



## **PUBLICATION SCHEME**

### **1. Introduction**

This is the Publication Scheme for the Boundary Commission for Wales, drawn up under Section 19 of the [Freedom of Information Act 2000](#).

#### **The Boundary Commission for Wales**

The Boundary Commission for Wales are a body constituted under the Parliamentary Constituencies Act 1986 which, as amended by the Boundary Commissions Act 1992, requires the Commission to keep the parliamentary constituencies in Wales under continuous review and periodically (every 8 to 12 years) to conduct a general review of all the constituencies at the same time. The Government of Wales Act 1998 also requires the Commission to review the five electoral regions of the National Assembly for Wales, as well as the number of members to be returned from each electoral region.

The Commission are currently undertaking their fifth general review. Following this review the work of the Commission will transfer to the Electoral Commission.

#### **Members**

The Speaker of the House of Commons is, ex-officio, Chairman of the Commission. The Deputy Chairman is a judge of the High Court, appointed by the Lord Chancellor, who presides over meetings of the Commission. There are two other Commissioners, one appointed by the Secretary of State for Wales, and the other appointed by the Deputy Prime Minister.

#### **Further information**

Further information about our Publication Scheme and Freedom of Information policy is available from the Commission at the address below.

Further information about Freedom of Information and Publication Schemes generally is available from the [Information Commissioner's Office](#). Details are shown in the Contact Points section at the end of the Scheme.

## **Responsibilities**

Mr Edward Lewis, Secretary to the Commission, is responsible for the scheme on behalf of the Commission.

Mr Steve Halsall is responsible for maintaining the scheme on a day to day basis.

Mr Lewis and Mr Halsall can be contacted at the address below.

## **The purpose and structure of the Publication Scheme**

The purpose of this Publication Scheme is to set out:

- i) The information we undertake to publish as a matter of course.
- ii) How this information will be published.
- iii) Whether the information is available free of charge or on payment.

The classes of information that the Boundary Commission for Wales commit to publishing are shown under headings listed in alphabetical order and are followed by a brief description of the information.

## **Exempt information**

In all cases, publications exclude any information which is protected under the exemptions specified in the Freedom of Information Act 2000. Where individual classes are subject to exemptions the main reasons are those of personal information under the [Data Protection Act 1998](#) and the protection of commercial interests.

## **Additional copies and formats**

Copies of this Scheme are also available in large print. The Scheme will also be published in Braille and/or audio-tape formats if required. The Scheme is published in English and Welsh and the Commission will consider requests for the scheme to be produced in other languages. Copies of the Scheme are available without charge from the Commission (address below).

## **2. Obtaining and locating publications**

The information in the classes we commit to publishing under this Scheme is available in several formats. All documents are available in hard copy and the majority are published electronically (as HTML web pages, and/or Adobe Acrobat PDF files and/or Word documents). Where information is not published electronically this is clearly stated under the relevant class.

Requests for copies of Boundary Commission for Wales publications should be directed to our Publications Centre as shown below. If you do not have full details of what you require, you should contact the Secretariat.

Contact details for the Commission are as follows:

Boundary Commission for Wales,  
Caradog House,  
1-6 St Andrews Place  
Cardiff  
CF10 3BE

Telephone: (029) 2039 5031  
Fax: (029) 2039 5250  
E-mail: [bcomm.wales@wales.gsi.gov.uk](mailto:bcomm.wales@wales.gsi.gov.uk)

### **For those with access to the Internet**

Electronic documents can be accessed directly from the web-site of the Boundary Commission for Wales. The address is: [www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)

To read PDF documents, you will need Adobe Acrobat Reader; this is freely available from the Adobe website: [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html)

## **3. Copyright**

All Commission publications are subject to Crown Copyright. Material may be reproduced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted. For other use or if in doubt, further information and guidance notes on publishing and copyright is available from

HMSO Licensing Division,  
St.Clements House,  
2-16 Colegate,  
Norwich  
NR3 1BQ

Telephone : (01603) 621000  
Website: [www.hmso.gov.uk/copy.htm](http://www.hmso.gov.uk/copy.htm)  
[www.hmso.gov.uk/guides.htm](http://www.hmso.gov.uk/guides.htm)

The outline maps published by the Commission are produced under licence from Ordnance Survey data and are also subject to Crown Copyright. Further details on the licensing arrangements can be obtained from

Ordnance Survey  
Central Government Copyright Licensing Team  
Ordnance Survey

Romsey Road  
SOUTHAMPTON  
SO16 4GU

Telephone: (023) 8079 2953  
e-mail: [centgov@ordsvy.gov.uk](mailto:centgov@ordsvy.gov.uk)

#### **4. Charging policy**

Under the Commission's Code of Practice on Public Access to Information we have a policy of no fee, or minimum fee, for the provision of information. Single copies of publications which are published directly by the Boundary Commission for Wales are therefore available free of charge. The Commission may wish to recover copying, postage and packaging costs where requests are made for multiple copies or for a number of publications.

#### **5. Classes of information we commit to publish**

*Please note that the Commission's Fifth General Review Report will be published by and will only be available from The Stationery Office.*

Highlighted items have not been published previously.

##### ***Background information and guidance***

##### **The Review of Parliamentary Constituencies in Wales**

Description: Background to the work of the Boundary Commission for Wales, the rules under which the Commission is required to operate and the procedures involved in reviewing parliamentary constituencies

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

##### ***Codes of Practice***

##### **Code of Practice for Commissioners**

Description: A code upholding public service values of impartiality, integrity, objectivity and accountability

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

## **Welsh Language Scheme**

Description: The Commission's scheme for giving effect to the principle that in delivering its services, the Welsh and English languages are treated on the basis of equality.

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

## ***Commissioners***

### **Register of Commissioners' interests**

Description: A register of companies, trusts, partnerships, non-profit making organisations (e.g. charities, housing associations) or public bodies to which a Commissioner may belong or hold an interest

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

## ***Local inquiry records and documents***

### **Inquiry statements, verbatim transcripts and Assistant Commissioners' reports**

Description: Statement on the purpose and conduct of the inquiry, verbatim transcripts of the proceedings and the report submitted by the Assistant Commissioner making his or her recommendations after analysing all the evidence presented

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

## ***Newsletters***

Description: Further information and guidance issued throughout the course of a general review of parliamentary constituencies

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

## ***Press Notices and News Releases***

Description: Notices appearing in local papers publicising the Commission's recommendations and announcing local inquiries, and more detailed explanations of the Commission's recommendations for the media and interested parties

Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]

Cost: None

Notes:

## ***Reports***

### **Annual Report**

Description: An annual report of the Commission's activities and expenditure during the previous year  
Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]  
Cost: None  
Notes:

### ***Review Publications***

#### **Provisional, revised, final and modified recommendations for parliamentary constituencies**

Description: Details of the Commission's recommendations and decisions for parliamentary constituencies and their accompanying maps, which are placed on deposit for inspection by interested parties, and which are published by means of Press Notices and News Releases  
Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]  
Cost: None  
Notes:

### ***Representations and submissions***

Description: The representations received from the political parties, local authorities, members of the public and other interested parties with regard the Commission's recommendations and decisions  
Availability: Post; Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]  
Cost: None  
Notes: Summaries of representations are available on the Website [[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)]. Copies of the representations are only available by post.

## **6. Contact points**

### **Publications**

Requests for copies of Boundary Commission for Wales's publications should be directed to:

Boundary Commission for Wales,  
Caradog House,  
1-6 St Andrews Place  
Cardiff  
CF10 3BE

Telephone: (029) 2039 5031  
Fax: (029) 20395250

E-Mail: [bcomm.wales@wales.gsi.gov.uk](mailto:bcomm.wales@wales.gsi.gov.uk)

## **Feedback, questions and further information**

### Publication Scheme

We want our Publication Scheme to meet your needs. We welcome suggestions for additional classes of information which might be included in future – also suggestions about how the published information might be made more accessible to you.

Any questions, comments or complaints about this Scheme should be sent to:

Mr Edward Lewis  
Secretary  
Boundary Commission for Wales,  
Caradog House,  
1-6 St Andrews Place  
Cardiff  
CF10 3BE

Telephone: (029) 2039 5031  
Fax: (029) 2039 5250  
E-mail: [bcomm.wales@wales.gsi.gov.uk](mailto:bcomm.wales@wales.gsi.gov.uk)

### Requests for Information

Information held by the Commission that is not published can be requested.

Requests should be sent to the address above.

### Complaints about the Commission

Complaints regarding the operation of this publication scheme or the provision of information should be made, in the first instance, to the Secretary of the Commission at the address above.

### The Information Commissioner

Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

Telephone: (01625) 545 745  
Fax: (01625) 524 510

E-mail: [mail@dataprotection.gov.uk](mailto:mail@dataprotection.gov.uk)  
[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)