

National Assembly for Wales  
Assembly Commission

## Information guide

September 2015

Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account.

A summary of this document can also be obtained in an accessible format such as braille, easy read, large print, audio or hard copy from:

**Assembly Communications  
National Assembly for Wales  
Cardiff Bay  
Cardiff  
CF99 1NA**

Online: **[www.assembly.wales](http://www.assembly.wales)**  
Email: **[contact@assembly.wales](mailto:contact@assembly.wales)**  
Telephone: **0300 200 6565**

We welcome calls via the Text Relay Service.

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# Introduction

The **Freedom of Information Act 2000** provides a general right of access by any individual to recorded information held by a wide range of public authorities in Wales, England and Northern Ireland.

Section 19 of the Act places a duty on every public authority to produce and maintain a publication scheme. The National Assembly for Wales has adopted the model publication scheme which was prepared and approved by the Information Commissioner. The scheme commits public authorities to make information available to the public as part of normal business activities.

This guide provides information on the type of information held by the National Assembly for Wales that is available to the general public. It is not a definitive list of every document, nor does it provide a direct link to every document available. For ease of access, the types of information are divided into classes which group similar or related types of information together.

The vast majority of the information we publish is primarily available electronically. Occasionally items of information are additionally published in hard copy, such as committee reports and leaflets, and in various audio and visual media such as videos, photographs, CDs and DVDs.

## The Re-use of Public Sector Information

The Re-use of Public Sector Information Regulations 2005 (the PSI Regulations) establish a framework for making the re-use of information easier and complements existing access to information legislation such as the Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004 (EIR).

The National Assembly for Wales has made a commitment to allow re-use of its information, wherever it is possible and reasonable to do so. If you would like more information about how to apply to re-use our information, please refer to our Frequently Asked Questions.

The guide covers only the information held by the National Assembly for Wales, it does not cover information held by the Welsh Government.

The National Assembly for Wales was established under the **Government of Wales Act 1998** and took up its functions in July 1999.

The National Assembly for Wales was initially created as one corporate body, but in practice with two arms – the parliamentary arm (Assembly Parliamentary Service) and the government arm (Welsh Government).

**The Government of Wales Act 2006** established the National Assembly for Wales (the Assembly), the National Assembly for Wales Commission (the Assembly Commission) and the Welsh Government.

## The Assembly

The National Assembly for Wales (the Assembly) consists of the 60 Assembly Members elected by the people of Wales. The Assembly is responsible for approving most public expenditure in Wales, for scrutinising the actions of the Welsh Assembly Government and for holding it to account. It also has the power to formulate legislation (known as Assembly Measures) in areas for which responsibility has been transferred to it by the UK Parliament.

## The Assembly Commission

The Commission consists of the Assembly's Presiding Officer and four other Assembly Members. The Commission must provide to the Assembly, or ensure that the Assembly is provided with, the property, staff and services required for the Assembly's purposes.

This Scheme refers to the information which we publish or intend to publish. It specifies:

Further information about the Assembly and the Assembly Commission is available at

<http://www.assembly.wales/en/abthome/Pages/abthome.aspx>

## How to find information

Information made generally available by the Assembly has been divided into the following broad classes:

- Who we are and what we do;
- What we spend and how we spend it;
- How we make decisions;
- Our policies and procedures;
- Lists and registers;
- The services we offer.

This guide provides details on the types of information available in each category and how to obtain the information. This schedule is intended as a guide and is therefore not a complete list of all information made available by the National Assembly.

## Language

Information will be published in accordance with the National Assembly **Official Languages Scheme**. Documents intended for public use are generally available in English and Welsh.

We publish information and documents on two websites, one in English

<http://www.assembly.wales> and the other in Welsh <http://www.cynulliad.cymru>. All information produced is compliant with the Official Languages Scheme.

## Charging Policy

We endeavour to provide all information free of charge. The majority of footage requests are made by file transfer, however, charges may apply to some of the information within the classes listed in this guide, for example audiotapes, videotapes, CDs and DVDs.

## Obtaining information

Most of the information detailed in the classes is published on the Assembly website. Documents are often available in hard copy and should be requested via the Assembly information line. In cases where information is published in electronic format only, e.g. the Record of Proceedings, a print-out of the information will be provided on request to those without access to the Internet.

If you require:

- Hard copies of the guide (in English or Welsh);
- Hard copies of any of the information published under the guide;

please contact the Assembly Information Line:

- Telephone number: **0300 200 6565**
- Text Relay Service: Information on how to receive and make a call via the Text Relay service is available on their website at [www.textrelay.org](http://www.textrelay.org). We welcome calls via the Text Relay Service.

## Other formats

We can arrange for the guide to be provided in Braille, audiotape and large print formats on request. We can also provide copies of our hard copy publications, such as leaflets in these formats.

## Copyright

Our publications are subject to National Assembly Copyright. © National Assembly for Wales Commission Copyright 2007.

Material, other than the Assembly logo, may be reproduced free of charge in any format or medium providing that it is reproduced accurately and not used in a misleading context. The material must be acknowledged as copyright of the National Assembly for Wales Commission and the title of the document specified.

Other information about National Assembly copyright can be obtained from the National Assembly for Wales Commission or at the following websites:

- The Parliamentary Copyright (National Assembly for Wales) Order 2007  
<http://www.opsi.gov.uk/si/si2007/20071116.htm>
- Re-use of public sector information regulations information:  
<http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>

## Complaints

If you are not satisfied with the accessibility of the information published by the National Assembly for Wales Commission or are not happy with the way in which we have dealt with your enquiry **The Code of Practice on Complaints** provides guidance on how to make a complaint about our administrative actions and what we will do when we receive a complaint.

If we have not been able to resolve your complaint to your satisfaction then you should contact the Information Commissioner's Office at:

– Information Commissioner's Office Tel: **0303 123 1113**

– Wycliffe House Fax: **01625 545 510**

– Water Lane email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

– **Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire**

**SK9 5AF**

# Who we are and what we do

## Examples of information

Information about how the Assembly is elected, the difference between the National Assembly for Wales and the Welsh Government, how the Assembly works and what its powers and responsibilities are:

- The role of the Assembly
- The role of Plenary
- The role of Assembly committees
- Details of the relationship with other legislative bodies
- Information about the Commission including its membership, remit, and key policies
- Biography of the Chief Executive and Clerk of the Assembly
- Information about the roles of the various directorates and directors

## Availability

Online at <http://www.assembly.wales/en/abthome/Pages/abthome.aspx>.

The Assembly website has a section titled '**About the Assembly**,' this section provides a number of links to pages which contain the information detailed in this class.

The website has a section titled 'Assembly Business' which contains links to Plenary and Committees information [www.assembly.wales/business](http://www.assembly.wales/business)

The series of 'Explore the Assembly' guides have been produced and are available at [http://www.assembly.wales/en/gethome/about\\_us-publications/Pages/about\\_us-publications.aspx](http://www.assembly.wales/en/gethome/about_us-publications/Pages/about_us-publications.aspx) or in hard copy from the information line who can be contacted on **0300 200 6565**.

## Research Service

The Research Service (RS) provides confidential and impartial research support to the Assembly's scrutiny and legislation committees, and to all 60 individual Assembly Members and their staff. Where appropriate, RS briefings for Committees will be published on completion of the Committee's consideration of the matter in hand, subject to meeting the relevant legal requirements and ensuring the effectiveness of Assembly business.

Further information including copies of research papers is available at [www.assembly.wales/research](http://www.assembly.wales/research)

## Assembly Member biographies and contact details

Information about Assembly Members is available at [www.assembly.wales/members](http://www.assembly.wales/members)

## Contact details for the Assembly

Contact details are available on our website at [www.assembly.wales/contact](http://www.assembly.wales/contact) alternatively details can be obtained from the information line as detailed above.

# What we spend and how we spend it

## **Audited annual accounts**

The Annual Report which is published each July contains a Statement of Accounts. The report is published on the Commission's page of the Assembly website.

<http://www.senedd.assembly.wales/mgissueHistoryHome.aspx?lid=2850>

## **Monthly budget updates and financial statements for specific projects or events**

Budget updates can be requested from the information line.

## **Members' salaries, allowances and expenses information**

Information about the salaries and expenses of Assembly Members is published on the Assembly website at <http://www.assembly.wales/en/memhome/pay-expenses-financial-interests-standards/Pages/pay-expenses-financial-interests-standards.aspx>.

Details regarding the expenses paid to Assembly Members are published at

<http://www.assembly.wales/en/memhome/pay-expenses-financial-interests-standards/mem-expenses-2/Pages/mem-expenses-2.aspx>

## **Salary scales and policies relating to allowances and expenses for the staff of the Assembly Commission**

Information regarding the employment terms for staff is published on the Assembly website at

<http://www.assembly.wales/en/gethome/working/recruitment/Pages/recruitment.aspx>

## **Total expenses claimed by the Chief Executive and Clerk**

Expenses claimed by the Chief Executive will appear in the published annual report. Expenses claimed by the Directors will also appear in the published annual report.

## **Procurement procedures and schedule of current contracts**

A schedule of contracts is published on the Assembly website at

<http://www.assembly.wales/en/gethome/abt-procurement/Pages/abt-procurement.aspx>

## **Internal financial regulations**

Information on internal procedures is available on request.

# What are our priorities and how are we doing

## **The Assembly Commission and Assembly Parliamentary Strategy for the Fourth Assembly**

The strategy is available on the web site at [http://www.assembly.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/about\\_us-commission\\_publications/Pages/about\\_us-commission\\_publications.aspx](http://www.assembly.wales/en/abthome/about_us-commission_assembly_administration/about_us-commission_publications/Pages/about_us-commission_publications.aspx)

## **Annual Report of the Assembly Commission**

The Annual Report is published in July, the report for 2014-15 is available at <http://www.senedd.assembly.wales/mgissueHistoryHome.aspx?lid=2850>

## **Internal Audit Annual Report**

A hard copy version of the audit annual report for the previous financial year is available from July through the information line.

## **Annual Equalities Report**

The Equality Report for 2014-15 is published on our website at [http://www.assembly.wales/NAfW%20Documents/Annual\\_Equality\\_Report\\_2014-2015.pdf](http://www.assembly.wales/NAfW%20Documents/Annual_Equality_Report_2014-2015.pdf)

# How we make decisions

## Business notices

Business notices, agendas and papers are published on the Assembly website at [www.assembly.wales/business](http://www.assembly.wales/business)

## Transcripts of Assembly Plenary and Committee meetings

Live broadcasts of public meetings are available via the Assembly website at <http://www.senedd.tv>.

An edited version of the Record of Proceedings is published on the Assembly's website within 24 hours of the conclusion of Plenary. It includes contributions in the official languages spoken together with a translation of the Welsh contributions into English and can be found at

<http://www.assembly.wales/en/bus-home/Pages/Plenary.aspx?assembly=4&category=Record%20of%20Proceedings>

A summary of business conducted at each meeting can be found in the Votes and Proceedings section, which is published within 30 minutes of the end of each meeting. Audio tape or DVD copies are available at a cost of £10.00 plus VAT from the information line.

Transcripts of all committee meetings are published on the Assembly Website in draft form within five working days, with a final version published within 10 working days. Audio tape or DVD copies are available at a cost of £10.00 plus VAT from the information line.

## Documents laid before the Assembly and Statements of Opinion tabled by Assembly Members

Documents laid before the Assembly and Statements of Opinion are published at <http://www.assembly.wales/en/bus-home/Pages/Plenary.aspx?assembly=4&category=Statements%20of%20Opinion>.

## Progress of Legislative Competence Orders and Assembly Measures

Information about Legislative Competence Orders and Assembly Measures is published at <http://www.assembly.wales/en/bus-home/bus-legislation/Pages/bus-legislation.aspx>

## Committee agendas and papers

Information regarding current and past committees is published at <http://www.assembly.wales/en/bus-home/committees/Pages/Committees.aspx>

## **Petitions**

A Petition is a way of asking the National Assembly to consider any issue, problem or proposal that the Assembly has the power to do something about. Further information is available at

<http://www.assembly.wales/en/gethome/e-petitions/Pages/e-petitions.aspx>

## **Agendas, papers and minutes of Commission meetings**

With the exception of information that is properly regarded as private to the meeting, agendas, papers and minutes of Commission and Management Board are published on the Assembly website no later than one week following the meeting. Commission papers are published at

[http://www.senedd.assembly.wales/ieListMeetings.aspx?Committeeld=258&LO\\$=1](http://www.senedd.assembly.wales/ieListMeetings.aspx?Committeeld=258&LO$=1)

## **Agendas, papers and minutes of Management Board meetings**

Management Board papers are published at

<http://www.senedd.assembly.wales/ieListMeetings.aspx?Committeeld=381>

# Our policies and procedures

## Current written protocols, policies and procedures

Some policies and procedures will be published on our website at [http://www.assembly.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/abt-commission-policies/Pages/abt-commission-policies.aspx](http://www.assembly.wales/en/abthome/about_us-commission_assembly_administration/abt-commission-policies/Pages/abt-commission-policies.aspx). Other documents may only be available in hard copy and requests should be made via the information line.

## The Standing Orders of the National Assembly for Wales

The Standing orders of the Fourth Assembly are published at <http://www.assembly.wales/en/bus-home/Pages/bus-assembly-guidance.aspx>

## Recruitment policy and vacancy details

Information about working for the Assembly Commission together with details of current vacancies can be found at

<http://www.assembly.wales/en/gethome/working/recruitment/jobs/Pages/jobs.aspx>

## Code of Practice on Public Access to Information and Code of Practice on Complaints

The Code of Practice on Public Access to Information

[http://www.assembly.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/abt-foi/Pages/abt-foi-cop-pub.aspx](http://www.assembly.wales/en/abthome/about_us-commission_assembly_administration/abt-foi/Pages/abt-foi-cop-pub.aspx) and The Code of Practice on Complaints <http://www.assembly.wales/en/help/contact-the-assembly/con-complaint/Pages/con-complaint-procedure.aspx> are published on the Assembly website.

# Lists and Registers

## Register of Members Interests

Section 36 of the Government of Wales Act 2006 and Standing order 2 require the National Assembly to maintain and publish a Register of Members Interests of Assembly Members. This is available at <http://www.assembly.wales/en/memhome/pay-expenses-financial-interests-standards/Pages/mem-register.aspx>

## Disclosure log

The Disclosure log provides details of the information released in response to requests made under the Freedom of Information Act and the Environmental Information Regulations. The Log is published at <http://www.assembly.wales/en/bus-home/Pages/OtherBusiness.aspx>

# The services we offer

## Education packs for schools

The **Education Service** provide opportunities for young people to learn about the work of the Assembly and engage with the democratic process.

## Visiting the Assembly and Holding an event or exhibition in the Senedd

Information about guided tours and the holding of events at the Assembly can be found on our web site at <http://www.assembly.wales/en/visiting/Pages/visiting.aspx>

## Information for journalists

A media information pack is published at <http://www.assembly.wales/en/newhome/press-area/Pages/new-mediapack.aspx>

## Media press releases

Current and archived press releases are published at <http://www.assembly.wales/en/newhome/Pages/News.aspx?assembly=4>

## Events calendar

A calendar of business and events is published at <http://www.senedd.assembly.wales/mgCalendarMonthView.aspx?GL=1&bcr=1>

## Information about the Senedd

A wide range of information about the Senedd is published at <http://www.assembly.wales/en/visiting/senedd/Pages/senedd.aspx>