



INFORMATION GUIDE

NATIONAL ASSEMBLY FOR WALES

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, etc.

The guide covers only the information held by the National Assembly for Wales, it does not cover information held by the Welsh Assembly 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 Assembly 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 Assembly 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.assemblywales.org/abthome.htm>

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 [Welsh Language Scheme](#). Documents intended for public use are generally available in English and Welsh.

We publish information and documents on two websites, one in English www.assemblywales.org and the other in Welsh www.cynulliadcymru.org All information produced is compliant with the Welsh Language scheme.

CHARGING POLICY

We endeavour to provide all information free of charge. 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 web site <http://www.assemblywales.org> . 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;

you should contact the Assembly Information Line.

Contact details:	Assembly Information Line:	0845 010 5500
	Text Phone:	0845 010 5678

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.OPSI.GOV.UK/ADVICE/PSI-REGULATIONS/INDEX.HTM>

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
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 545 745
Fax: 01625 545 510
email: mail@ico.gsi.gov.uk

Information Available by Class

Who we are and what we do	
Examples of information	Availability
<p>Information about how the Assembly is elected, the difference between the National Assembly for Wales and the Welsh Assembly Government, how the Assembly works and what its powers and responsibilities are.</p> <p>The role of Plenary</p> <p>The role of Assembly committees.</p> <p>Details of the relationship with other legislative bodies.</p> <p>Information about the Commission including its membership, remit, and key polices.</p> <p>Biography of the Chief Executive and Clerk of the Assembly</p> <p>Information about the roles of the various directorates and directors.</p>	<p>Online at http://www.assemblywales.org/abthome.htm. The Assembly website has a section titled “About Us”, this section provides a number of links to pages which contain the information detailed in this class.</p> <p>The leaflet “your guide to the Assembly is available in a number of languages at http://www.assemblywales.org/abthome/abt-nafw/about_us-languages.htm or in hard copy from the information line who can be contacted on 0845 010 5500</p>
<p>Members Research Service</p>	<p>The Members' Research Service provides confidential and impartial research support to the Assembly's scrutiny and legislation committees, and to all 60 individual Assembly Members and their staff. Further information including copies of research papers is available at</p>

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	http://www.assemblywales.org/bus-home/bus-guide-docs-pub/bus-assembly-publications-research.htm#briefingsandguidance
Assembly Member biographies and contact details	Information about Assembly Members is available at http://www.assemblywales.org/memhome.htm
Contact details for the Assembly	Contact details are available on our website at http://www.assemblywales.org/conhome.htm , alternatively details can be obtained form the information line as detailed above.

What we spend and how we spend it	
Examples of information	Availability
Audited annual accounts	The Annual Report which is published each July contains a Statement of Accounts. The report for 2007-2008 is available at http://www.assemblywales.org/abthome/abt-commission/annualreport2007-08.htm
Monthly budget updates and financial statements for specific projects or events.	budget updates for January 2009 onwards 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.assemblywales.org/memhome/mem-pay.htm . It is anticipated that a more detailed breakdown of expenses claimed by Assembly Members will be regularly published via the web site from June 2009.
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 at
Total expenses claimed by the Chief Executive and Clerk.	Expenses claimed by the Chief Executive will appear in the annual report from 2008/2009.
Procurement procedures and schedule of current contracts.	A schedule of current contracts is being compiled and will be published in the 2009/2010 financial year.
Internal financial regulations	Information on internal procedures is available on request.

What are our priorities and how are we doing	
Examples of information	Availability
The Assembly Commission and Assembly Parliamentary Strategy for the Third Assembly	The strategy is available on the web site at http://www.assemblywales.org/abthome/abt-commission/abt-commission-role.htm .
Annual Report of the Assembly Commission	The Annual Report is published in July, the report for 2007/2008 is available at http://www.assemblywales.org/abthome/abt-commission/annualreport2007-08.htm
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 2006/2007 is published on our website at http://www.assemblywales.org/hom-pdfviewer?url=equalities-annualreport06-07
The National Assembly for Wales : Public Attitude 2008	The Public Attitude Report is published at http://www.assemblywales.org/abthome/abt-commission/about_us-public_attitudes_2008.htm

How we make decisions	
Examples of information	Availability
Business notices.	Business notices, agendas and papers are published on the Assembly web site at http://www.assemblywales.org/bus-home.htm
Transcripts of Assembly Plenary and Committee meetings.	Live broadcasts of public meetings are available via the Assembly website at http://www.senedd.tv . Bilingual transcripts of Plenary meetings are published on the web site within 24 hours of the end of the meeting at http://www.assemblywales.org/bus-home/bus-record-of-proceedings.htm . 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. From May 2007, transcripts are available on the Assembly website for all public scrutiny, legislation and standing committee meetings. Audio tape or DVD copies are available at a cost of £10.00 plus VAT from the information line.
Documents laid before the Assembly. Statements of Opinion tabled by Assembly Members	Documents laid before the Assembly and Statements of Opinion are published at http://www.assemblywales.org/bus-home/bus-guide-docs-pub.htm .
Progress of Legislative Competence Orders and Assembly Measures	Information about Legislative Competence Orders and Assembly Measures is published at http://www.assemblywales.org/bus-home/bus-legislation.htm

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<p>Committee agendas and papers. .</p>	<p>Information regarding current and past committees is published at http://www.assemblywales.org/bus-home/bus-committees.htm</p>
<p>e petitions .</p>	<p>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.assemblywales.org/gethome/e-petitions.htm</p>
<p>Agendas, papers and minutes of Commission meetings Agendas, papers and minutes of Management Board meetings.</p>	<p>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 six weeks following the meeting. Commission meeting papers are published at http://www.assemblywales.org/abthome/abt-commission/abt-commission-agendas.htm</p>

Our policies and procedures	
Examples of information	Availability
Current written protocols, policies and procedures.	Some policies and procedures will be published on our website at http://www.assemblywales.org the search facility can be used to access an individual policy or procedure. 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 third Assembly are published at http://www.assemblywales.org/bus-home/bus-guide-docs-pub/bus-assembly-guidance.htm
Recruitment policy and vacancy details,	Information about working for the Assembly Commission together with details of current vacancies can be found at http://www.assemblywales.org/gethome/get-working/recruitment.htm
Code of Practice on Public Access to Information, Code of Practice on Complaints	The Code of Practice on Public Access to Information and The Code of Practice on Complaints are published on the Assembly web site.

Lists and registers	
Examples of information	Availability
Register of Members Interests	Section 36 of the Government of Wales Act 2006 and Standing order 31 require the National Assembly to maintain and publish a Register of Members Interests of Assembly Members. This is available at http://www.assemblywales.org/memhome/mem-register.htm
Capital asset register	
Register of gifts received by the Presiding Officer and the Deputy Presiding Officer.	The register of gifts is published on the Assembly website and can be accessed at http://www.assemblywales.org/abthome/abt-foi.htm . The register will be updated quarterly.
Disclosure log	The Disclosure log is published at http://www.assemblywales.org/abthome/abt-foi.htm

The services we offer	
Examples of information	Availability
Education packs for schools	The Learning Zone of the Assembly web site provides a range of information for use by the education sector.
Visiting the Assembly 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.assemblywales.org/gethome.htm
Information for journalists	A media information pack is published at http://www.assemblywales.org/newhome/new-mediapack.htm
Media press releases	Current and archived press releases are published at http://www.assemblywales.org/newhome.htm
Events calendar	A calendar of business and events is published at http://www.assemblywales.org/gethome/calendar.htm
Information about the Senedd	A wide range of information about the Senedd is published at http://www.assemblywales.org/sen-home.htm

