

Arts Council of Wales

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# A Guide to Information

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Cyngor Celfyddydau Cymru  
Arts Council of Wales



Noddir gan  
Lywodraeth Cymru  
Sponsored by  
Welsh Government



Arts Council of Wales is committed to making information available in large print, braille, audio, Easy Read and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.

Arts Council of Wales operates an equal opportunities policy.

## A Guide to Information

### Introduction

This is a guide to the kinds of information routinely published by The Arts Council of Wales and readily available to the public through either our website or offices. It describes the information according to the type of information (classification), the format it is available in (for example, printed document, online or in alternative formats such as Braille) and whether there is a charge for the information. It is not a list of actual publications, since this will change as more material is made available, rather it is a description of the classes or types of information we intend to publish.

The Information Commissioner has produced the Model Publication Scheme that accompanies this guide, in accordance with the requirements of Section 19 of the Freedom of Information Act 2000 (FOIA). The Act promotes greater openness and accountability across the public sector by providing a general right of access to all types of information held by public authorities, including The Arts Council of Wales. It sets out exemptions from that right and places a number of obligations on us, which includes a duty to produce a Guide to Information.

The purpose of the Publication Scheme and this guide is to ensure a significant amount of the information we hold is already publicly available, without the need for a specific information request under the FOIA. Publication Schemes are intended to encourage organisations to publish more information pro-actively and to promote a culture of openness.

### Classes of Information Published

Our objective is to publish as much information as possible. This information has been grouped into the classes listed in the Model Publication Scheme.

## 1 Who we are and what we do

This section contains information about our organisation, locations and contacts, and constitutional and legal governance.

### **Legislative Framework + Governance Structure**

Our remit and objectives are set to a certain extent by legislative action. This class contains the documents chronicling this legislation since the transfer of responsibility for the organisation from the Welsh Office to the National Assembly of Wales in 1999. For example: Royal Charter; Framework Document; Lottery Directions; Code of Best Practice; Complaints Procedure; Remit Letter from the Welsh Government; Freedom of Information; Data Protection.

## 2 What we spend and how we spend it

This section contains financial information relating to projected and actual income

### **Financial Resources**

For example: Audited Accounts; Remit Letter from the Welsh Government

### **Annual Reports**

Annual Reports and figures

### **Details of grants awarded**

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

This section contains strategy and performance information, plans, assessments, and reviews

### **Plans and Strategy**

Our strategic planning and development processes.

For example: Corporate plan; Operational Plan; Strategic Equality Plan

## 4 How we make decisions

This section contains information on policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

### **Meetings**

For example: Agendas and minutes for Council meetings are available for the last 12 months.

### **Consultation Documents**

## 5 Our policies and procedures

This section contains information on our current written protocols for delivering our functions and responsibilities

### **Funding advice and guidance**

Information regarding our funding to support all aspects of the arts in Wales.  
For example: Guidelines; FAQ; Annual Survey of APWs; Capital Grants Guidance; Standard Conditions of Grants, Wales Arts International

### **Human Resources**

Policies and procedures can be requested via direct application to the [hr@arts.wales](mailto:hr@arts.wales)

## 6 Lists and registers

This section contains information held in registers required by law and other lists and registers relating to our functions

### **Organisation and Structure**

Details of our current operational structures, including staff lists and the remit of Council and Committees.

For example: Contact Lists; Structure; List of Council Members; Role of Council

## 7 The services we offer

This section provides advice and guidance, booklets and leaflets, transactions and media releases, and a description of the services we offer.

### Services

For example: Collectorplan Membership and Organisation; Community Touring and the 'Night Out' Scheme, Wales Arts International.

### Design and Branding

The Arts Council of Wales' Brand guidelines

### Press releases and other announcements

### Publications & Research

### Events

### Cost and Format of Publications in the Publication Scheme

The Publication Scheme itself is available to the public free of charge, either as a downloadable document from our website, or in hard copy from

Bute Place  
Cardiff  
CF10 5AL

Tel: 0845 873 4900

SMS: 07797 800504

*(Messages charged at caller's standard network rate only)*

Information available under the Scheme is also available free of charge, unless otherwise stated. The majority of material referred to in our Scheme can be downloaded from our website, or alternatively, please email [Governance@arts.wales](mailto:Governance@arts.wales) to request a printed copy.

Requests for multiple hard copies are likely to incur a charge for the cost of retrieval, photocopying and postage. If your request does attract any charges we will inform you of this before undertaking the work.

Published, printed or electronic information and any other media that are available for sale will carry the published purchase price.

The Arts Council of Wales is committed to providing information in both Welsh and English. We will endeavour to provide information in other languages and formats such as Braille, upon request.

## **Copyright**

The Arts Council of Wales owns the copyright of the publications on its website except where it is stated otherwise. Our copyright material may be produced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted without formal written permission from ourselves. We reserve the right to make a royalty charge when multiple copies are to be made for commercial purposes. Users of publications where the Arts Council is not the copyright owner must respect the conditions stated by the copyright owner.

## **Accessing Information not included in the Publication Scheme**

From 1<sup>st</sup> Jan 2005, the public have the right under FOIA to request access to any information held by the Arts Council, not already available through its Publication Scheme. Subject to any exemptions that may be applicable, the Arts Council has a duty to provide this information within 20 working days of having received a written request for information.

Where requested information is subject to exemptions under FOIA, we may withhold the information and inform you of our reasons for doing so. If you wish to complain about information being withheld, please see the Section below entitled 'Review of a decision regarding non-disclosure of information'.

Requests for information not available through the Publication Scheme can be directed to [Governance@arts.wales](mailto:Governance@arts.wales) or:

Manager - Planning, Performance and Compliance  
The Arts Council of Wales,  
Bute Place,

Cardiff CF10 5AL

Further guidance on FOIA and making a request for information can be found on our website at [www.arts.wales](http://www.arts.wales). Alternatively, you may contact:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)  
Tel: 01265 545545

### **Review of a Decision Regarding the Non-Disclosure of Information**

The Arts Council of Wales operates a Complaints Procedure. If you feel that your request for information has not been dealt with properly, you may wish to make a complaint and our reply to your initial request will inform you of this process. Our Complaints Procedure can be downloaded from our website, and is also contained within the Code of Best Practice, also available from our website. Alternatively, please address your complaint in writing to:

The Chief Executive  
The Arts Council of Wales,  
Bute Place,  
Cardiff CF10 5AL

If you are not satisfied with the outcome of the Internal Review, you may then complain to the Information Commissioner at the address provided in the introduction to this Scheme.

### **Reviews**

Information contained within the Classes of the Publication Scheme may be updated as appropriate. Our Publication Scheme was first published in November 2002 and the Model Publication Scheme, together with this guidance document, are effective until further notice.

The Arts Council's Manager for Planning, Performance and Compliance is responsible for the day-to-day maintenance and operation of the Scheme.

Comments and suggestions regarding this guidance document are most welcome. Comments should be directed in the first instance to:

Manager - Planning, Performance and Compliance  
Arts Council of Wales,  
Bute Place,  
Cardiff CF10 5AL

[Governance@arts.wales](mailto:Governance@arts.wales)