

Print Room

7 March 2017

Request for Information.

Thank you for your request received on 27 January in which you asked for:

Under the Freedom of Information Act, I'd like to request details of quantities and prices of all orders submitted to the National Assembly print room by Welsh Assembly Members in each of the last three years.

The information provided in the table below are print and stationery requests made to the copy unit. The copy unit process requests that can be funded from an Assembly Members' office costs allowance or a central budget, combined figures are listed in the table. Items that can be funded from this central budget include letterheads, compliment slips, business cards, notepads and pre-printed envelopes. Pre-paid postage can only be used where applicable, for example to distribute a surgery notice relating to a specific date.

Requests such as newsletters and mailshots can be claimed for by Assembly Members' under the 'office cost allowance' and published on our [expenses database](#) (three months in arrears). The rules surrounding what Assembly Members' are entitled to claim for are contained within the '[Determination](#)'. As per section 1.3.3 below:

'Allowances will be paid or reimbursed only where the expense relates to a Member carrying out the duties of an Assembly Member. Claims must not be made for expenditure relating to party political activity.'

If you require instructions on how to search the database, we would be happy to send you some detailed instructions.



Bae Caerdydd
Caerdydd
CF99 1NA

Cardiff Bay
Cardiff
CF99 1NA

Ffôn/Tel: 0300 200 6544

E-bost/Email: Assembly-Accessstoinformation@Cynulliad.Cymru
Assembly-Accessstoinformation@assembly.wales

Period (financial year)	Print Requests		Stationery Requests
	Total Requests	Total cost	Total cost
Apr. 2014 – Mar. 2015	307	£8,993.27	£99,857.38
Apr. 2015 – Mar. 2016	311	£12,916.26	£127,502.24
Apr. 2016 – Feb. 2017	314	£12,862.21	£53,175.69
Total	932	£34,771.74	£280,535.30

For information, leading up to the Fifth Assembly election period in May 2016, additional printing orders were required as the Assembly Commission issued specific dissolution guidance for Assembly Members who were standing down and for those who were standing for re-election. Specific guidance included the handling of casework and the consent requirements associated with Data Protection Act 1998.

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at http://www.assemblywales.org/abthome/about_us-commission_assembly_administration/abt-foi/abt-foi-cop-pub.htm

If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

**Freedom of Information Manager
National Assembly for Wales**

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at <http://www.assembly.wales/en/help/contact-the-assembly/con-complaint/Pages/con-complaint-procedure.aspx>. Please advise me if you wish to receive a printed copy.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF