

Guidance on use of rooms in Tŷ Hywel

National Assembly for Wales Conference, Meeting and Committee Rooms and Public areas are provided at public expense and should not be used for purposes which are not properly a charge on public funds. It is essential that those booking meetings and events are mindful of the need for probity in line with the Neill report on standards in Public Life. The Clerk has final responsibility for all matters relating to the use of property and it is for members to satisfy themselves that the rooms are used appropriately.

These are administrative rules for the purposes of paragraph 5 of “The Principles in Practice” of the Assembly’s “Code of Standards for Members”.

The application and interpretation of the rules set out below and in the attached annexes must, initially, rest on the good sense of the individual Assembly Members. In normal circumstances this is a matter for the Facilities Section but ultimately the House Committee will be responsible for enforcement and interpretation of the guidance. Breaches will be a matter for the Presiding Officer. Any complaints about breaches of these rules may be referred to the Committee on Standards of Conduct.

General Principles

- Conference and Meeting Rooms are primarily for use in association with Assembly Business
- Conference, Meeting and Committee rooms can only be booked by Assembly Members or staff
- **Assembly rooms and/or facilities may not be used for the display or exhibition of material that may, or is likely to, cause offence.**
- An external organisation can hold a meeting in the Assembly building only if an Assembly Member sponsors or hosts the event in person. Such bookings must be made by the Assembly Member and the use of the room should relate directly to matters related to Assembly business. Rooms may not be booked or hired by external organisations.
- All the accommodation is made available free of charge and should not be used for financial gain; no charge should be levied for events held in the Assembly buildings.

Guidance on the use of Conference, Meeting and Committee Rooms

In addition to the use of Conference and Meeting rooms for Assembly business which is arranged by officials, Assembly Members may book Conference and Meeting rooms for meetings or events related to Assembly business. This is defined as a matter of current or possible

future concern to the National Assembly for Wales, which falls into one or more of the following categories:

- Matters intended to increase awareness of, interest in, or promote the work of the National Assembly for Wales.
- Matters related to the current or future work of the National Assembly for Wales.
- Matters related to the work of an Assembly Committee.
- Local issues, especially those involving more than one constituency, or which could not more easily or readily be dealt with in a Member's Constituency.
- Meetings with recognised charities and voluntary organisations which are linked to National Assembly for Wales business.
- Meetings with other external organisations which are linked to National Assembly for Wales business. It is essential that such meetings cannot be construed as the Assembly endorsing the commercial interests or activities of companies.
- Receptions personally hosted by a Member for distinguished visitors and/or individuals engaged in supporting the work or objectives of Members or the Assembly as a whole.
- Responsibility for the use made of the Conference, Meeting or Committee room rests with the Assembly Member who has made the booking. In addition, the Assembly Member or another Member must attend personally throughout the meeting. Assembly Members or their directly employed staff are responsible for collecting and signing for external visitors at reception and for escorting visitors to the meeting room.

If the meeting involves 5 or more external participants please e-mail the appropriate reception desk (with at least 24 hours notice) the list of attendees, stating the time and date of the meeting. This will allow sufficient time to prepare security passes in advance of the meeting.

For meetings held in the Assembly Office, please email details of the participants to *Reception – Cardiff Bay*

- Assembly Members are also responsible for ensuring that meetings finish on time and that once the meeting is finished, all external participants are escorted to reception where they must hand in their visitors passes before leaving the building.

- Conference and Meeting Rooms can be booked for meetings that commence between the hours of 8.00am and 7.00pm Monday to Friday. All meetings should finish by 9.00pm.

In addition, the Facilities Section staff, including porters, do not normally work after 5.30pm, therefore, meetings after this time which require porters to reconfigure conference and meeting rooms will be subject to availability of suitably configured conference and meeting rooms. Facilities Section staff will strive to accommodate the meeting requirements of Assembly Members; however, this will be subject to the availability of and staff and suitably configured rooms.

- Meetings must be connected in some way with the duties of the Assembly Member or National Assembly for Wales business. Conference, Meeting and Committee rooms must not be used for purposes unrelated to the National Assembly for Wales, such as entertainment or the launch or promotion of any commercial or financial product. The matter of probity is for the Assembly Member to consider.
- Conference, Meeting and Committee rooms must not be booked solely for the purpose of promoting the work of any political party.
- Conference, Meeting and Committee rooms can be booked for political party group meetings of Assembly Members for/or in connection with National Assembly for Wales business.
- Conference, Meeting and Committee rooms cannot be used or hired for events that are unrelated to the work of the National Assembly for Wales, for example, for conferences which would otherwise be held in a hotel or conference centre.

Guidance for the use of the Public areas of the Assembly

The public areas of the Assembly available for events and exhibitions include the following:

- the Neuadd;
- the conference / meeting and committee rooms;
- the Pierhead exhibition hall, the harbourmaster room and port-master room in the Pierhead building;
- the North Wales Office exhibition hall and meeting room.

All the accommodation is made available free of charge and should not be used for financial gain; no charge should be levied for events held in the Assembly buildings.