

Information Guide

September 2021



Introduction

From 6 May 2020 the Assembly became the Welsh Parliament, commonly known as the Senedd.

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. Senedd Cymru (Senedd) 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 Senedd 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 Senedd is not covered by the [Environmental Information Regulations 2004](#). However, if a request is made for such information via the information-request@senedd.wales mailbox, we may consider making a disclosure.

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What information do we need to publish?

The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme set out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

This guide to information, specifies what information we publish and how it is available, for example, online or by contacting us and our schedule of fees (saying what we charge for information).

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 Senedd 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 [Re-using Public Sector Information](#).

The guide covers only the information held by the Senedd, 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 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.

Senedd Cymru

Senedd Cymru (the Senedd) consists of the 60 Members of the Senedd elected by the people of Wales. The Senedd is responsible for approving most public expenditure in Wales, for scrutinising the actions of the Welsh Government and for holding it to account. It also has the power to formulate legislation (known as Bills) in areas that are not reserved to the UK Parliament by the Government of Wales Act 2006 (as amended by the Wales Act 2017).

The Senedd Commission

The Senedd Commission consists of Y Llywydd and four other Senedd Members, known as Senedd Commissioners. The Senedd Commission must provide to the Senedd, or ensure that the Senedd is provided with, the property, staff and services required for the Senedd's purposes.

This Scheme refers to the information which we publish or intend to publish. It specifies: <https://senedd.wales/commission/access-to-information/publication-scheme-freedom-of-information-act-2000-section-19/>

Further information about the Senedd and the Senedd Commission is available at <https://senedd.wales/senedd-business/>
<https://senedd.wales/commission/>

How to find information

Information made generally available by the Senedd 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; and
- 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 Senedd.

Language

Information will be published in accordance with the Senedd's 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 <https://senedd.wales/senedd-business/> and the other in Welsh <https://senedd.cymru/busnes-y-senedd/>. 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 Senedd website. Documents are often available in hard copy and should be requested via the Senedd 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 Senedd 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. 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 Welsh Parliament 2021 Copyright.

Material, other than the Senedd 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 Welsh Parliament and the title of the document specified.

Other information about Welsh Parliament copyright can be obtained from the Senedd 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 Senedd 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**
- Fax: **01625 545 510**
- Email: casework@ico.org.uk
- Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Who we are and what we do

Information about how the Senedd is elected, the difference between the Senedd and the Welsh Government, how the Senedd works and what its powers and responsibilities are:

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

Availability

The Senedd website has a section titled 'Senedd Commission,' this section provides a number of links to pages which contain the information detailed in this class. <https://senedd.wales/commission/>

The website has a section titled 'Senedd Business' which contains links to Plenary and Committees information <https://senedd.wales/senedd-business/>

A virtual tour allows you to explore the Senedd and is available at <https://senedd.wales/visit/things-to-do/virtual-tour/>

Senedd Research

Senedd Research provides confidential and impartial research support to the Senedd's scrutiny and legislation committees, and to all 60 individual Members of the Senedd and their staff. Where appropriate, Senedd Research 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 Senedd business.

Further information including copies of research papers is available at <https://research.senedd.wales/>

Members of the Senedd biographies and contact details

Information about Members of the Senedd is available at <https://senedd.wales/find-a-member-of-the-senedd/>

Contact details for the Senedd

Contact details are available on our website at <https://senedd.wales/help/contact-us/> 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 Senedd Commission's page of the Senedd website. <https://senedd.wales/commission/commission-publications/?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 Members of the Senedd is published on the Senedd website at <https://senedd.wales/how-we-work/about-members-of-the-senedd/members-pay-and-expenses/>.

Details regarding the expenses paid to Members of the Senedd are published at <https://allowances.assembly.wales/>

Salary scales and policies relating to allowances and expenses for the staff of the Senedd Commission

Information regarding the employment terms for staff is published on the Senedd website at <https://senedd.wales/commission/work-for-the-senedd-commission/>

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 Senedd's website at <https://senedd.wales/commission/our-procurement-values/how-to-bid-for-a-welsh-parliament-contract/>

Internal financial regulations

Information on internal procedures is available on request.

What are our priorities and how are we doing?

The Senedd Commission and Strategy for the Sixth Senedd term

The strategy is available on the web site at <https://senedd.wales/commission/commission-publications/>

Annual Report of the Senedd Commission

The Annual Report is published in July, the latest report is available at <https://business.senedd.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 latest Equality Report is published on our website at <https://senedd.wales/commission/work-for-the-senedd-commission/diversity-and-inclusion-at-the-commission/annual-reports-and-diversity-data/>

Corporate Performance Reports

The Senedd Commission publishes a Corporate Performance Report. Red, Amber, Green (RAG) statuses are used to convey performance achievement in a simple manner, accepting the need for a degree of subjectivity.

From September 2017 the Corporate Performance Report has been published in the Senedd Commission Annual Report. Freedom on information statistics are captured within this report.

How we make decisions?

Business notices

Business notices, agendas and papers are published on the Senedd website at <https://senedd.wales/senedd-business/>

Transcripts of Senedd Plenary and Committee meetings

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

Transcripts of Plenary meetings are initially published in the language spoken with a transcription of the simultaneous interpretation where Welsh is spoken. A draft version is published on a rolling basis and it starts to appear about an hour after the start of Plenary. It is updated every quarter of an hour.

The Record of Proceedings itself is published online within 24 hours and includes links to the full voting results, to Members' biographies and to Senedd TV. There is also functionality to share individual contributions from Members on social media and options to copy as plain text for ease of printing.

The fully bilingual final version, with all contributions given in both languages, is published within three working days. Answers to Oral Questions not reached in Plenary meetings are published within 24 hours.

<https://senedd.wales/senedd-business/plenary/>

Transcripts of committee meetings are made available in draft form within three to five working days, with a final version published within 10 working days.

Committee transcripts include the Welsh to English interpretation broadcast during the meeting, but English contributions are not translated into Welsh.

<https://senedd.wales/senedd-business/committees/>

Documents laid before the Senedd and Statements of Opinion tabled by Members of the Senedd

Documents laid before the Senedd and Statements of Opinion are published at <https://senedd.wales/senedd-business/documents-papers-and-reports/>

Progress of Legislative Competence Orders and Senedd Bills

Information about Legislative Competence Orders and Senedd Bills is published at <https://senedd.wales/senedd-business/legislation/>

Committee agendas and papers

Information regarding current and past committees is published at: <https://senedd.wales/senedd-business/committees/>

Petitions

A Petition is a way of asking the Senedd to consider any issue, problem or proposal that the Senedd has the power to do something about. Further information is available at <https://senedd.wales/senedd-business/petitions/>

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 meetings are published on the Senedd website:

[https://business.senedd.wales/ieListMeetings.aspx?CommitteeId=258&\\$LO\\$=1](https://business.senedd.wales/ieListMeetings.aspx?CommitteeId=258&LO=1)

Our policies and procedures

Current written protocols, policies and procedures

Some policies and procedures will be published on our website at

<https://senedd.wales/commission/senedd-commission-policy/>

Other documents may only be available in hard copy and requests should be made via the information line.

The Standing Orders of the Senedd

The Standing orders of the Sixth Senedd are published at

<https://senedd.wales/senedd-business/conduct-rules-and-guidance/>

Recruitment policy and vacancy details

Information about working for the Senedd Commission together with details of current vacancies can be found at <https://senedd.wales/commission/work-for-the-senedd-commission/>

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

The Code of Practice on Public Access to Information

<https://senedd.wales/commission/access-to-information/code-of-practice-on-public-access-to-information/> and the Code of Practice on Complaints is

published on the Senedd's website <https://senedd.wales/help/complaints/>

Lists and Registers

Register of Members Interests

Section 36 of the Government of Wales Act 2006 and Standing order 2 require the Senedd to maintain and publish a Register of Members Interests of Senedd Members. This is available at <https://senedd.wales/senedd-business/register-of-members-interests/>

A register of gifts received by the Llywydd and the Deputy Presiding Officer is published at <https://senedd.wales/senedd-business/llywydd/register-of-gifts-hospitality-received-presiding-officer-and-deputy-presiding-officer/>

Disclosure log

The Disclosure log provides details of the information released in response to requests made under the Freedom of Information Act. The Log is published at <https://senedd.wales/commission/access-to-information/disclosure-log/>

The services we offer

Education and Youth Engagement

The Education and Youth Engagement service provides a wide variety of information to be used by the education sector.

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

Information about guided tours and the holding of events at the Senedd can be found on our web site at <https://senedd.wales/visit/education-and-youth-engagement/visits/>

Information for journalists

Media Frequently Asked Questions (FAQs) are published at <https://senedd.wales/media/media-faqs/>

Media press releases

Current and archived press releases are published at <https://senedd.wales/senedd-now/news/>

Events calendar

A calendar of business and events is published at <https://business.senedd.wales/mgCalendarMonthView.aspx?umbraco=1>

Information about the Senedd

A wide range of information about the Senedd is published at <https://senedd.wales/visit/>