

Message from the Clerk and Chief Executive to the Assembly



As Clerk to the Assembly and Chief Executive I am responsible for the provision of procedural advice to the Speaker and Members on Assembly business and for the management of the Assembly Secretariat, together with all the support services required by the Assembly. In my role of Chief Executive I hold the position of Accounting Officer for the Assembly Vote, having responsibility for ensuring that proper financial procedures are followed and that effective internal controls are in place. In carrying out these functions I am supported by the Deputy Chief Executive, the Deputy Clerk to the Assembly, the Head of Legal Services and by a newly established Office of the Clerk to the Assembly, which provides a number of dedicated corporate services.

The Assembly Secretariat provides the support structure through which the Assembly Commission discharges its statutory functions and provides the necessary staff and services for the Assembly to carry out its work.

The Secretariat currently comprises five Directorates:

- Office of the Clerk Assistant;
- Office of the Official Report (Hansard);
- Keeper of the House;
- Finance and Personnel Office; and
- Research and Information Office.

The current staff complement stands at approximately 300, although this will ultimately increase to 460. Over a hundred members of staff who are seconded from the Civil Service, are scheduled

to return to their parent Departments before the end of 2002. In the past, uncertainties about the Assembly's future had an adverse impact upon the recruitment programme, but a major recruitment initiative is now under way and, by the end of the current mandate, it is envisaged that all members of staff should have been recruited through open competition.

When I was appointed Clerk to the Assembly in April 2001 I was pleased to find that considerable progress had already been made in the provision of Assembly services. There have been some significant achievements throughout the organisation, and these are mentioned in the individual Directorate Reports. I have been particularly encouraged by the results of a Members' Satisfaction Survey, which showed very high levels of satisfaction (in excess of 95%) with both the quality of services and staff helpfulness, and a Staff Attitude Survey, which indicated that 89% of staff enjoy working in the Assembly.

These results were achieved during a period of great uncertainty about the future of the Assembly, when there were significant staff and accommodation shortages, and I would like to pay tribute to all members of the Secretariat staff for their efforts and achievements during a very difficult period.

A handwritten signature in blue ink that reads "Arthur Moir". The signature is written in a cursive, flowing style.

Arthur Moir

Clerk to the Assembly and Chief Executive