (e.g. ‘median’ against a chosen peer group).
- Evidence that a post requires ‘hot skills’ (e.g. difficulties encountered in recruitment).
- Staff turnover rates.
- Assessment of job weight.
- Budgetary constraints and the cost to the taxpayer (public sector) or customer (private sector).

2. Senedd Benchmarking

To assist the Senedd benchmarking process, the Remuneration Board provided access to the Brightmine (formally Cendex and Xpert HR) pay data analytics tool, a very well-regarded pay benchmarking tool. Beamans undertook desk based job weight assessments for Senedd Members support staff roles based on the draft job evaluation and grading classification framework developed (see detail below), members staff job descriptions and/or person specifications for the roles, and the knowledge and understanding that Beamans have acquired from discussions, consultations and testing with members and staff over the last 18 months. In addition to the Brightmine data itself, information was sense checked using publicly available pay surveys and job advertisements relevant to MSS roles. Pay and practices in other parliamentary jurisdictions across the UK particularly the UK and Scottish Parliaments were also fully considered.

As stated above, to support job weight assessments, the draft classification framework was used. This was developed based on the agreed outcomes of the first phase of the work with the Senedd, namely that the new framework would be based on four job families:

- Communications
- Policy & Research
- Casework
- Business Management & Administration

Additionally that grade descriptors compiled were underpinned by an appropriate and concise job classification factor plan aligned with the values and demands of MSS and Group roles. These factors were identified as:

- Knowledge & Skills
- Relationships & Influencing
- Analysis & Decision Making
- Planning and Organising
- Managing People
- Impact

Grade descriptors for each core grade level were defined in terms of their broad dimensions and job weight characteristics and the key differences highlighted between roles at the illustrated grade and the grade level below. All this information was used in market pay assessments.

3. The Brightmine Tool

The Brightmine database currently contains details of 1,440,194 individuals receiving Basic Salary from 1,144 organisations providing the data. The database is updated monthly. The information contained within Brightmine and how its algorithms work is the intellectual property of Brightmine which is owned by the FTSE 100 company Relx. All pay data houses closely guard their intellectual property from their competitors. Consequently there is no published information that provides a detailed understanding of how market rates are calculated. However it is possible to explain how the process works.

4. How to Benchmark Basic Salary.

Step 1: select the job level

Job levels define the seniority of any given role, regardless of job title or the functional area in which

the incumbent works. The Brightmine tool uses 13 different job levels ranging from routine task provider to chief executive. Detailed guidance is provided as to the expected scope and complexity of roles at each level. These levels are split over three major groups, Directors, Managerial and Staff. An important point to note is that Employees below “manager” levels may still manage, oversee or supervise other employees.

For members staff roles, the **Chief of Staff role** was considered and tested against a number of Brightmine levels. Professional Level 4 was considered the best match. The detailed attributes for this level are set out below, but when matching it should be recognised that not every attribute is relevant to the specific role considered.

Strategic scope

- Operates at a senior level.
- May be responsible for the day-to-day supervision of a team.
- Freedom to make operational decisions about the deployment of resources to achieve business targets.
- Analyses requirements and advises on scope and options for operational improvement.
- Demonstrates creativity in applying solutions.

Business Skills

- Keeps up to date with changes and new developments in their area of expertise.
- Provides advice on their area of expertise.
- Communicates soundly with colleagues and customers.
- Demonstrates leadership and mentors junior colleagues.

Complexity

- Work is often self-initiated.
- Performs complex technical, professional or financial activities.
- Undertakes work which requires the application of principles in a wide range of contexts.
- Rapidly absorbs new technical information and applies it effectively.
- Is an expert in their technical or professional area and applies this knowledge to the activities of their employer or client.

Autonomy

- Works under broad direction.
- Accountable for own technical, project or supervisory responsibilities.
- Receives tasks in the form of objectives.
- Establishes own milestones, deadlines and team objectives, and delegates responsibilities.
- Has responsibility for the work of others and the allocation of resources.

The **Band 1 role** was considered a match for Professional Level 3 in Brightmine, a role described as Senior Professional Level with the following broad attributes.

Business skills

- Selects the appropriate methods, tools and applications.
- Communicates fluently and is able to present complex technical information to a non-technical audience.
- Plans, schedules and monitors work to meet deadlines and other requirements (financial, legislative etc).
- Keeps up to date with developments in their technical or professional area of expertise.
- Responsible and takes initiative for their own personal development.

Complexity

- Performs a wide variety of complex technical or professional work activities in a variety of contexts.
- Has defined areas of responsibility.
- Due to experience gained, may provide guidance to, and resolve issues raised by, less experienced staff.
- Produces non-standard letters or reports.
- May be responsible for a defined part of a project.
- Has a thorough understanding of their professional area and how it fits within their business.
- May lead a small project or team.
- May supervise work of others on a day-to-day basis.

Autonomy

- Operates as a competent professional with minimum supervision.
- This role has some limited autonomy, and incumbents are able to make some decisions within the scope of their role.
- Plans own work to meet given objectives.

The **Band 2 role** was considered a good match for Professional level 2 – Standard Professional, with the following broad attributes.

Business skills

- Demonstrates an analytical and methodical approach to problem solving.
- Absorbs and applies technical information.
- Has a thorough understanding of their role and how it relates to other roles and to the business of the employer.

Complexity

- Has defined areas of responsibility.
- Due to experience gained may provide guidance to more junior or less experienced staff.
- May produce non-standard letters or reports.

- May be responsible for a defined part of a project, small internal business project or a new process.
- Uses discretion in identifying and resolving complex problems.
- Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

Autonomy

- Accountable for delivering assigned tasks within broader projects.
- Operate as a competent professional with minimum supervision.
- Has limited decision-making scope on how tasks are to be fulfilled.
- Can easily determine when work should be escalated to a higher level.
- Operate as a competent professional with minimum supervision. Proficient in role with professional knowledge and expertise. Requires solving of routine problems. Completes work with a limited degree of supervision.

The **Band 3 role** was considered a good match for Professional level 1 – Junior Professional With the following attributes.

Business skills

- Demonstrates a rational and organised approach to work.
- Understands and uses appropriate methods (i.e. systems, processes).
- Learns new skills and can apply them.
- Able to effectively communicate with colleagues and/or customers.
- Absorbs and applies technical information.

Complexity

- Able to plan, schedule and monitor own work within agreed deadlines.
- Responsible for checking the quality and accuracy of own work.
- Produces routine letters, reports and other documents from standard templates.
- Performs a range of activities in a variety of structured environments.

Autonomy

- Operates within a defined role but may have some limited autonomy in how tasks are delivered.
- Can easily determine when work should be escalated to a higher level.
- Operates in a junior or assistant professional or technical role. Demonstrates a rational and organised approach to work. Resolves routine issues with supervisory guidance and approval. Operates within a defined role

This left the **Senior Advisor role** without a clear unique match, but after modelling various options it was considered that a combination of Professional Level 4 & 3 level descriptors was the best fit.

Step 2: choose a reward metric

Once the job level most appropriate for a role is identified most organisations would regard a Basic Salary that fell within a number of percentage points of the market median to be "about right" for most roles. For some organisations, a decision may be taken to set basic salaries at a higher rate - for example, at the upper quartile rate for the market. This is unusual particularly in the public sector but is very much a decision to be made internally, in line with the organisation's pay policy. Beamans looked at a range of data and provided analysis to the Remuneration Board who determined that the market median was the appropriate rate to benchmark against.

Step 3: consider if industry should be used as a filter

Industry sectors can also have a significant impact on Basic Salary depending on the job role. Beamans provided analysis to the Remuneration Board for a range of sector including various combinations of Private sector services, Public services and the Charities / not for profits sector. The Remuneration Board determined that the Public Sector was the most appropriate comparator (this provided the highest median of all the sectors considered at most job levels).

Step 4: consider if any geographical filtering should be undertaken.

Analysis was done on a range of options, including UK wide, UK excluding London and Wales only. Brightmine uses consistent geographical regions across its tools and reports. Regions, towns and counties are all derived from workplace location postcodes collected against individual employees. The Remuneration Board determined that Wales only data was the appropriate comparator (this also provided the highest public sector median). The Wales only data is defined as "all provinces within the nation of Wales".

Other potential options for filtering were considered but then discounted including company size and company annual turnover. Brightmine does permit filtering by more detailed function and a number of test report were run covering the job families in the framework, these all had minimal impact on the media. This may reflect the sample size within the Brightmine database.

Step 5: analyse and model the data.

Once all the above was considered, assessments were undertaken of base pay levels on 17 February 2025. When looking at base pay levels, it is important to remember that in most organisations actual pay levels may vary either side of the figures presented commensurate with an individual's skill, knowledge, performance and experience. To be clear and as explained above, our assessments are not intended to reflect the exact salary that members should pay individuals but rather provides data to inform the Remuneration Board as a basis to review and set an appropriate pay level/range. Using all the factors and data identified within the above approaches,

we developed and modelled various market informed pay structure for each grade level and presented these findings. This stage is referred to as pay modelling which aims to strike a balance between market alignment, affordability, and minimising the impact of roles falling above or below the proposed minima or maxima for their grade level. This process was undertaken in collaboration with the Remuneration Board's in-house project team. The Remuneration Board guided our approach by determining that the principles to be followed were that pay should be informed by the Market Median for the Public Sector in Wales Only. This obviously reduces the sample size for comparisons within Brightmine but still allows a robust comparison e.g. the sample size for Band 1 was fairly typical and covered 4492 individuals from 12 organisations.

5. Future Consideration of Market Pay.

Looking forward, it is for the Remuneration Board to consider how often it wants to undertake a full review of market pay. Typically most organisations will undertake such an exercise every 3 to 5 years, although individual roles, job families, etc may be reviewed more often and in response to changing employment markets or particular difficulties such as finding particular roles hard to fill.

Annex D: The findings of the benchmarking exercise undertaken by Beamans in respect of support staff salaries

286. The following tables show the findings of the benchmarking work undertaken by Beamans, demonstrating how support staff salaries compare with the salaries paid in the wider jobs market for roles comparable with those undertaken by support staff.

Table 9 – Comparison of current support staff pay band mid points (2024-25) and Wales public sector median salaries for comparable roles (March 2025)

Band	Existing Pay-Band Range (24/25)	Current Mid-Point	Market Data Median Wales/Public sector (March 2025)
Chief of Staff	£44,865 - £54,661	£49,763	£52,815
Senior Adviser	£40,485 - £49,752	£45,119	£44,263
Band 1	£30,520 - £42,811	£36,666	£40,521
Band 2	£26,153 - £38,039	£32,096	£34,287
Band 3	£24,243 - £31,798	£28,021	£27,181

Table 10 – Comparison of current pay bands (2024-25) and lower, median and upper quartile salaries in Wales according to all employment sectors in Wales, public sector in Wales only and Welsh public and not for profit sectors only (as at 1 January 2025).

To Note, the latest Public Sector Wales median figure published in March 2025 was the final data used for the purpose of developing the new pay and grading framework.

Band	Salary Scale (Min to Max) 2024/25	Wales All Industries (LQ/Median/UQ) As @ 1/1/25	Public Sector Wales (LQ/Median/UQ) As @ 1/1/25	Public Sector & Not for Profit Sector Wales (LQ/Median/UQ) As @ 1/1/25
Chief of Staff	£44,865 - £54,661	£45,000 - £51,140 - £54,395	£49,794 - £52,815 - £54,395	£48,278 - £51,283 - £54,395
Senior Adviser	£40,485 - £49,752	£39,347 - £43,254 - £49,794	£39,347 - £44,263 - £49,794	£39,347 - £43,581 - £49,794
Band 1	£30,520 - £42,811	£38,205 - £40,521 - £44,263	£38,474 - £40,521 - £44,263	£38,474 - £40,103 - £44,263
Band 2	£26,153 - £38,039	£30,204 - £32,982 - £37,099	£32,323 - £34,287 - £37,099	£31,434 - £32,982 - £36,177
Band 3	£23,742 - £31,798	£23,100 - £25,873 - £29,624	£25,285 - £27,811 - £29,605	£24,441 - £26,444 - £28,759

Table 11 - Comparison between current support staff pay bands (2024-25) and the pay bands for comparable roles in the UK Parliament. The Chief of Staff role is not included as this is a role that is specific to political groups in the Senedd with no directly comparable role employed within MPs' offices.

Band	Current Salary Scale (Min to Max) 2024/25	Assumed IPSA Equivalency	Min to Max Outside London (London in brackets)
Senior Adviser	£40,485 - £49,752	IPSA Range 3 Lower End	£31,967 - £52,793 (£35,447 - £59,803)
Band 1	£30,520 - £42,811	IPSA Range 2	£25,795 - £38,324 (£26,775 - £48,774)
Band 2	£26,153 - £38,039	IPSA Range 1	£22,318 - £36,744 (£24,468 - £40,565)
Band 3	£23,742 - £31,798	No direct equivalent	

Table 12 – Comparison between support staff pay bands and Senedd Commission pay bands

Members' Support Staff Pay Bands	2024-25 Salary Scale Min to Max
Chief of Staff	£44,865 - £54,661
Senior Adviser	£40,485 - £49,752
Band 1	£30,520 - £42,811
Band 2	£26,153 - £38,039
Band 3	£24,243 - £31,798
Senedd Commission Pay Bands	2024-25 Salary Scale Min to Max (as at 31/03/25)
SEO (M1)	£45,003 - £53,935
HEO (M2)	£35,756 - £42,634
EO (M3)	£29,400 - 34,034
TS	£24,500 – £28,000





