

Reference no.: 16-015

12 October 2016

Dear

REQUEST FOR INFORMATION – *Information relating to Amgueddfa Cymru's Annual Report*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your letter of 19 September 2016 in which you asked for the following information:

- a) *How much money is spent on producing an Annual Report, if any?*
- b) *How much money is spent on posting the Annual Report to organisations and Members of the Welsh Assembly?*
- c) *Are 2 individual Reports compiled, 1 in Welsh and 1 in English, or 1 single Report incorporating Welsh and English.*

In the clarifying email from your office dated 26 September 2016 your office confirmed that the request related to the financial year 2015/16.

Response

Please find below the Museum's response to your request.

- a) £2,100 was spent on producing an electronic Financial Report for 2015/16 (this includes £1,000 for translation).
- b) None – the document is publicly available on our website for downloading.
- c) The electronic Report is available as 2 separate reports, 1 in English and 1 in Welsh.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks
Director of Finance and Corporate Resources
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/.

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

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

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine Cabuts
Museum Secretary