

# DRAFT PUBLICATION SCHEME

## Introduction

This is the Publication Scheme for the National Assembly for Wales, drawn up under Section 19 of the [Freedom of Information Act 2000](#).

### **The National Assembly for Wales**

The National Assembly for Wales is an elected body of 60 [Assembly Members](#) which develops and implements policies to reflect the needs of the people of Wales. The National Assembly was established in July 1999 under the [Government of Wales Act 1998](#).

The National Assembly is chaired by the Presiding Officer, who is the equivalent in Wales of the Speaker in the House of Commons. The Presiding Officer is elected by the whole of the National Assembly and serves the National Assembly impartially. The Presiding Officer, who is supported by the Presiding Office, is responsible for plenary meetings of the National Assembly, for services to Assembly Members and for public access.

### **Powers and responsibilities of the National Assembly for Wales**

The National Assembly has the powers and responsibilities to make decisions across a range of areas, in particular:

- Agriculture
- Ancient monuments and historic buildings
- Culture
- Economic development
- Education and training
- Environment
- Health and health services
- Highways
- Housing
- Industry
- Local government
- Social services
- Sport and leisure
- Tourism
- Town and country planning
- Transport
- Welsh language.

### **The Welsh Assembly Government**

The Government of Wales Act 1998 requires the National Assembly to elect a First Secretary (known as the First Minister). The National Assembly may delegate executive

powers, that is, the making and implementing of decisions, to the First Minister or to an Assembly Committee. The current Assembly delegated its functions to the First Minister, who in turn appointed Assembly Ministers, to whom he delegated the responsibility for delivering those functions. Each Minister is responsible for particular areas, such as health, education or finance. Together, the First Minister and the Assembly Ministers form the Cabinet, which is at the heart of the Welsh Assembly Government. The Welsh Assembly Government makes most executive decisions on behalf of the National Assembly and is fully accountable to the Assembly as an elected body.

Any information which is published on behalf of the Welsh Assembly Government, rather than the National Assembly for Wales as a whole, will be clearly identified.

## **Executive agencies**

The National Assembly for Wales currently has two executive agencies, [Cadw](#) and the [Welsh European Funding Office](#) (WEFO). These come under the Welsh Assembly Government and are covered by this Publication Scheme under the classes '*Historic Environment of Wales*' and '*Welsh European Funding Office*' respectively.

## **Further information**

Further information about the National Assembly can be obtained from the information booklet, '[Your Guide to the Assembly](#)', available from our Publications Centre as below.

Further information about our Publication Scheme and Freedom of Information in the National Assembly is available from *[contact details to be inserted]*.

Further information about Freedom of Information and Publication Schemes generally is available from the [Information Commissioner's](#) Office. Details are shown in the Contact Points section at the end of the Scheme.

## **The purpose and structure of the Publication Scheme**

The purpose of this Publication Scheme is to set out:

- i) The information we undertake to publish as a matter of course.
- ii) How this information will be published.
- iii) Whether the information is available free of charge or on payment.

In each case the classes of information that the National Assembly for Wales and the Welsh Assembly Government commit to publishing are introduced by the words "We undertake to publish" or "We intend to publish". The classes are shown under headings listed in alphabetical order and are followed by a brief description of the information.

## **Exempt information**

In all cases, publications exclude any information which is protected under the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#). Where individual classes are subject to exemptions the main reasons are those of

personal information under the [Data Protection Act 1998](#) and the protection of commercial interests.

### **Additional copies and formats**

Copies of this Scheme are also available in large print. The Scheme will also be published in Braille and/or audio-tape formats if required. Copies of the Scheme are available without charge from the Publications Centre (address below).

### **Obtaining and locating publications**

The information in the classes we commit to publishing under this Scheme is available in several formats. All documents are available in hard copy and the majority are published electronically (PDF and/or HTML). However, the National Assembly for Wales publishes some information in electronic format only, but where this is the case, a print out of the documents will be provided to those without internet access on request. Where information is not published electronically this is clearly stated under the relevant class.

Requests for copies of National Assembly for Wales publications should be directed to our Publications Centre as shown below. If you do not have full details of what you require, you should contact the Centre.

Contact details for the Publications Centre are as follows:

 The Publications Centre,  
The Assembly at the Pierhead,  
The National Assembly for Wales,  
Pierhead Street,  
Cardiff Bay  
CF99 1NA

 Personal callers are welcome.

 Opening times are 9.30 a.m. – 4.30 p.m. Monday – Thursday  
10.00 a.m. – 4.30 p.m. Friday  
The Publications Centre is closed for weekends and public holidays.

 029 2089 8688

 029 2089 8600

 029 2089 8947

 [assembly-publications@wales.gsi.gov.uk](mailto:assembly-publications@wales.gsi.gov.uk)

### **For those with access to the Internet**

Electronic documents can be accessed directly from the web-site of the National Assembly for Wales. The address is:

 [www.wales.gov.uk](http://www.wales.gov.uk)

To read PDF documents, you will need Adobe Acrobat Reader; this is freely available from the Adobe website:

 <http://www.adobe.com/products/acrobat/readstep.html>

Hard-copy publications can be identified by means of the Publications Catalogue and obtained through the order form.

### Copyright

All National Assembly publications are subject to Crown Copyright. Generally speaking, material may be reproduced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted. For other use or if in doubt, further information and guidance notes on publishing and copyright is available from

 HMSO Licensing Division,  
St.Clements House,  
2-16 Colegate,  
Norwich  
NR3 1BQ

 01603 621000

 <http://www.hmso.gov.uk/copy.htm>

 <http://www.hmso.gov.uk/guides.htm>

### Charging policy

Unless otherwise stated, publications which are published directly by the National Assembly for Wales are available free of charge.

A **[£]** appears next to classes of information which contain hard-copy publications that may carry a charge. Details of charged-for publications can be obtained from the Publications Centre. For those with access to the Internet, details of charges for specific publications are also clearly shown against the relevant publications in [the Statistical Publications, Cadw](#) and Publications Catalogue sections of the National Assembly for Wales' website.

**Classes of information we commit to publish – in alphabetical order**

***Agendas, Papers and Minutes***

For the verbatim record of sessions of the full Assembly, see '[Record of Proceedings](#)'.

For the agendas, papers and minutes of National Assembly's Committees see under '[Committees of the National Assembly](#)'.

For the agendas, papers and minutes of Cabinet, see under '[Cabinet](#)'.

For the agendas, minutes and papers of the Executive Board (the Management Board of the National Assembly for Wales) see under '[Executive Board](#)'.

***Ancient Monuments and Historic Buildings***

See under '[Historic Environment of Wales](#)'.

***Assembly Committees***

See under '[Committees of the National Assembly](#)'.

***Assembly Members (AMs)***

We undertake to publish [biographies](#) of Assembly Members.

Information about each of the Assembly's 60 elected Members, available on the website, includes his or her political party and constituency, special responsibilities within the Assembly, career details, outside interests, contact addresses and a photograph.

We undertake to publish a [register of Members' interests](#), including directorships, remunerated employment, gifts and hospitality.

Assembly Members must register any relevant interests within 8 weeks of taking the Oath of Affirmation and any changes in interests within 4 weeks. The Register, maintained in the Table Office and regularly up-dated, is open for public inspection during office hours. Copies of individual entries are available on request, along with a detailed report covering all entries. The Assembly also publishes details of the categories under which an interest must be declared.

We undertake to publish information for each financial year about the total of sums paid by the Assembly to its current Members and its former Members in respect of Salaries, Allowances and Pensions.

**[User-friendly description to follow]**

We undertake to publish [the seating plan](#) of the Chamber of the National Assembly for Wales.

Meetings of the full Assembly are held in the Chamber twice a week, on Tuesday afternoons and Thursday mornings. The seating is arranged in a crescent shape facing the Presiding Officer. Cabinet members sit on the front row and the rest of the Members are seated together in their political groups. The seat allocated to each Member is denoted by a number on the published seating diagram.

### **Assembly Questions (AQs)**

We undertake to publish [oral](#) and [written](#) questions tabled by Assembly Members and accepted by the Presiding Officer.

Members may table questions for oral or written answer to any Cabinet Member about matters relating to his or her responsibilities at least five days before they are to be answered. Lists of the questions are available on the working day after they are tabled.

We undertake to publish [answers](#) to oral questions by date.

Answers to oral questions reached in plenary meetings of the Assembly are published as part of the 'Record of Proceedings' (see under '*Plenary meetings of the National Assembly*'). Answers to oral questions not reached in Plenary are published as a supplementary 'answers' file as soon as possible after the meeting for which they were tabled for answer - usually the following day. Answers are provided in the language in which they were asked, with English translations of any Welsh questions and answers. A Welsh translation of all the answers is provided within seven working days.

We undertake to publish [answers to written questions](#) by date.

Answers to written questions are published in a weekly bulletin on Mondays in the language in which they were asked. A full Welsh translation is provided within 10 working days.

### **Assembly Resolutions**

See under '*Resolutions of the National Assembly*'.

### **Assembly Sponsored Public Bodies (ASPBs)**

We undertake to publish the results of five-yearly reviews of Executive and non-Executive Assembly Sponsored Public Bodies.

#### **[User-friendly description to follow]**

We undertake to publish the Welsh Assembly Government's annual remit letters to Executive Assembly Sponsored Public Bodies

#### **[User-friendly description to follow]**

## **Budgets**

We undertake to publish [the annual budget](#) for the National Assembly.

The annual budget shows all the Assembly's expenditure organised by Major Expenditure Groups. The budget, presented in tabular format, shows the budget allocation, amount, who the money is being allocated to and for what purpose.

## **Business Partnership Council**

See under '*Partnerships*'.

## **Cabinet**

We undertake to publish a list of [Cabinet Ministers](#) and their responsibilities.

The Cabinet is the main decision-making body within the Assembly. Assembly Members elect the First Minister as leader of the Cabinet and political leader of the Assembly and he or she in turn appoints the Ministers that make up the Cabinet. Individual Ministers may have responsibility for particular areas of policy such as health or agriculture.

We undertake to publish [agendas, papers and minutes](#), excluding any information which is covered by any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), in respect of:

- (i) Cabinet meetings;
- (ii) Cabinet sub-committee meetings.

Agendas of Cabinet meetings and Cabinet sub-committee meetings are available five weeks after each meeting. Both minutes and papers are available six weeks after each meeting. Documents may exclude information which is protected under any of the exemptions set out in the Assembly's [Code of Practice on Public Access to Information](#).

We undertake to publish all [Cabinet Ministers' statements](#) to the National Assembly (e.g. the statement of proposed expenditure for the next financial year).

All oral statements which Ministers make to the Assembly are included in the Assembly's Record of Proceedings. Written statements made by Ministers are listed in date order, from the present day back to the beginning of the year, with the name of the Minister and the subject of the statement.

For the facts and the analysis of facts behind major policy proposals and decisions of Ministers, see under '*Ministerial Decisions*'.

## **Cadw**

See under '*Historic Environment of Wales*'.

## **Circulars**

See under '*Legislation*'.

### **Codes of Practice and Standards**

We undertake to publish the following Codes of Practice:

- i) [Code of Practice on Public Access to Information](#);
- ii) [Code of Practice on Complaints](#) (see also under '*Complaints and Appeals*');;
- iii) [Code of Practice on Public Appointments](#).

We undertake to publish the Code of Standards for Assembly Members.

**[User-friendly explanation to follow].**

### **Committees of the National Assembly**

We undertake to publish details of the [remit and membership of the various Committees](#).

Most Assembly committee meetings are held in public and are broadcast. Subject committees develop policies and examine the work of Assembly Ministers and sponsored bodies. Regional committees represent the needs and interests of their localities and convey issues of local concern to the full Assembly and to the subject committees. In addition there are a number of standing committees covering areas such as Audit, Equal Opportunities and European Affairs. Information is available on the committees' remit, work programmes, membership, meetings, and contact details.

We undertake to publish [agendas, papers and minutes in respect of Committee meetings held in public](#).

We aim to publish agendas and papers for committee meetings held in public at least two days before the meeting. We aim to publish minutes of Assembly committee meetings held in public in English and Welsh six days after the meeting.

In certain circumstances a word-for-word record is taken of committee proceedings. For example, the Audit Committee may take formal evidence from witnesses regarding published reports by the National Audit Office.

We undertake to publish a verbatim record of National Assembly committee meetings where a transcript of proceedings has been made.

Where a verbatim record is taken, we aim to make it available in bilingual form, 15 working days after the meeting.

We undertake to publish work programmes for subject committees of the National Assembly.

We undertake to publish consultation documents issued by committees of the National Assembly.

We undertake to publish committee reports presented to plenary.

### ***Complaints and appeals***

We undertake to publish our general procedure for making and handling complaints and appeals.

The Assembly has agreed a [Code of Practice on Complaints](#) to ensure that complaints about its actions or omissions, either orally or in writing, are acknowledged and properly investigated. A leaflet setting out the internal complaints system is available along with explanatory information on the role of the Welsh Administration Ombudsman and the Health Service Commissioner for Wales. An annual summary of complaints investigated, subject to the Code of Practice on Public Access to Information, is also available.

The Assembly has agreed a procedure to deal with complaints about the actions of individual Assembly Members. In the light of a report from the Independent Adviser on Standards, the Presiding Officer can refer a complaint to the Committee on Standards of Conduct. The Committee's reports are laid before the Assembly and published. The Committee has produced a guidance leaflet "How to Complain".

See also under '*Codes of Practice and Standards*'.

### ***Concordats with UK Government Departments***

We undertake to publish [Concordats between the National Assembly and UK Government Departments](#).

Concordats are informal and flexible agreements governing the detailed administrative relationships between the Welsh Assembly Government and individual Whitehall Departments, particularly on matters of mutual interest and where the two parties have executive functions that overlap each other.

See also under '*Memorandum of Understanding with the UK Government*'.

### ***Consultation Papers and Summaries of Responses***

We undertake to publish [consultation papers](#) and summaries of responses as occasion demands.

[Past consultation papers](#) are also available. Responses to consultations will not be included where confidentiality has been requested.

**[User-friendly explanation to follow]**

### ***Data Protection***

We undertake to publish information on how we administer the Data Protection Act.

**[User-friendly explanation to follow]**

## **Decision making**

See under '*Ministerial Decisions*'.

## **Employment**

See under '*Recruitment*'.

## **Executive Board**

We undertake to publish details of the remit and membership of the Executive Board (\*).

The Executive Board is the top management team of the Assembly, providing corporate support to the Cabinet and leadership to Assembly staff. The 18-member Board, chaired by the Permanent Secretary, deals with emerging and current corporate business.

This information is being published for the first time under this scheme.

We undertake to publish agendas, papers and minutes, excluding any information which is protected under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), in respect of the monthly meetings of the Executive Board (\*).

The Executive Board's monthly management meetings deal with the big, pressing and long-term strategic management issues.

This information is being published for the first time under this scheme.

(\* denotes that we do not undertake to publish information which pre-dates 30 November 2002, the date this Scheme came into force.

## **Finance**

See under '*Grants, loans and the provisions of guarantees*'.

See under '*Private Finance*'.

See under '*Procurement*'.

## **Freedom of Information**

See under '*Requests for Information*'.

## **Grants, loans and the provisions of guarantees**

We undertake to publish information, excluding any information which is protected under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#) and in particular where publishing information would prejudice the commercial interests of a third party, in respect of our policy on awarding grants, loans and the provision of guarantees.

The National Assembly has the power to make grants, loans and financial guarantees in the exercise of its functions and pursuit of its objectives. These are subject to terms and conditions that should be fulfilled. The Assembly monitors compliance with grant terms and conditions in a variety of ways. Grant payments are subject to a certificate from the grantee's auditors that the money has been spent for the purposes granted. All proposals to make loans, gifts or financial guarantees over a value of £100,000 have to be specifically notified to the National Assembly under its Standing Order procedures before being approved by the relevant Assembly Minister.

### **Guidance**

We undertake to publish guidance as occasion demands.

**[User-friendly explanation to follow]**

### **Historic Environment of Wales**

We undertake, through Cadw (one of our Executive Agencies), to publish a range of advisory, informative, specialist and commercial [publications in respect of the historic environment of Wales](#) [£].

Cadw: Welsh Historic Monuments Executive Agency is responsible for the conservation, presentation and promotion of the built heritage of Wales on behalf of the Assembly. This role includes securing the preservation of, and grant-aiding the repair of, ancient monuments and historic buildings, and managing 129 ancient monuments in Wales which are in direct State care.

Cadw's wide range of publications caters for all levels of interest. Many of the publications produced by [Cadw](#) on behalf of the National Assembly are published on a commercial basis. Sale proceeds partly cover the costs of publication and partly support the protection, conservation and presentation of the architectural and archaeological heritage of Wales. Paid-for publications are available from:

**[Contact details to follow]**

### **Information Asset Register**

We intend to publish, from [ .... **date** .... ] an Information Asset Register. This information is not published at present.

The Information Asset Register will aim to cover the vast quantities of information held by the National Assembly for Wales. This includes such information as databases, old sets of files, recent electronic files, and collections of statistics. While the Register concentrates on information resources that have not yet been formally published, some published items will also be included.

### **Jobs**

See under 'Recruitment'.

### **Laid Documents**

We undertake to publish documents 'laid' before the National Assembly.

The law requires that certain documents – for example reports, orders, regulations - must be formally 'laid' before the Assembly. In addition, [Standing Orders of the National Assembly](#) require certain documents to be submitted to the Assembly for consideration or for approval. A list of all Laid Documents past and current in date order is available.

### **Leaflets**

We undertake to publish leaflets issued by the National Assembly for public information purposes as occasion demands.

The National Assembly publishes leaflets designed to promote and explain specific policies or schemes.

This class includes information which is not available electronically.

### **Legislation**

We undertake to publish [explanatory information about Welsh legislation](#).

The Government of Wales Act 1998 (together with associated delegated legislation), and Acts of the UK Parliament and UK Statutory Instruments which apply exclusively or primarily to Wales are available from The Stationery Office. Contact details for The Stationery Office are as follows:



TSO Bookshop,  
18-19 High Street,  
Cardiff  
CF10 1PT



029 2039 5548



029 2038 4347



[cardiff.bookshop@tso.co.uk](mailto:cardiff.bookshop@tso.co.uk)



<http://www.tso.co.uk/>

One of the National Assembly's main roles is to make subordinate legislation – part of the body of law that governs Wales. Primary legislation creates the legal framework and subordinate legislation fills in the detail. Information about primary legislation affecting Wales is available from the House of Commons and the House of Lords. Contact details for the House of Commons are as follows:



House of Commons Information Office,  
House of Commons,  
London,

SW1A 2TT

 020 7219 4272  
 [hcinfo@parliament.uk](mailto:hcinfo@parliament.uk)  
 [www.parliament.uk](http://www.parliament.uk)

Contact details for the House of Lords are as follows:

 Information Office  
House of Lords  
London, SW1A 0PW

 020 7219 3107 (10.00 am to 6.00 pm when the House is sitting)  
 [hlinfo@parliament.uk](mailto:hlinfo@parliament.uk)  
 <http://www.publications.parliament.uk/pa/ld/ldhome.htm>

Explanatory information on the making of [subordinate legislation in Wales](#), together with links to specific pieces of legislation, is published on the National Assembly's internet site.

We undertake to publish the following Assembly subordinate legislation which is not published by the Stationary Office under the Statutory Instruments Act 1946:

i) Assembly [General Statutory Instruments](#) in draft.

**[User-friendly explanation to follow]**

ii) Assembly [Local Statutory Instruments](#) in force.

**[User-friendly explanation to follow]**

iii) Assembly [Local Statutory Instruments](#) in draft.

**[User-friendly explanation to follow]**

iv) other Assembly Subordinate Legislation.

**[User-friendly explanation to follow]**

We undertake to publish [National Assembly for Wales Circulars](#) (NAfWCs) and [Welsh Health Circulars](#) (WHCs).

**[User-friendly explanation to follow]**

***Local Government Partnership Scheme***

See under '*Partnerships*'.

***Management Board***

The management board of the National Assembly is known as the '*Executive Board*'.

## ***Memorandum of Understanding with the UK Government***

We undertake to publish our [Memorandum of Understanding with the UK Government](#).

The Assembly Cabinet, Scottish Ministers and UK Government have agreed a Memorandum of Understanding, which sets out in broad terms how the three will work together on matters of mutual interest.

See also under '[Concordats with UK Government Departments](#)'.

## ***Ministerial Decisions***

We intend to publish, from [ .... **date** .... ] the facts and an analysis of the facts behind major policy proposals and decisions of Ministers.

### **[User-friendly explanation to follow]**

This information will be published for the first time under this scheme.

## ***News from the National Assembly***

See under '[Press Releases and Media Briefings](#)'.

## ***Non-Departmental Public Bodies***

For public bodies sponsored by the National Assembly for Wales, see under '[Assembly Sponsored Public Bodies](#)'.

## ***Oral Questions***

See under '[Assembly Questions](#)'.

## ***Organisational structure of the National Assembly***

See under '[Structure and Organisation](#)'.

## ***Partnership Council***

See under '[Partnerships](#)'.

## ***Partnerships***

We undertake to publish [agendas minutes and papers in respect of the Business Partnership Council](#) between the National Assembly and the business community.

### **[User-friendly explanation to follow]**

We undertake to publish the [Local Government Partnership Scheme](#), the Partnership Protocol and [agendas](#) and [minutes and papers](#) of meetings of the Partnership Council between the National Assembly for Wales and Local Government.

The Partnership Council is a 26-member advisory body which promotes joint working and co-operation between the Assembly and local authorities. The Council holds quarterly meetings. Meetings are advertised in the Western Mail's Public Notices. Agendas are published on the website two before meetings are held. Minutes and papers in respect of each meeting are made available two weeks before the next meeting.

We undertake to publish the [Voluntary Sector Scheme](#) and [agendas, minutes and papers](#) of the Voluntary Sector Partnership Council.

**[User-friendly explanation to follow]**

### ***Petitions to the National Assembly***

We undertake to publish [details of petitions](#) addressed to the National Assembly for Wales and received in the Table Office.

The National Assembly receives and, if it chooses, considers petitions on matters for which it has responsibility. The Presiding Officer is responsible for receiving petitions addressed to the National Assembly and informing the National Assembly of their content and the number of signatures.

### ***Planning Technical Advice Notes***

We undertake to publish Planning Technical Advice Notes as occasion demands.

**[User-friendly explanation to follow]**

### ***Plenary meetings of the National Assembly***

We undertake to publish [agendas](#) and [records](#) of plenary meetings of the National Assembly.

A plenary meeting of the National Assembly is a meeting of all the Assembly Members, conducted in the chamber of the National Assembly for Wales. The plenary meetings occur twice weekly. The word-for-word record of each plenary session, called the Record of Proceedings, is the National Assembly's equivalent of Hansard and is published 24 hours after the end of the session. This record presents the proceedings in the language in which they were spoken, together with an English translation of any contributions made in Welsh. A fully bilingual version, the Official Record, is published within five working days of the meeting. This version is replaced by an archive version, incorporating any necessary minor editorial changes, within six months.

### ***Policy Development and Implementation***

See under '*Ministerial Decisions*'.

## ***Powers and Responsibilities of the National Assembly***

We undertake to publish details of the [powers and responsibilities](#) of the National Assembly.

[User-friendly explanation to follow]

### ***Presiding Office***

See under '*Structure and Organisation*'.

### ***Press Releases and Media Briefings***

We undertake to publish [Press Releases and Media Briefings](#) as occasion demands.

The National Assembly's Press Office regularly releases information on all aspects of the National Assembly's work to press and media journalists. There is also a weekly press conference known as the First Minister's Media Briefing where journalists are provided with information about forthcoming Ministerial engagements, major announcements, topics for debate at Plenary Sessions and are also given the opportunity to ask questions. All press releases and media briefing documents (including a record of the questions asked and explanations given) are available on the National Assembly's website.

Each week the Presiding Office publishes news 'briefs' on the website about National Assembly activities, ranging from details of newly-launched reports to information about forthcoming major events.

### ***Private Finance***

We undertake to publish information and guidance about the [Private Finance Initiative](#) in Wales.

The National Assembly runs a Private Finance Unit to develop partnerships between the public and private sectors. The Unit assists Ministers with the development of policies for Public Private Partnerships including the Private Finance Initiative in Wales. The Private Finance Unit's web-site ([www.pfu.wales.gov.uk](http://www.pfu.wales.gov.uk)) provides details of existing local government projects and those under development, along with a section containing answers to frequently asked questions.

### ***Procurement***

We undertake to publish information, excluding any information which is protected under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#) and in particular where publishing information would prejudice the commercial interests of a third party, in respect of the following:

[Procurement and supplier policies](#)

**[User-friendly explanation to follow]**

Contracts awarded by our Central Procurement Unit which are valued over £10,000.

**[User-friendly explanation to follow]**

### ***Protocols***

We undertake to publish the following protocols:

- i) Protocol on Conduct in the Chamber
- ii) Protocol for the Dealings of the Secretary of State for Wales with the Assembly

**[User-friendly explanation to follow]**

### ***Public Appointments***

We undertake to publish details of [public appointments](#) to Assembly Sponsored Public Bodies and NHS Executive Bodies.

**[User-friendly explanation to follow]**

See also under '*Codes of Practice*'.

### ***Publication Lists***

We undertake to publish both [monthly](#) and [annual](#) listings of information published by the National Assembly for Wales. These listings include publications that are published jointly with UK Government Departments or other organisations.

A list of new National Assembly for Wales publications is compiled every month. The annual list of publications is compiled following the end of each year. Both lists provide all the information necessary to trace and order National Assembly for Wales publications.

### ***Reasons for Decisions***

See under '*Ministerial Decisions*'.

### ***Record of Proceedings***

See under '*Plenary meetings of the National Assembly*'.

### ***Recruitment***

We undertake to publish information on [recruitment](#) to the National Assembly for Wales.

**[User-friendly explanation to follow]**

### ***Register of Members' Interests***

See under 'Assembly Members'.

### **Reports**

We undertake to publish the following [Annual Reports](#):

Presiding Office Annual Report

Annual Reports of the Assembly Committees.

#### **[Expanded list and user-friendly explanations to follow]**

We also undertake to publish ad hoc reports deemed by the National Assembly for Wales to be of public interest.

#### **[User-friendly explanation to follow]**

### **Requests for Information**

We undertake to publish our procedures for dealing with requests for information, under the National Assembly's [Code of Practice on Public Access to Information](#), and the assistance and advice we can give in formulating requests.

#### **[User-friendly explanation to follow]**

In accordance with the Code of Practice on Public Access to Information the National Assembly will deal with requests within 15 working days. Requests received by telephone, email, or in writing must include the name and address of the person seeking the information.

We undertake to consider the information released in response to requests for information, under the National Assembly's [Code of Practice on Public Access to Information](#), with a view to it being made publicly available.

### **Resolutions of the National Assembly**

We undertake to publish [Assembly Resolutions](#) by month.

Details are available of all the motions carried in plenary meetings - set out in date order, with the name of the political group who proposed the motion alongside each entry.

### **Seating in the National Assembly's Chamber**

See under 'Assembly Members'.

### **Senior Management Board**

The senior management board of the National Assembly is known as the '*Executive Board*'.

### ***Sponsored Public Bodies***

See under '*Assembly Sponsored Public Bodies*'.

### ***Standing Orders of the National Assembly***

We undertake to publish the [Standing Orders of the National Assembly](#).

Standing Orders are the rules that govern the procedures by which the business of the Assembly is conducted.

### ***Statements of Opinion***

We undertake to publish, by date, all [written Statements of Opinion](#) tabled by Assembly Members.

Any Assembly Member other than a Cabinet Minister may table a written statement of opinion on matters affecting Wales. The statement may be supported, opposed or commented upon by another Member. Written Statements of Opinion are published on the National Assembly's website, on the first working day following the day on which they are tabled. The written statement clearly shows where an Assembly Member has declared an interest.

### ***Statistics***

We undertake to publish [statistical information](#) as occasion demands [**£**].

[User-friendly explanation to follow]

### ***Statutory Instruments***

See under '*Legislation*'.

### ***Strategic Frameworks/Plans***

We undertake to publish Strategic Frameworks and Strategic Plans as occasion demands.

[User-friendly explanation to follow]

### ***Structure and Organisation***

We undertake to publish information on the [structure and organisation](#) of the National Assembly for Wales.

[User-friendly explanation to follow]

We undertake to publish a [senior management Organisation Chart](#) of the National Assembly.

**[User-friendly explanation to follow]**

See also under '*Powers and Responsibilities of the National Assembly*'.

***Subordinate Legislation***

See under '*Legislation*'.

***Votes and Proceedings of National Assembly Business***

We undertake to publish details of [votes and proceedings](#) of the National Assembly.

At the end of each plenary meeting of the Assembly, a brief, bilingual overview of proceedings is published. It records what took place during the meeting in time order and includes the number of questions asked of Ministers, the subjects on which Ministers made statements, the motions and amendments debated and the votes cast. It also contains details of any documents laid before the Assembly and petitions received.

***Voluntary Sector***

See under '*Partnerships*'.

***Welsh Assembly Government***

See under '*Structure, Function and Organisation*'.

***Welsh European Funding Office***

We undertake to publish, through the [Welsh European Funding Office \(WEFO\)](#), one of our Executive Agencies, a range of advisory and informative publications, together with publicity material in respect of the European Structural Funds in Wales for which we are responsible.

WEFO is an Executive Agency of the National Assembly for Wales. It manages all aspects of the European Structural Fund Programmes in Wales, the Rural Development Plan and the Local Regeneration Fund. Its prime objectives are to ensure that Wales gains maximum benefit from European Programmes and other regeneration funds and to promote sustainable economic growth, increase prosperity in all parts of Wales, reduce disparities within Wales and tackle inequality, inactivity and social exclusion. WEFO publications, together with further information, are available from:

**[Contact details to follow]**

***Written Questions***

See under '*Assembly Questions*'.

## Contact points

### Publications

Requests for copies of National Assembly for Wales publications should be directed to:

 The Publications Centre,  
The Assembly at the Pierhead,  
The National Assembly for Wales,  
Pierhead Street,  
Cardiff Bay  
CF99 1NA

 029 2089 8688 or 029 2089 8600  
 029 2089

 [assembly-publications@wales.gsi.gov.uk](mailto:assembly-publications@wales.gsi.gov.uk)

If you do not have full details of what you require, you should contact the Publications Centre.

### Feedback, questions and further information

#### Publication Scheme

We want our Publication Scheme to meet your needs. We welcome suggestions for additional classes of information which might be included in future – also suggestions about how the published information might be made more accessible to you.

Any questions, comments or complaints about this Scheme should be sent to:

 [ ... ]  
National Assembly for Wales,  
Cathays Park,  
Cardiff  
CF10 3NQ

 029 20826991

 [ ... ]

 [ ... ]

 [ ... ]

#### Freedom of Information

Information about Open Government and Freedom of Information in the National Assembly is also available from the contact point for the Publication Scheme immediately above.

## Requests for Information

Information held by the National Assembly that is not published can be requested. Requests for information will be dealt with in accordance with the National Assembly's [Code of Practice on Public Access to Information \(2001\)](#).

## Complaints about the National Assembly

 Assembly Complaints Officer,  
Public Administration and Honours Unit,  
National Assembly for Wales,  
Cathays Park,  
Cardiff  
CF10 3NQ

 029 20801378  
 029 20823356  
 [complaints@wales.gsi.gov.uk](mailto:complaints@wales.gsi.gov.uk)

## The Information Commissioner

 Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

 01625 545 745  
 01625 524 510  
 [mail@dataprotection.gov.uk](mailto:mail@dataprotection.gov.uk)  
 [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)