The Welsh Language Commissioner’s Publication Scheme
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
- Website: welshlanguagecommissioner.wales

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

1.1 The Welsh Language Commissioner has produced this Guide to complement the Model Publication Scheme developed by the Information Commissioner’s Office under Section 19 of the Freedom of Information Act 2000. The Model Publication Scheme, along with this Guide, are available on the Welsh Language Commissioner’s website: welshlanguagecommissioner.wales

2 Categories of Information

2.1 The information is grouped according to the categories listed in the Model Publication Scheme. We aim to publish the majority of necessary information on our corporate website.

Publishing datasets for re-use

2.2 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.

2.3 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.

2.4 The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

2.5 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”.

Who we are and what we do

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

2.6.1 Information regarding the role and responsibilities of the Welsh Language Commissioner, its organisational structure and the legislative basis of its activities can be found on the corporate website.

2.6.2 For further information see the Welsh Language (Wales) Measure 2011 on the website.

2.6.3 Location and contact details for the Welsh Language Commissioner’s office in
Cardiff can be found in the ‘Contact’ section of the website.

**What we spend and how we spend it**

2.7 Financial information relating to projects and actual income and expenditure, procurement, contracts and financial audit.

2.7.1 The Financial Reports of the Welsh Language Commissioner for every year up to 31 March will appear on the website in August of that year. A hard copy of the full accounts is available by contacting post@welshlanguagecommissioner.wales

2.7.2 Copies of the Welsh Language Commissioner’s annual financial estimates appear on the website.

2.7.3 Copies of the expenses manual; the ‘Welsh Language Commissioner : Procedures for Purchasing Goods and Services’; along with the details of any contracts awarded are available by contacting post@welshlanguagecommissioner.wales

2.7.4 A list of the tenders which are open to suppliers, as well as tenders which will be advertised in the near future are available by following the ‘Tenders’ link at the bottom of the website’s home page.

2.7.5 Details of the hospitality and expenses claimed by the Welsh Language Commissioner are updated quarterly and are available on the website.

**Our priorities and how we are performing**

2.8 Strategies and plans, performance indicators, audits, inspections and reviews.

2.8.1 The Welsh Language Commissioner’s strategic priorities are outlined in the Strategic plan for 2018-21, a copy of the Strategic Plan is available in the ‘Reports, guides and publications’ section of the website.

2.8.2 Copies of the Welsh Language Commissioner’s Annual Reports are available in the ‘Reports, guides and publications’ section of the website.

**How we make decisions**

2.9 Decision making processes and records of decisions. Processes concerning decision making, internal criteria and procedures, consultations.

2.9.1 A copy of the Welsh Language Commissioner’s Governance Statement is available in the ‘Reports, guides and publications’ section of the website.

2.9.2 A copy of the Management Team’s Terms of Reference is available in the ‘Reports, guides and publications’ section of the website.

2.9.3 A copy of the Audit and Risk Committee’s Terms of Reference is available in the ‘Reports, guides and publications’ section of the website.
2.9.4 A copy of the Welsh Language Commissioner’s Advisory Panel Terms of Reference is available in the ‘Reports, guides and publications’ section of the website.

2.9.5 The Commissioner’s consultations are also available on the website. It’s also possible to find the Commissioner’s response to other organisations’ public consultations on the website.

Our Policies and Procedures

2.10 Current written protocols, policies and procedures for delivering our services and responsibilities.

2.10.1 Copies of the Publication Scheme and the Model Publication Scheme are available in the ‘Reports, guides and publications’ section of the website. Instructions on how to make a request for information under the Freedom of Information Act 2000 can be found in the Commissioner’s Policy, found in the ‘Reports, guides and publications’ section of the website.

2.10.2 Details of job vacancies with the Welsh Language Commissioner will be published on the ‘Jobs’ page on the website footer.

2.10.3 The Commissioner’s Complaints Procedures and a Complaints Form can be found by clicking on the ‘Complain’ icon on the website’s homepage.

2.10.4 The Commissioner’s Enforcement Policy can be found on the website.

2.10.5 If you want to complain about maladministration or lack of service on the part of the Welsh Language Commissioner’s officers, further information is available in the ‘Welsh Language Commissioner’ section of the website or by contacting post@welshlanguagecommissioner.wales

Lists and Registers

2.11 Information kept in registers required by law and other lists pertaining to the roles of the authority.

2.11.1 An electronic copy of the Welsh Language Commissioner and the Deputy Commissioner’s register of interests is available in the ‘Commissioner’ section of the website. An electronic copy of the Gifts Register is available by contacting post@welshlanguagecommissioner.wales

The services we offer

2.12 Information about the services we currently provide including leaflets, guidance and newsletters produced.

2.12.1 Details of all the services offered by the Welsh Language Commissioner can be found on the Welsh Language Commissioner website.

2.12.2 The Public Information section of the website contains information for Welsh
language users who want to understand more about the status of the Welsh language in Wales, their freedom to use Welsh and any rights they have as Welsh language standards are introduced.

2.12.3 The Information for Organisations section of the website contains information for organisations about their duty to use the Welsh language. There is information about the Welsh language standards - the process of setting, implementing and how the Commissioner enforces them. The section also contains information to organisations operating Welsh language schemes.

2.12.4 A range of documents, including information booklets and leaflets published by the Welsh Language Commissioner, are available in the ‘Reports, guides and publications’. Hard copies will also be published. Advice documents for public organisations, private companies and third sector organisations are available in the ‘Reports, guides and publications’ section.

2.12.5 Further advice for private companies and third sector organisations on the Welsh Language Commissioner’s “Hybu” site.

2.12.6 The Welsh Language Commissioner's news releases can be viewed by following the 'News' link on the homepage.

2.13 Generally, the categories of information will not include:

- Information which is prohibited by legislation from disclosure, or can properly be withheld under the exemptions set out in the Freedom of Information Act 2000
- Information in draft form
- Information that is no longer easily available as it is in archived files, or is difficult to reach for similar reasons.

3 Welsh Language Commissioner Publication Scheme and Copyright

3.1 Information available through this scheme is protected by copyright unless otherwise stated. Generally speaking, material may be reproduced for personal or in-house use without requiring formal permission and free of charge. Material may not be reproduced for sale or for other commercial purposes. If you copy any of the copyright information available through this scheme, or distribute it to others or republish it, you must identify the source of the material and acknowledge its copyright status.

3.2 Permission to reproduce material protected by Welsh Language Commissioner Copyright does not extend to any material on the website identified as copyright material of a third party. Authorisation to reproduce such material must be obtained from the relevant copyright holders. If you wish to enquire about other material, or if you are in any doubt, further information and guidance notes on publishing and copyright is available from the National Archives.
4 Contact Details

4.1 We wish our Publication Scheme to meet your needs. The Welsh Language Commissioner welcomes suggestions for other information that could be included in the future - along with suggestions on how the published information might be made available to you more easily.

4.2 Questions or comments about this Scheme should be sent by contacting post@comisiynyddgymraeg.wales