



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

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# The Welsh Language Commissioner's Publication Scheme

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# Background

The principal aim of the Welsh Language Commissioner, an independent body established under the Welsh Language Measure (Wales) 2011, is to promote and facilitate the use of Welsh. This entails raising awareness of the official status of the Welsh language in Wales and imposing standards on organisations. This, in turn, will lead to the establishment of rights for Welsh speakers.

Two principles will underpin the work:

- In Wales, the Welsh language should be treated no less favourably than the English language
- Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so

Contact Details:

- Tel: 0345 6033 221
- Email: [post@welshlanguagecommissioner.wales](mailto:post@welshlanguagecommissioner.wales)
- Website: [welshlanguagecommissioner.wales](http://welshlanguagecommissioner.wales)

Welsh Language Commissioner  
Market Chambers  
5-7 St Mary Street  
Cardiff CF10 1AT

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# 1 The Welsh Language Commissioner's Publication Scheme

- 1.1 Our commitment is to be transparent and open about the work we do and how we spend public money.
- 1.2 Under section 19(1) of the Freedom of Information Act, the Welsh Language Commissioner as a body funded by Welsh Ministers is required to adopt and maintain a publication scheme setting out the classes of information we hold, the format in which we intend to publish the information and whether or not a charge will be made for the information.
- 1.3 The Welsh Language Commissioner has formally adopted the [ICO's model publication scheme](#) which sets out the seven classes of information which should be published by public bodies.
- 1.4 The table below sets out the seven classes of information and the available information that the Commissioner publishes in each class, where to find the information and how to obtain it.
- 1.5 There is no charge for information published on our website. If you require a paper copy of the information on our website please contact us.
- 1.6 The publication scheme will be maintained and updated by the Welsh Language Commissioner.
- 1.7 If you wish to make a request for information that is not available via our publication scheme, you may submit a Freedom of Information request by writing to the address above. Please note that we may be unable to provide some information if it is protected under the Data Protection Act or an exemption of the Freedom of Information Act and documents may be redacted accordingly.

## Publishing datasets for re-use

- 1.8 The Commissioner must publish, under its publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.
- 1.9 If the dataset or any part of it is a relevant copyright work and the Commissioner is the only owner, the Commissioner must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.
- 1.10 The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.
- 1.11 The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright

work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

## 1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Information	Location
Roles and responsibilities	Strategic Plan
Organisational structure	Organisational structure
Information relating to the legislation relevant to functions	Welsh Language (Wales) Measure 2011 Enforcement Policy Regulatory Framework Our work
Senior Executive and Management Board Members	The Commissioner Management Team Annual Report
Location and contact details	Contact us

## 2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Information	Location
Financial statements, budgets and variance reports	Annual Estimate Annual Report
Details of spending over £25,000	Sell2Wales (tenders over 25,000)
Details of contracts and tenders worth over £10,000	Contact us
Details of government procurement card spend over £500	Contact us
Capital programme	Annual Accounts Annual Report Annual Estimate
Spending reviews	Contact us
Financial audit reports	External Auditors Annual Statement in the Annual Accounts
Senior staff and board member’s allowances and expenses	Annual Accounts
Pay and grading structures	Annual Accounts
Procurement Procedures	Tendering Policy
Financial statements for project and events	Contact us
Internal Financial regulations	Contact us

### 3. What are our priorities and how are we doing?

Strategy and performance information, plans, assessments, inspections and reviews.

Information	Location
Strategic plans	Strategic Plan
Annual business plan	Contact us
Annual report	Annual Report
Internal and external performance reviews	Contact us
Inspection reports	Contact us
Privacy impact assessments	Contact us

### 4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Information	Location
Major policy proposals and decisions	Consultations
Background information relating to major policy proposals and decisions	Contact us
Public consultations	Consultations
Minutes of senior level meetings	Contact us

### 5. Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

Information	Location
Policies and procedures for the conduct of departmental business	Policies on our website
Policies and procedures for the provision of services	Corporate Complaints Procedure
Policies and procedures for the recruitment and employment of staff	Contact us
Records management and personal data policies	Contact us

## 6. Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Information	Location
Disclosure logs	Contact us
Register of gifts and hospitality provided by Audit and Risk Committee Members, Advisory Panel Members and Senior Staff	Contact us

## 7. Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information	Location
Regulatory responsibilities	Pages on the website Your Rights
Leaflets, booklets and newsletters	Publications
Advice and guidance	Pages on the website
Media releases	News / publications