



Llywodraeth Cymru
Welsh Government

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Operational Selection Policy (OSP)

Welsh Government 1997 – 2006

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1 Authority

- 1.1 The National Archives' Acquisition and Disposition policy statements published in 2000 (updated in 2007 as the Acquisition and Disposition Strategy¹) announced the intention of developing, in consultation with departments, operational selection policies across government. These policies would apply the collection themes described in the policy to the records of individual departments and agencies.
- 1.2 Operational selection policies are intended to be working tools for those involved in the selection of public records. This policy may, therefore, be reviewed and revised in the light of comments received from the users of the records or from archive professionals, the department's experience of using the policy, or as a result of newly discovered information. There is no formal cycle of review but we would welcome comments at any time. The extent of any review and revision exercise will be determined according to the nature of the comments received.
- 1.3 If you have any comments upon this policy, please email: archiveappraisalunit@wales.gsi.gov.uk
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CF10 3NQ

2 Scope

- 2.1 This Operational Selection Policy (OSP) covers the period from 18th September 1997 (the date of the Welsh Devolution Referendum) to 31st March 2006 and the passing of the Government of Wales Act 2006, establishing the Welsh Assembly Government as a separate entity. The OSP lists significant events and/or policies affecting Wales during this period to ensure that records relating to these moments in Welsh history are identified and preserved.
- 2.2 Following the establishment of the National Assembly, responsibility for a number of new functions was passed to the Assembly Government and new Welsh departments and agencies were set up. In addition, during the 9 years covered by this policy a number of formerly autonomous Welsh Government organisations were brought into the mainstream Welsh Assembly Government.
- 2.3 The responsibilities of the Welsh Government do not cover direct taxation, foreign policy, national defence and the maintenance of law and order (including the administration of justice). Selection of records relating to these functions is, or will be, covered by separate OSPs produced by The National Archives (TNA).
- 2.4 This OSP is not an exhaustive statement of all records that will be acquired but it is intended to provide a clear direction to those who are making review decisions.
- 2.5 The Government of Wales Act 1998 designated a new kind of public record – Welsh public records and this definition was amended by the Government of Wales Act 2006. Details of this can be found in Part 6 paragraphs 146-148 of that Act. **This does not include the records of the elected Assembly (Assembly Parliamentary Service (APS) which will not be covered by this Policy.**

¹ www.nationalarchives.gov.uk/information-management/projects-and-work/acquisition-disposition-strategy.htm

- 2.6 To avoid confusion due to the changes in name of the organisation immediately following the period covered by this OSP, and the subsequent divide between legislation and executive (becoming the National Assembly for Wales and the Welsh Assembly Government, respectively) the generic term “Welsh Government” will be used in the main body of this document. Further information about the various incarnations of the organisation between 1997-2006 can be found in Annex 1.
- 2.7 This policy only covers the paper records of the National Assembly for Wales for the years 1997 to 2006 in accordance with the ‘print to paper’ policy that applied for most public records created during this period.

3 Responsibilities of the National Assembly for Wales

3.1 By 1997, the Welsh Office had responsibility in Wales for ministerial functions relating to:

- Agriculture and fisheries
- Civil emergencies
- Health and personal social services
- Education including higher education
- Welsh language and culture
- Local government
- Housing
- Water and sewerage
- Environmental protection
- Land use, including town and country planning
- New towns
- Ancient monuments and historic buildings
- Roads
- Tourism
- Industry
- Certain matters affecting the careers service and activities of the Manpower Services Commission in Wales
- The operation of the European Development Fund in Wales
- Other European Economic affairs and regional planning in Wales
- Sport
- Countryside and nature conservancy
- Certain matters concerning the Training Agency in Wales
- Forestry.

3.2 After 1997 the following functions have been added to this remit:

- Devolved powers – the ability to make decisions as to how money provided by the Westminster government is divided for the Assembly’s functions. The Assembly had no powers to initiate primary legislation, until limited law-making powers were gained through the Government of Wales Act 2006.
- Reserved powers – There are some functions that remain the sole responsibility of the Westminster government. These include foreign policy, the armed forces and other defence matters, certain aspects of policing and immigration control and the raising of money through direct and indirect taxation.

4 Records Collection Policy (November 2012)

4.1 The National Archives' Records Collections Policy, section 3.1, outlines those themes which form the basis of The National Archives' appraisal and selection decisions. Of these themes, the following are of potential relevance to the work of the Welsh Assembly Government:

3.1.1 The principal policies and actions of the UK central government and English and Welsh Government.

Including:

- records illustrative of the process of developing government policy and legislation
- research and other key evidence upon which policy formulation was based, and records relating to the review and evaluation of policy
- records of the interpretation and implementation of policy and the law. This includes records which illustrate changes of direction or provide clarity on the main functions of government
- records which detail changes in the strategic functions and obligations of the UK and English and Welsh Governments, including treaties and international agreements
- records that illustrate the government's role in the management of the UK economy.

3.1.2 The structures and decision making processes in government.

Including:

- minutes and papers of management boards and other project or working groups across the public sector which have had a discernible impact on policy or events, or where there is likely to be public interest because of the costs involved, risks taken, or impact created
- records detailing the reform of the state's organizational structure, including changes in the machinery of government (the creation, merger or dissolution of departments or agencies) and constitutional arrangements
- records which are illustrative of constitutional relationships between the UK government and the devolved administrations, parliament, or the monarch
- records of commissions, tribunals and inquiries investigating decision-making by ministers and officials or making recommendations for changes in public policy.

3.1.3 The state's interaction with the lives of its citizens.

Including:

- Minutes, case files, datasets and other records which contain extensive information about the lives of individuals or groups, organizations and places, which contribute substantially to public knowledge and understanding of the people and communities of the UK
- records relating to individuals or national and international events of significant contemporary interest or controversy.

3.1.4 The state's interaction with the physical environment.

Including:

- records detailing the impact of government proposals or policies relating to the natural environment
- records illustrative of the property, rights and duties of the Crown and the UK and English and Welsh Governments as a landowner or tenant.

5 Themes for Selection

The themes listed below cover the all the functions of the Welsh government and include topics that were of particular significance during the period 1997 to 2006. The themes have been arranged in alphabetical order. As well as records created by the various Welsh government divisions, the records of Assembly Sponsored bodies which have subsequently been subsumed into the Welsh Government are included in this OSP.

An exception to this is the records of the 1997 referendum and the planning and setting up of the elected Assembly which are at the beginning.

5.1 Establishment of the National Assembly of Wales

- 5.1.1 The decision to hold a referendum to determine whether there would be a devolved government in Wales (and Scotland) was included in the Labour Manifesto for the 1997 election. The referendum was held on 18 September during the new government's first term. The result in Wales was very close. Although the major decisions concerning the holding of the referendum would have been determined in the Cabinet Office, there would have been considerable input from the Welsh Office and other Welsh organisations.
- 5.1.2 Pre-referendum planning. As the period between the electoral success of the Labour Party in 1997 and the announcement of a forthcoming referendum, there is unlikely to be a large amount of material discussing the organisation of the Referendum. Consideration should be given to the selection of files illustrating the major decisions. Routine papers should not be selected.
- 5.1.3 The Government of Wales Act (GOWA) 1998 set up the National Assembly and defined its functions and responsibilities. At that time there was no clear organisational division between the legislative and administrative branches of the Assembly. In deciding what papers should be kept covering the preparation and passage of the Act through Parliament, the TNA's Retention scheduling Number 12, Parliamentary Papers in Departments and Agencies (2004) should be used. Note that the lead department would have been the Cabinet Office but care should be taken that papers expressing the Welsh point of view should be selected. The desirability of ensuring that a full set of papers are lodged at the National Library of Wales (NLW) should be considered.
- 5.1.4 During the period covered by this OSP, two elections to the National Assembly for Wales have been held; the first in 1999, and then again in 2003. A form of proportional representation was introduced, with the majority of members being elected by a "first past the post" system and twenty seats by the Additional Member System. Records relating to discussions establishing this system should be selected. Routine records relating to methods of carrying out the elections need not be selected unless this is done in a substantially different way from previous general elections.
- 5.1.5 The Welsh Government was created after a referendum in 1997, and came into power in 1999. The Welsh Office was disbanded on 1 July 1999 when most of its powers were transferred to the National Assembly for Wales (NAfW). The National Assembly for Wales was to be more democratic, taking on the powers of the old Secretary of State for Wales and the various quangos that had sprung up in the 1980s and 90s. In July 2002, the Welsh Government established an independent commission, with Lord Richard (former leader of the House of Lords) as chair, to review the powers and electoral arrangements of the National Assembly in order to ensure that it is able to operate in the best interests of the people of Wales. The Richard Commission reported in March 2004. It recommended that the National Assembly should have powers to legislate in certain areas, whilst others would remain the preserve of Westminster. It also recommended changing the electoral system to the single transferable vote (STV) which would produce greater proportionality. Records should be selected to reflect these changes.

- 5.1.6 Records should also be selected that illustrate the development of relationship between the new administrative organisation and the elected Assembly. Any records held by the Welsh Government should be treated in the same way as Private Office papers. It has long been the custom in the Welsh Office and Welsh Government, only to select material related to Acts dealing wholly with Welsh issues or where there is a significant Welsh content in general Acts.
- 5.1.7 The Role of the Secretary of State for Wales and the Wales Office. Although devolution meant that the Secretary of State no longer had a dedicated department, the office remained in existence. Its function is to ensure that the interests of Wales are taken into account by the UK government, and is responsible for overseeing the passage of Wales-only legislation through Parliament. The records of the Wales Office are public records but are no longer administered by Welsh Government. Any that are held by Welsh Government should be treated in the same way as Private Office papers (see TNA guidance).
- 5.1.8 Current TNA guidance concerning the selection of Parliamentary papers is covered by Operational Selection Policy OSP 12, Records of the Central Direction and Oversight of Government Policy and Programmes, 1970-2000, which states that it is the responsibility of individual departments to reach decisions on background papers. It has long been the custom in the Welsh Office and Welsh Government, only to select material relating to Acts dealing wholly with Welsh issues or where there is a significant Welsh content in general Acts. (See also OSP 35 paragraph 3.3 for records of Parliamentary Committees.)
- 5.1.9 Following the establishment of the National Assembly for Wales, concordats were agreed between the Assembly and major government departments. This exercise was managed by the Cabinet Office and it is likely that records relating to this subject will be taken from that source. However, consideration should be given to providing copies of background information to NLW. The text of the concordats was published and NLW should hold a copy.
- 5.1.10 It is possible that there are papers relating to the internal organisation of the elected Assembly. These should be selected except where they deal with purely routine matters.
- 5.1.11 Following the referendum, plans were instigated to determine a home for the elected Assembly. A number of different locations were considered and it was decided that the Assembly should use Crickhowell House as offices and a temporary debating chamber. In 1998, the Secretary of State for Wales announced a competition for the design of a permanent Senedd building. This was won by Richard Rogers and a final design was approved in 2001, work started on the building in 2003 and was opened by the Prince of Wales on 1 March 2006. Files relating to these decisions will be selected, as will files relating to estimates of cost, actual costs. Copies of the final and draft plans should be kept and if possible a photographic record of the building. A scale model of an early design was made and this should be kept.
- 5.1.12 During the period covered by this OSP Welsh Government did not have the ability to pass major legislation in its own right. It is however required to authorise legislation made by the Westminster Parliament and is able to determine the timing of the implementation of such Acts. Most cover both England and Wales but there are some that are relevant to Wales alone. In Acts where responsibility for the function has been passed to the Assembly, it is generally specified that powers given to the secretary of state are delegated to the Assembly. When identifying records for selection, papers dealing with these aspects should be selected. This would include briefing papers and papers which illustrate Welsh reactions to the legislation. Papers relating to purely Welsh legislation should follow general TNA guidelines. Copies of papers printed and published by the Westminster Parliament should not be selected, and nor should duplicates of papers produced by the elected Assembly. These will be dealt with by the producing organisations.

5.2 Government of Wales Act 2006

- 5.2.1 The Richard Commission was set up by the Secretary of State for Wales in 2002 to review the powers of the Assembly and the adequacy of its electoral arrangements. It was published in 2004 and following a consultation and debate, the Government published the white paper, **Better Governance for Wales** in 2005. Minutes and papers produced by the Richard Commission were transferred to the Assembly Parliamentary Service (APS)² in May 2007 as part of the separation between The National Assembly for Wales, which is the legislature comprising the 60 Assembly Members, and The Welsh Assembly Government, which is the executive comprising the First Minister, Welsh Ministers, Deputy Welsh Ministers and the Counsel General. Welsh Government is not the prime source; however any information held will be passed to TNA.
- 5.2.2 A new Government of Wales Bill was introduced into Parliament in December 2005 and received royal assent in June 2006. It gave the Assembly enhanced legislative power and introduced a legal separation between the legislative and executive. It also banned candidates standing for both the National Assembly and the Westminster Parliament. The National Assembly Government was formally established following the Assembly election in 2007.
- 5.2.3 Welsh public records created by the former National Assembly for Wales, Assembly Parliamentary Service (APS), that predate the May 2007 creation of the new parliamentary bodies were transferred from Welsh Government to the National Assembly for Wales Commission (NAWC). These records date from 1999 to 2007.
- 5.2.4 TNA recommended that there should not be a transfer of ownership/copyright for these public records from Welsh Government to the National Assembly of Wales Commission (NAWC). A Memorandum of Understanding is in place which allows the NAWC use of these pre-2007 public records and for the management and maintenance of these records as a condition of stewardship on the Crown's behalf. All matters of disposal of these pre-May 2007 records are the responsibility of the Welsh Government Departmental Records Officer. Records created by the National Assembly of Wales Commission post May 2007 are designated as non-Welsh public records bodies under the Government of Wales Act 2006.

5.3 Agriculture and Fisheries

This theme is covered by s.3.1.1 and s.3.1.4 of TNA's Records Collection Policy (2012) in relation to the principal policies and actions of the [...] Welsh Government and the state's interaction with the natural environment.

- 5.3.1 Section 5.2 of OSP 7 The Welsh Office 1965-1997 contains guidance on agricultural records. Guidance on the subjects contained in this section still stand and also applies to records dating from 1997-2006.
- 5.3.2 Relations with the European Community; changes in the Common Agricultural Policy and subsequent implementation. Records dating from 1997 to 2006 should be passed on to TNA.
- 5.3.3 Grant programmes (OSP 7 paragraph 5.2.3 which still applies during the period covered by this OSP). Use the same criteria for selection as before – policy papers concerning major changes should be selected. Papers relating to individual grants are not needed.
- 5.3.4 Schemes for encouraging the diversification of Welsh farming should be considered for selection though the records of individual schemes are unlikely to be selected. The possibility of depositing locally should be considered.

² Now National Assembly for Wales Commission (NAWC)

- 5.3.5 Fishing – records relating to the imposition of quotas, particular notice of reports of reactions of the fishing community; conservation of fish stock should be selected. These issues are likely to result in the production of statistics. The South Wales Sea Fisheries Committee (SWSFC) (see Annex 3) and North Wales Sea Fisheries Committee (see Annex 4) transferred into Welsh Government in April 2010, but brought legacy files from the period covered by this OSP. These files were previously transferred to West Glamorgan Record Office in Swansea and Lancashire Records Office in Preston. Files should continue to be transferred to these bodies to ensure that collections are kept together. Guidance has been given by TNA concerning published statistics. Unpublished statistics and databases supporting them should be considered for permanent preservation.
- 5.3.6 Schemes to introduce environmentally friendly and organic farming methods should be considered. Policy decisions should be selected. Individual schemes need to be judged on their own merits. Those where the initiative lies wholly within Wales should be selected. There is no need to select schemes which were originally developed elsewhere in the United Kingdom.
- 5.3.7 DEFRA is taking the lead on the introduction and development of genetically modified (GM) crops and the main records will be taken from that source. However, it is likely that their cultivation will be introduced into Wales if this has not already taken place. Records relating to the discussions concerning the ethical issues concerning this introduction, the first experiments in this field and any procedures developed for their introduction should be selected. It is unlikely that there will be a need to continue this once GM crops have become established.
- 5.3.8 Animal health and welfare including the continued effects of the 1986 explosion at the Chernobyl power station and the monitoring of the use of pesticides is covered by section 5.2.5 of OSP 7.
- 5.3.9 The Tir Mynydd scheme has operated since the war and is designed to compensate hill farmers for the costs of producing in areas of poor soils, harsh weather and high rainfall. Similar schemes operated in other parts of the UK, and are likely to be sponsored by the European Union. It is proposed to end or reduce payments under the scheme from 2007. It is not apparent that similar decisions were taken concerning the grant in England or Scotland, though the European Commission is considering the whole question. Records relating to the abolition of and changes to the scheme should be selected.
- 5.3.10 Foot and mouth outbreak in 2001 resulted in large numbers of cattle and sheep being slaughtered. Following the culling of livestock, affected farmers claim compensation. Files dealing with the establishment of regulations and procedures when making claims should be selected. There were rumours of cases of deliberate infection of animals so that compensation could be claimed. These were not substantiated but records relating to any investigations should be selected.
- 5.3.11 The Forestry Commission Wales is responsible for managing the various forests that belong to Welsh Government. It works closely with the Department for Rural Affairs and gets most of its funding from that source. The Forestry Commission is responsible for the administration of its own records. Files relating to policies agreed between Welsh Government and the Forestry Commission will be selected. The records will be the responsibility of the Forestry Commission. Records covering grant case files will not be selected but the Welsh Government will need to retain these grant records for some considerable time under legislative requirements as proof of land purchases. Those relating to specific initiatives should be considered for selection.
- 5.3.12 The Woodland Grant Scheme was set up by the Forestry Commission in Wales, around 2001 to provide grants to people wishing to create and manage woodland throughout the UK. In 2006, a new scheme, Better Woodlands for Wales, was introduced covering that country. This has an enhanced environmental content. Records relating to the creation and development of the new scheme should be selected.

- 5.3.13 Anthrax outbreaks in Wales – Anthrax outbreaks are relatively rare. Two cases have been reported in this country in recent years. One was at a farm in Wrexham in 2002, the other at Ynys Gau in the Cardiff area in 2006. Records relating to the way in which such emergencies are dealt with should be considered for selection. Records relating to Welsh Government involvement in discovering a cure for the disease should also be selected. (Note: Scientists from Cardiff University are currently carrying out Research.)
- 5.3.14 Following the outbreak of Bovine Spongiform Encephalopathy during the 1990s, a number of controls were put in place to prevent the spread of the disease and its entry into the human food chain. General guidance on the selection of relevant files can be found in OSP 7 paragraph 5.2.5 which is still relevant during the period covered by this OSP. There have been a number of outbreaks during the period covered by this OSP. Regulations for the prevention of the disease and other transmissible spongiform encephalopathies were published in 2005. Records relating to these should be treated in the same way as other legislative records. Compensation was given to farmers whose stock needed to be destroyed. Records relating to Welsh Government policy on the payment of compensation where it differs from guidelines provided by DEFRA should be selected.
- 5.3.15 There is a specific breed of Welsh pig. Until recently, it was in danger of becoming extinct. However following representation to the Welsh Government by the Welsh Breeders Group (soon to become the Pedigree Welsh Pig Society), the Welsh Government has agreed to fund a project to promote the future of this pig. Records relating to the decision to agree to the project should be selected.
- 5.3.16 The Intervention Board for Agricultural Produce was abolished in 2001 and replaced by the Rural Payments Agency which now has responsibility for Common Agricultural Policy (CAP) payments. It is an executive agency of DEFRA and records will be taken from that source. Within Wales it carried out its functions through Agency agreements. Files within Welsh Government should only be selected if they deal with policy agreements of specifically Welsh issues.
- 5.3.17 The Food Standards Agency was set up in 2000 to protect the public's health and consumer interests in relation to food. Responsibility for food safety and standards was devolved to the National Assembly for Wales in 1999. The FSA is accountable to the National Assembly and to Parliament. Due to devolution, the Agency is able to concentrate on specific Welsh issues. Files relating to the development of a relation between Welsh Government and FSA will be selected. If records are not being selected directly from the FSA relating to Wales, records relating to major issue with a strong Welsh content should be considered for permanent preservation.

5.4 Culture

This theme is covered by s.3.1.3 of TNA's Records Collection Policy (2012) relating to the state's interaction with the lives of its citizens.

- 5.4.1 Encouragement of the Welsh Language (see OSP 7 paragraphs 5.9.3 and 5.10.2). Since its establishment, Welsh Government has continued to encourage the use of the Welsh language both in the public sector and among the general population. Papers dealing with the development of policy in this area will be selected while individual schemes should be selected only in cases where this would result in significant changes.
- 5.4.2 Hughes Parry Report. Sir David Hughes Parry Awards were founded in 1972 for the furtherance of the Welsh language. The Hughes Parry Committee met in 1965 and looked at the legal status of the Welsh language. There are no records relating to this period still at Neptune Point. (N.B. Sir David Hughes Parry was involved in the founding of the Welsh Language Board).

- 5.4.3 Compulsory Museum charges were introduced in 1996 and abolished during 2001, with Wales introducing this change nine months earlier than England. Files relating to the decision to abolish charges early and the procedures for compensating Museums for their loss of revenue will be selected.
- 5.4.4 As in the rest of the United Kingdom a number of events were held to celebrate the Millennium during 2000. Most of these were organised and financed locally and records may be preserved locally. However, support and encouragement would have been given centrally. Records relating to the policy will be selected for permanent preservation. The main celebrations were held in Cardiff but also in many other places throughout Wales. Much of the funding for these were provided through the Millennium Commission and records should be selected from there. However events were also supported by Welsh Government and files illustrating its involvement will also be selected.
- 5.4.5 The Millennium Centre was also designed to celebrate the year 2000. There had been plans put forward by the Cardiff Bay Development Corporation. Their application for funding was turned down by the Millennium Commission. This was felt to be a controversial decision as it was felt that Wales was being discriminated against. Support and funding was given by Welsh Government. The foundation stone was laid in 2004 and the first phase was opened in 2004. It provides a permanent home for Welsh National Opera, Welsh National Orchestra and other theatre, dance and literature events. Files relating to Welsh government attitude and the decision to support the project will be selected.
- 5.4.6 S4C was established in 1982. This was an important milestone for the Welsh language. OSP 7 paragraph 5.10.3 refers to Welsh Government relationship with this TV channel, which continues to be relevant during the period covered by this OSP, and records illustrating the relationship should therefore be selected.

5.5 Education and Training

This theme is covered by s.3.1.1 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government.

Section 5.9 of OSP 7, The Welsh Office 1965-1997, contains guidance on records relating to Education and Training. Guidance contained in this section of OSP 7 still stands. See also OSPs 19 and 31 which cover the records of the Department of Education and Science up to 1988.

- 5.5.1 The National Council for Education and Training for Wales (NCET) (ELWa) was set up by the Learning and Skills Act 2000. It amalgamated the former Further Education Funding Council with the Training and Enterprise Councils. Its remit was to plan and fund post 16 learning in Wales, including further education, in-work training, school sixth forms and some areas of adult education. In 2006 it was merged into Welsh Government and its functions are now carried out by the Welsh Government Department for Children, Education, Lifelong Learning and Skills. The records of ELWa have been reviewed and selected records passed to TNA. Records held by Welsh Government relating to the decision to abolish NCET will be selected.
- 5.5.2 The Higher Education Funding Council for Wales (HEFCW) which is responsible for the provision and funding of higher education in Wales is still independent. It is responsible for its own records. Records relating to policy decisions in this field by Welsh Government will be selected as should any that deal with any decision not to merge HEFCW into Welsh Government.
- 5.5.3 The National Curriculum is covered by OSP 7 p.5.9.3 which continues to be relevant during the period covered by this OSP. Developments that have taken place in this area since the establishment of the National Assembly include all changes introduced by the Education Act 2002, in particular the extension of the curriculum to cover nursery schools. The National Assembly is currently (2008)

looking at introducing changes, which are designed to meet the needs of learners in Wales. Evidence for early planning of this development will be selected.

- 5.5.4 Responsibilities for the curriculum and examination system were also vested in Awdurdod Cymwysterau, Cwricwlwm ac Asesu Cymru (ACCAC). (Translation: Qualifications, Curriculum and Assessment Authority for Wales). Minutes for the Council have been transferred to TNA together with those sub-committees covering subjects where it was felt likely that there would be substantial differences in the way they were taught in Wales from that in use in England. In 2006 it was merged into Welsh Government and its functions are now carried out by the Welsh Government Department for Children, Education, Lifelong Learning and Skills. Files relating to major policy decisions in this field made within Welsh Government and its relationship with ACCAC will be selected.
- 5.5.5 From 2009, it will be possible for students in Wales to take a new qualification, the Welsh Bacculaureate alongside or instead of A level or the International Bacculaureate. The Welsh Bacculaureate was piloted in a number of Welsh schools from 2005. Files relating to the decisions to carry out the pilot will be selected as will those that contain discussions on whether the new qualification should be fully adopted.
- 5.5.6 Student loans were introduced into the United Kingdom in the 1990s and there have been a number of changes to the system and procedures since then. There are some differences between the system used in Wales to that used in England. Records relating to the introduction of these differences will be selected. Records relating to any proposal to abolish student loans or introduce a different system of financing higher and further education courses will be selected.
- 5.5.7 A scheme for providing Individual Learning Accounts for students planning to take further education courses was announced in 1997 and introduced in 2000. Due to a number of allegations of fraud, the scheme was closed in 2001. There were no such allegations in Wales and it was re-introduced in 2003. Records relating to the initial establishment where the information relates wholly to Wales will be selected, as will files relating to the re-introduction.
- 5.5.8 Records illustrating the development and changes of policy relating to the use and development of the Welsh language in education, including schemes for the teaching of Welsh to adults will be selected. Records relating to this have already been selected from the records of the Further Education Funding Council for Wales (FEFCW) and the documentation of any changes in policy will also be selected.
- 5.5.9 Grant maintained schools (see also OSP7 paragraph 5.9.4 which continues to be relevant here) were abolished in 1998 and replaced by foundation schools. There were few grant maintained schools in Wales and it is likely that few schools have taken up the option. Records relating to the Welsh Government attitude to the foundation school system will be selected.
- 5.5.10 There are a number of differences in the way that vocational education is presented in Wales. Schools are required to provide careers education and guidance from Year 9 (age 13) onwards and advisers from Careers Wales must have access to pupils. Records relating to the development of this policy will be selected.
- 5.5.11 Foundation degrees were introduced to England and Wales by Department for Education and Skills (DfES) and are an employment related higher education qualification. The Apprenticeship, Skills and Learning Bill, currently before Parliament, will include clauses enabling Welsh Universities to award such degrees. Records covering policy matters on this subject should be selected.
- 5.5.12 Towards the end of 2006, Welsh Government commissioned an independent review of the Mission and Purposes of Further Education in Wales, to be chaired by Sir Adrian Webb. Records relating to the decision to set up such a review should be selected.

- 5.5.13 School and college inspections – the National Assembly for Wales has the power to change some of the aspects of the inspection system in Wales. Records relating to cases where this power has been exercised will be selected, in particular early ones.
- 5.5.14 The Office of the Chief Inspector of Education and Training known as Estyn is separate from Welsh Government and is responsible for its own records. Within Welsh government, records relating to the relationship between it and Estyn will be selected for permanent preservation.
- 5.5.15 Welsh Government is eager to promote a culture of lifelong learning within Wales. Files leading to policy decisions will be selected but those relating to individual schemes or educational institutions need not be kept.
- Training schemes for unemployed adults see Employment & Demographics (paragraphs 5.6.3, 5.6.4 and 5.6.5).
- 5.5.16 Even before the National Assembly was established, the Welsh Office had looked at the possibilities of bringing post 16 education and occupational training closer together. An Education and Training Action Group was set up in 1997 and published its report in 1999. It recommended that a National Council for Education and Training in Wales should be set up. It also recommended that the Higher and Further Education Funding Councils should have a joint secretariat. Files relating to plans to implement the recommendations and any changes decided upon will be selected. (N.B. This resulted in the establishment of NCET and abolition of the Training and Enterprise Councils.)
- 5.5.17 Welsh Government has carried out a survey of the services that should be provided for the children of gypsies and other itinerants. It has always been the policy that such children receive an education that is comparable to that received by other children and that their particular needs are fully met. The survey implies that there is still a need for improvement. Records relating to Welsh Government approach to this subject and the policies that have been put in place will be selected. Individual project records will not be selected. They can be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed.
- 5.5.18 Responsibility for providing suitable educational provision for children with special needs lies with Local Education Authorities (LEAs) through Welsh Government. Regulations covering this matter were issued in 2002 by Welsh Government which included details regarding assessment and statementing as well as provision. Files relating to the policies followed in formulating these regulations will be selected. Files relating to the routine of LEAs in providing special needs teaching should not be selected.
- 5.5.19 In 2005 Welsh Government carried out an investigation into the progress of integrating special needs teaching into mainstream schools. This has led to a project to develop the roles of special schools through a pilot scheme launched during 2009. Records relating to the investigation and the policy behind the project will be selected.
- 5.5.20 Provision of nursery education was met by the National Assembly by a number of pieces of legislation. Some, such as the School Standards and Framework Act 1998, were passed by the UK government. It was extended to Wales by Welsh Statutory Instruments in 1999 and 2003. Records covering areas of this legislation which differ from the UK terms will be selected.
- 5.5.21 Assessment and examinations. The Education Act 2002 deals with the development of Key Stage testing. Welsh records relating to Key Stage testing and discussions over standards where they differ from those in place in England will be selected.

- 5.5.22 In 2001, the National Assembly abolished league tables for secondary schools ten years after they had been introduced. During the year a consultation exercise was held to discover the feelings of parents and teachers. Records relating to the reasons for this decision and the results of the consultation, which was not published, will be selected.
- 5.5.23 Mudiad Ysgolion Meithrin is a voluntary organisation concerned with the provision of early years support through the medium of Welsh. Though its records will not be public records, files relating to Welsh Government involvement with the organisation will be selected for permanent preservation.
- 5.5.24 There are more than 250 faith schools in Wales, mostly Catholic and in the primary sector. There are only two Muslim faith schools, both of which are independent. Attempts to force faith schools to accept children from other faiths have been opposed, mainly by the Catholic lobby, and the Assembly has been successfully lobbied not to insist on this. Files relating to the establishment of faith schools, particularly non-Christian will be selected for permanent preservation, as will those relating to Welsh Government attitude towards forcing them to become more integrated in the localities.
- 5.5.25 Throughout the period covered by this OSP, the number of students taking higher education courses has consistently increased. This has resulted in the expansion of university provision and the merger of a number of colleges providing higher education qualifications. Records from the Higher Education Funding Council for Wales covering these issues have already been selected and are held by TNA. Files relating to the development of Welsh Government high level policy in this area will be selected.
- 5.5.26 General Teaching Council for Wales was set up following the Teaching and Higher Education Act 1998 with the main aim of improving teaching standards and the quality of learning. The Council is also required to maintain a register of qualified teachers in Wales and to provide advice to Welsh Government and other organisations as appropriate. Files relating to the determination of its functions and subsequent changes will be selected. N.B. The Register itself will be subject to Data Protection legislation and should be considered for selection.
- 5.5.27 The Training and Development Agency for Schools took over functions relating to the training of teachers from the Teacher Training Agency (Education Act 2005). There is no separate Welsh agency although the approval of Welsh Government needs to be obtained in certain cases. Funding of teacher training was the responsibility of the Higher Education Funding Council for Wales (HEFCW).

5.6 Employment and Demographics

This theme is covered by s.3.1.1 and s.3.1.3 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government and the state's interaction with the lives of its citizens.

- 5.6.1 Traditionally, unemployment has been higher in Wales than in other parts of the United Kingdom. Welsh Government has introduced a number of schemes to alleviate the social effects of unemployment. Policy files covering the introduction of such schemes, especially where they do not reflect similar schemes in England will be selected. Files relating to the administration of individual projects will not.
- 5.6.2 Funding to support such projects is partially provided from two European Structural Funds – the European Regional Development Fund and the European Social Fund. Distribution is made through the Welsh European Funding Office. Until 2003, this was an executive Welsh Government agency but subsequently was integrated in the Welsh Government Economic Development and Transport Department. Records relating to the establishment, development and re-integration of WEFO will be selected.

- 5.6.3 Schemes designed to get unemployed back into work are the responsibility of the Department for Work and Pensions (DWP) through Job Centres Plus and cover both England and Wales. Records covering the main policy decisions will be selected from DWP, but consideration should be given to ensuring that specific Welsh issues are fully represented in this selection.
- 5.6.4 In 2004, ELWa introduced ReAct, a scheme designed to help people made redundant get back into work. The scheme was reorganized in 2008, partially funded by European money. Files dealing with the policy decision to develop the scheme and the preparations for the developed scheme will be selected up to 2006 under this OSP.
- 5.6.5 Training for the long-term unemployed (six months or longer) is organised through Job Centre Plus and the policy is mainly determined UK wide. However work based learning in Wales for young people is run by Welsh Government. Files relating to specifically Welsh issues will be selected.
- 5.6.6 Welsh Government has published two Race Equality Schemes, the first in 2000 and the second in 2005. These have laid down the policies that Welsh Government agreed and actions that have been taken. It covers all areas of Welsh Government responsibility. Records relating to the formulation of these policies will be selected. Records relating the actions taken by individual departments/Director General (DG) will be selected from the department or DG concerned. The Scheme includes the requirement to collect statistics. The selection of these depends on the importance of the subject covered and in what form, if at all, the statistics are published. (N.B. these could be electronic.)
- 5.6.7 Although Wales has no separate legislation covering gender equality, Welsh Government wishes to be seen to be proactive in this field. They therefore introduced a Gender Equality Scheme in 2007. Records leading to the development of equality policies and the content of the Scheme will be selected. Issues raised under this heading will cover many areas of Welsh government responsibility. Note in particular efforts to promote equal pay in all employment sectors.
- 5.6.8 Legislation covering Age discrimination was introduced by the Employment Equality (Age) Act in 2006 and was the same for both England and Wales. Only records relating to specific Welsh issues will be considered for permanent preservation.
- 5.6.9 The Disability Discrimination Act 2005 extended the coverage given by the Disability Discrimination Act 1995 to include issues relating to employment, education and access to public and other services. Welsh input to the 2005 Act will be selected for permanent preservation as will records relating to proposed ways to implement the terms of both Acts.
- 5.6.10 Policy concerning immigration, migrant workers, refugees and asylum seekers and related matters are not devolved functions, although the WAG has responsibilities concerning health, education and social services. Files concerning the development of specific Welsh policy and covering the decisions leading to important projects will be selected.
- 5.6.11 Welsh Government has brought out guidance packs for migrants. A copy of these should be lodged with the NLW as they are classed as official publications. Policy papers specifically relating to Wales will be selected only.

5.7 Environmental issues

This theme relates to Environmental Information Regulations (2004) and s.3.1.4 of TNA's Records Collection Policy (2012) relating to the state's interaction with the physical environment.

Guidance relating specific points can be found in a number of sections in OSP 7, in particular 5.4 Land Use Planning and specific events in 5.17 Emergencies. This guidance continues to be relevant during the period covered by this OSP.

- 5.7.1 Welsh Government are working on and supporting a number of initiatives relating to the disposal of waste of all kinds within Wales. These include the introduction of environmental management systems, mainly devised through the Green Dragon Environmental Standard: 2006®; support of the development of clean methods of waste disposal through a National Waste Strategy, a code of practice on litter and the development and promotion of waste recycling targets. Records relating to the development of these policies and strategies will be selected for permanent preservation.
- 5.7.2 Welsh Government is taking the issue of climate change seriously and have introduced a number of initiatives to help combat it. Files concerning the formulation of policy, Welsh Government involvement in legislation and major projects will be selected for permanent preservation.
- 5.7.3 One way in which Wales will need to respond to climate change is in the way that the land is used. Examples of this are likely to be increased use of wind farms and the introduction of bio-fuel crops. Both of these have already given rise to controversy whenever a new site is proposed. Records relating to Welsh Government reaction to any proposals will be selected.
- 5.7.4 The Welsh Government's interaction with its citizens and the physical environment. Records relating to the Welsh Government policy concerning coastal protection and defence will be selected.
- 5.7.5 Records of the Development Board for Rural Wales (DBRW). The Government of Wales Act 1998 abolished the DBRW and transferred its functions and assets to the Welsh Development Agency (WDA). Records relating to the policies that led to the decision to take this action will be selected. N.B. Records of the DBRW have been transferred to the NLW.
- 5.7.6 Welsh Government has been funding environmental research at least since 2004, mainly through universities. The main purpose of the research is to acquire information to guide future legislation and policies. Files relating to the decisions on what areas of research should be funded will be selected. Files relating to specific research projects will not. It should be assumed that reports would either be published or kept by the universities responsible for their creation.
- 5.7.7 Responsibility for providing oversight and advice to Welsh Government on wildlife and landscape conservation issues lies with the Countryside Council for Wales. The Council's records are public records but policy records relating to Welsh Government's relationship with the Council will be selected for permanent preservation. Other information and guidance can be found in OSP 7, paragraphs 5.4.2 and 5.14.1 which is still relevant to the period covered by this OSP. OSP 4 and OSP 10 will also contain useful guidance.
- 5.7.8 Reservoirs in Wales are owned by Welsh Water which is responsible for the provision and maintenance of water services. It is regulated by Ofwat, whose responsibilities cover both England and Wales. Records relating to Welsh Government interaction with these bodies will be selected. Some Welsh reservoirs have been built to supply water to urban areas in England and this has proved contentious. Records that illustrate this attitude will be selected for permanent preservation.
- 5.7.9 There are three National Parks in Wales; these are the Snowdonia National Park, the Pembrokeshire Coast and the Brecon Beacons. Their managing bodies, the National Park Authorities (NPA), were set up in 1996. Guidance on the retention of records for specific parks can be found in OSP 7 paragraph 5.4.2. This guidance is still relevant to the period covered by this OSP. General guidance for records relating to National Parks can be found in OSP 4 paragraph 5.1.1 and 5.1.2.
- 5.7.10 In 2004, Welsh Government published the results of an independent review of the national parks, followed by an action plan which has been followed by the NPAs since then. In 2007, Welsh Government produced a policy statement to provide clear guidance on these matters ("Policy Statement for the National Parks and National Park Authorities in Wales", published on 19 March 2007). Records relating to Welsh government input into these initiatives should be selected. One copy of printed materials will be deposited with NLW.

- 5.7.11 Heritage Coasts. In Wales there are about 500 miles of coastlines that have been identified as Heritage Coasts. They include about 50% of the coastline between Cardiff and St David's and most of the Gower Peninsula. The designation is not statutory and can only be made with the agreement of local authorities and land owners. Records relating to the formulation of policy regarding Heritage Coasts will be selected. Individual cases will be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed. N.B. The main lead in this field lies with the Natural Resources Wales/Cyfoeth Naturiol Cymru³.
- 5.7.12 Dee Estuary Special Protection Area. The area surrounding the Dee Estuary has already been recognised as a special protection area. In 2001 it was agreed that it should be made a candidate for designation as a special area of Conservation. Records relating to this proposal will be selected for permanent preservation. N.B The Countryside Council for Wales took the lead within Wales on this matter and it is likely that in the UK this position was taken by Wirral County Council.
- 5.7.13 Dredging for sand particularly along the Bristol Channel coastline has become a controversial matter. The sand is needed as building material and has been used in the construction of the Millennium Stadium and the Cardiff Bay Barrage. It is believed to have caused erosion in some areas and there has been increasing pressure for some investigation since 2000. In 2005 the Planning Inspectorate Wales was asked to set up an enquiry.
- 5.7.14 Rights of way and footpaths in Wales are covered by the Countryside and Rights of Way Act 2000, which was brought into force in Wales in 2001. Welsh Government has also produced various guidance documents covering this and related issues over the period covered by this OSP. Files relating to the formulation of any policies and guidance that relate specifically to Wales will be selected.
- 5.7.15 The Commons Act 2006 which covers common land in England and Wales does not include any 'Wales only' provisions though it does delegate powers to Welsh Government. These responsibilities include protecting common land from development, improving the protection of common land from neglect and abuse and ensuring that it is managed in a sustainable manner. While files relating to individual pieces of land will not be selected, files covering the development of the main policy will.
- 5.7.16 Recreational use of the countryside is covered by "[Use and Conservation of the Countryside for Recreational Purposes 1974-1983](#)".
- 5.7.17 The National Botanic Garden of Wales was opened to the public in May 2000 and was formally opened by the Prince of Wales later that year. Initial funding was provided by the Millennium Commission. The Gardens ran into financial problems by 2004 and were assisted by grants from WAG, Carmarthenshire County Council and the Millennium Commission. Records of Welsh Government relating to its involvement with the Botanic Garden will be selected for permanent preservation.

5.8 Health and Social Services

This theme is covered by s.3.1.1 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government.

- 5.8.1 The National Assembly reduced prescription charges from £4 to £3 in 2006 and a year later abolished them altogether. Records relating to the policy decision and its implementation will be selected.

³ This body brings together the functions of the Countryside Council for Wales, the Environment Agency Wales, and the Forestry Commission Wales

- 5.8.2 Private health is not as important in Wales as it is in England. The National Assembly does not encourage involving the private sector in the NHS and has ruled against introducing foundation status to hospitals and trusts. However, the private sector does provide some services within the NHS. Files relating to the Welsh Government decisions in this area and those that illustrate its relationship with the private sector will be selected.
- 5.8.3 The Care Standards Act 2000 provided for an arm of the Welsh Government to be the regulatory body for all health care in Wales. In 2002 this became the Care Standards Inspectorate for Wales. In 2006 the regulation of all private and voluntary health care in Wales became the responsibility of the Healthcare Inspectorate Wales (HIW). Files relating to the policy covering the establishment of HIW and the extent of its responsibilities will be selected for permanent preservation.
- 5.8.4 The National Assembly inherited the power to enter into private finance initiatives (PFI) with local authority projects. Bidding rounds were held in 1997 and 1999 but there have been none since then and there are no plans to hold any future rounds. Files illustrating Welsh Government position on PFI and the decision to stop holding bidding rounds will be selected.
- 5.8.5 The arrangements for charging for dental and optical examinations are the same in Wales as they are in England. Records relating to the issue will be taken from the Department for Health but Welsh Government files relating to proposals and decisions that related solely to Wales will also be selected.
- 5.8.6 The Designed for Life paper published in 2005 put forward a strategy for the future of Health and Social Care in Wales. The strategy is designed to cover the next 10 years, to 2015. Records relating to the decisions to commission the strategy and the plans to implement its findings will be selected. It is planned to review its progress, introducing new initiatives as necessary. Papers relating to any developments will also be selected.
- 5.8.7 In 2001, following a consultation exercise into the development of local health groups, twelve local health boards were set up to take the place of the Health Authorities. These were responsible for the provision of all hospitals, community and mental health. They were abolished in 2009 and six new Local Health Boards were set up in their place. Records illustrating the policy decisions for making these changes will be selected.
- 5.8.8 In 2003, Sir Derek Wanless was appointed to advise a review team set up by Welsh Government to investigate the position of the National Health Service in Wales. The findings of the review resulted in recognition that the whole system required a radical overhaul. Files relating to the decision to carry out the review and proposals to implement its findings will be selected. A copy of the report will be lodged at the NLW (as reflected in NLW's Collection Policy).
- 5.8.9 A re-organisation of the NHS is currently being planned with a consultation paper being published in 2008. Files relating to the decision to carry out this consultation and the methods agreed to do so, created during the period covered by this OSP, will be selected.
- 5.8.10 There are several types of National Health Service Trusts covering many of the services on behalf of the NHS. They cover hospitals, primary health care, mental health and social care. The system in existence in Wales does not always follow the same pattern as in England. Where this is the case, records relating to the adoption of differing policies will be selected. Records relating to individual health service trusts will not normally be selected from Welsh Government records.
- 5.8.11 The Health Services Commission replaced the Specialist Health Services Commission in 2003. Its function, as with its predecessor, was to support and monitor the provision of specialist health services. In 2006/7, the Commission received a poor report from the Welsh Government Audit Committee and its future was under threat. Files covering the Commission's changes in status and any actions resulting from the Audit Commission's report will be selected.

- 5.8.12 In 2005, there was an outbreak of e-coli in South Wales. This was the largest outbreak ever to take place in Wales. Following the outbreak the First Minister held a public enquiry, chaired by Sir Hugh Pennington, into the causes. Records relating to the procedures introduced to meet the Enquiry report's recommendations will be selected.
- 5.8.13 Concessionary travel passes for service buses throughout Wales were introduced earlier than similar concessions in England. The Transport Bill 2000, with a statutory order following in 2001, gave local authorities the right to introduce this concession. The Greater London Authority Act 1999 used the technical expression "public service vehicle". Those amendments, however, change neither the definitions of public nor vehicle.
- 5.8.14 As elsewhere in the United Kingdom, the provision of care and support for the elderly is the responsibility of the local authorities. Welsh Government will make high level policy decisions and provide guidance. Records relating to these functions will be selected, in particular those relating to charges that can be levied for services and the implementation of recommendations from enquiries and surveys, especially if the processes in Wales differ from those in place elsewhere in the UK.
- 5.8.15 A Commissioner for Older People was appointed in 2006. In 2003, Welsh Government appointed an Advisory Group to assist in developing the plans for such a Commissioner. The Group held a consultation exercise in 2004 and the results of this together with the recommendations of the Group provided the basis for the Commissioner for Older People (Wales) Act 2006, establishing the Commissioner's Office. Records relating to the drafting of the Act, including the any reports of the Group, will be selected.
- 5.8.16 North Wales Child Abuse Tribunal was partially covered by section 5.11.3 of OSP 7 which is still relevant during the period covered by this OSP. The Tribunal reported in 1999 and made a number of recommendations, including the appointment of a Children's Commissioner for Wales. The report of the extensive judicial inquiry chaired by Sir Ronald Waterhouse into child abuse in North Wales – entitled "Lost in Care" often known as the Waterhouse Report – was published in 2000. The lines of enquiry cover non-devolved as well as devolved issues. In 2012, the Prime Minister, David Cameron announced an inquiry to examine the extent to which the Waterhouse Report did what it was supposed to do. Records relating to the inquiry and implementation of the Tribunal's recommendations will be selected.
- 5.8.17 The Children's Commissioner for Wales was established by the Children's Commissioner for Wales Act 2001. Bill papers relating to this Act will be treated according to the general advice on Parliamentary Records.
- 5.8.18 A ban on smoking in enclosed public places was introduced in Wales on 2nd April 2007, two months before a similar ban was introduced in England. The UK government allowed Welsh Government to make its own decision on a smoking ban, in spite of the fact that it is not usual for such powers to be given. Files created in the lead up to this precedent (between 1997-2006) should be selected, as well as those relating to the smoking decision.
- 5.8.19 Obesity, and in particular child obesity is of concern in Wales. Welsh Government together with the Department of Health in England commissioned the National Institute for Health and Clinical Excellence (NICE) to survey the situation and produce guidance on the best way to deal with the problem. This was completed in 2006. The survey's recommendations are now being implemented through a number of projects. Records illustrating Welsh government involvement in the survey and the subsequent initiatives will be selected.

- 5.8.20 A number of initiatives have been developed to help combat obesity. Files illustrating Welsh Government policy in supporting such initiatives will be selected though papers on individual projects will not be. See also section on Sport in paragraph 5.12.
- 5.8.21 In 2003, Welsh Government set up Cymorth by amalgamating five funding bodies to provide support to families and young people in Wales, particularly for those who are disadvantaged. The Welsh Government set a number of objectives that it is hoped will be realised through Cymorth. Files relating to the establishment of Cymorth and the identification of its aims will be selected. Those relating to individual projects will not.
- 5.8.22 Since the establishment of the National Assembly for Wales, there have been many attempts to reorganise and reform the National Health Service in Wales. A full record will be kept to illustrate these changes including unsuccessful initiatives. Concentrate on the development of policy rather than specific projects.
- 5.8.23 Welsh Government has developed strategies to deal with mental health issues. Two were published in 2001, one covering adults and a second dealing with children and adolescents. Files relating to the development and implementation of these policies will be selected, though files relating to individual projects will not.
- 5.8.24 Statistics concerning health issues where there is a higher incidence in Wales than in England (e.g. coronary heart disease, smoking related diseases) will be selected. These are likely to be in an electronic format and it is likely that the full versions will be of greatest value. (N.B. Ensure that the background information on any selected material is also kept.)
- 5.8.25 Wales has the highest cancer rate in the UK and Welsh government has introduced a number of strategies to help combat the disease. Policy documents related to Welsh Government activities in this field will be selected. Files dealing with specific projects need not be.
- 5.8.26 In 2001, Welsh Government appointed an HIV Action Planning Group to advise the Office of the Chief Medical Officer Wales on the development of initiatives to improve the quality of local services for those with HIV/AIDS and to prevent the spread of the disease. Files that illustrate the way in which the decision to appoint such a group will be kept. Consideration will be given to the selection of the minutes of the Group if they are not kept elsewhere.
- 5.8.27 During the period covered by this OSP, Welsh Government have developed and supported a variety of projects related to sexual education and health, often aimed at lowering the number of teenage pregnancies and the growth of sexually transmitted infections. These include supporting policies, supporting campaigns and providing courses. Records illustrating these activities will be selected. (Note that some were carried out by former ASPBs now incorporated into Welsh Government).
- 5.8.28 MMR vaccination – By the mid 1990s the spread of measles in the UK had been stopped by high uptake of the Measles, Mumps and Rubella (MMR) vaccine. Uptake of pre-school children is now close to the high levels seen in the mid 1990s. However, it has been estimated that there are about 80,000 school children in Wales who have missed one or both doses of MMR. Records that illustrate policy decisions related to immunisation will be selected for permanent preservation.
- 5.8.29 The question of hospital closures is likely to be included in party manifestos, often with pledges being given that none will take place. Welsh Government will be responsible for the policies that are later introduced. Files relating to the formation of any policy will be selected but papers relating to the closure of individual hospitals will not.

- 5.8.30 In 2003, Welsh Government introduced the Turnaround Project to encourage youngsters, particularly from the South Wales Valleys to overcome drug and alcohol abuse. Records relating to policy decisions, including financial matters in this area, will be selected though those relating to individual cases will not.

5.9 Housing

This theme is covered by s.3.1.1 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government.

- 5.9.1 Although the provision of affordable and social housing is the responsibility of local authorities, Welsh Government is responsible for major policy issues, including some financial decisions. Records relating to the formulation of such policies will be selected. Files leading up to the decision to incorporate Tai Cymru (Housing for Wales) in the National Assembly will also be selected. In 2007 Welsh Government appointed a review group, under the chairmanship of Sue Essex, to look at issues concerning affordable housing. The review was published in 2008. Records leading to the decision to set up the group (dating from 1997-2006) will be selected.
- 5.9.2 Council tenants "right to buy" their homes was introduced in 1980. By 2002 some Councils were experiencing difficulty in meeting the demand for affordable rented accommodation. The Assembly was asked to request the UK government to allow it to suspend the tenants' right. Files relating to Welsh government involvement in this issue will be selected.
- 5.9.3 Housing for gypsies and travellers. In 2004 Welsh Government commissioned research into the accommodation needs of the gypsy and traveller communities as part of their equal opportunity policy. A caravan count was introduced in 2003. Files relating to the development of this policy, the findings of the researchers and any subsequent actions will be selected. Individual projects will not be selected. They can be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed.
- 5.9.4 The Home Energy Efficiency Scheme (HEES), funded by Welsh government to provide heating and installation grants to householders in Wales, was introduced in 2001. Files relating to the decision to introduce this and similar schemes will be selected for permanent preservation.

5.10 Industry

This theme is covered by s.3.1.1 and s3.1.4 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government and the state's interaction with the physical environment.

- 5.10.1 With the decline of traditional heavy industry in Wales, the new high tech industries have become increasingly important. As well as IT generally, they include the Aerospace industry, construction industries, entertainment industries and tourism related industries. Welsh Government has developed a number of initiatives to encourage and support these developments, in particular smaller private companies. Files relating to the formulation of Welsh Government policy in this area will be selected. Files relating to its involvement with individual projects and companies will not.
- 5.10.2 For regeneration schemes in deprived areas see sections 5.4.1 and 5.6.5 of OSP 7 which is still relevant to the period covered by this OSP. There are a number of initiatives to support existing industries in Wales and to encourage the introduction of new ones. A number of these are discussed in the next few points. Files relating to other industries will be selected for permanent preservation if the information contained in them is of sufficient significance.

- 5.10.3 In 2003, BAE/EADS opened a factory at Broughton in Flintshire to make wings for the Airbus. Since then the factory has expanded to make wings for both military and commercial aircraft, and is now the largest recently built factory in the UK. In 2006, BAE sold out its remaining shares in the Airbus to EADS, a Dutch/German consortium. Files relating to Welsh Government involvement in supporting the decision to bring the factory to Wales and to encourage its continued viability will be selected.
- 5.10.4 The aerospace sector in Wales is a dynamic growth industry that operates on best practice techniques, and is supported directly by Team Wales (Welsh Government and the Aerospace Wales Forum). As well as Airbus, firms involved include British Airways Maintenance (Cardiff), British Airways Avionics Engineering (Llantrisant) and Defence Support Group (DSG) (St Athan and Sealand) as well as a number of others. Files illustrating the policy decisions to support the development of aeronautical and aerospace industries will be selected.
- 5.10.5 There is a well-established automotive industry in Wales. World leaders such as Toyota and Ford have factories in north and south Wales respectively. Welsh Government has encouraged these developments and records illustrating this will be selected.
- 5.10.6 Bio-technological industries have not traditionally had a high profile in Wales though there are a large number of small firms working mainly in the medical and chemical fields. The Welsh Development Agency (WDA) has worked to raise the profile of the industry. Files that illustrate the policy decision to do this will be selected.
- 5.10.7 In 2005 Welsh Government launched the Energy Wales route map as a consultation exercise. The aim of the project was to ensure that Wales would be self-sufficient in renewable energy by 2025. Files relating to the development of relevant policy issues and methods by which this aim would be realised will be selected. Papers of all projects related to the issue will not be selected. They can be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed.
- 5.10.8 For the disposal of nuclear waste and decommissioning of nuclear reactors see paragraph 5.6.8 of OSP 7 which is still relevant to the period covered by this OSP. Wylfa is due to close in 2010 but there have been suggestions that it should remain open after that date. There have also been proposals to replace Wylfa with a new power station. Files relating to Welsh Government policies and reactions to these and similar proposals will be selected. It should be noted that energy is not a devolved matter and any decision concerning the site of future stations will be taken at Westminster.
- 5.10.9 Hinkley Point nuclear power station is on the North Somerset coast but close enough to Wales to be of concern. Plans to develop the site in any way are likely to be taken seriously by the Assembly and files relating to Welsh Government reactions will be selected for permanent preservation.
- 5.10.10 Guidance on the development of Milford Haven as a major importing port for Liquefied Natural Gas (LNG) is included at paragraph 5.6.6 of OSP7 which is still relevant to the period covered by this OSP. The facilities have now been opened and the port imports a considerable proportion of UK's supplies. Most records relating to this development are likely to be kept elsewhere but files relating to Welsh Government input into the development will be selected.
- 5.10.11 Although there is no longer commercial deep mining taking place in Wales, open cast pits are in operation at many sites in South Wales. There has been considerable opposition both to the continuation of established pits and the creation of new ones. A good example of this is the Ffos-y-Fran pit in East Merthyr. In some cases Welsh Government has supported the development of this industry. Files relating to Welsh Government policy and particularly evidence of changes in attitude will be selected. (See also OSP 7 paragraph 5.6.2, which continues to be of relevance).

- 5.10.12 Steel production in Wales is now almost completely confined to the Port Talbot Steelworks though there are subsidiary works elsewhere in the area. A merger between the privatised British Steel and the Dutch firm Koninklijke Hoogovens took place in 1999 with the formation of Corus. Records relating to Welsh Government involvement in these changes will be selected as will those relating to attempts to keep steel production within Wales. (See also OSP 7 paragraph 5.6.3, which continues to be of relevance.)
- 5.10.13 At the premises of Corus UK Ltd, Port Talbot, No. 5 Blast Furnace exploded at approximately 17.13 pm on 8 November 2001. The entire furnace, which with its contents weighed approximately 5000 tonnes, lifted bodily at the lap joint, rising some 0.75 m from its supporting structures, leading to the explosive release of hot materials (an estimated 200 tonnes in total, comprising largely solids and semisolids, with a little molten metal) and gases into the cast house. Three employees died and a further 12 employees and contractors sustained severe injuries. Corus UK Ltd was prosecuted by HSE and pleaded Guilty to breaches of sections 2(1) and 3(1) of the Health and Safety at Work Etc Act 1974. Corus were fined £1,333,000 and were ordered to pay costs of £1,744,474. Files relating to this event should be selected.
- 5.10.14 Events leading to the decision to abolish the Training and Education Councils (TEC) and transfer training functions to Further Education Funding Council will already have been dealt with through the transfer of records from the Further Education Funding Council for Wales. Additional files putting forward the line taken by Welsh Government concerning proposals and decisions with regards to training in industry will be selected for permanent preservation.
- 5.10.15 Oil was discovered in 1995 in the Celtic Sea (the area south of Ireland bounded by St George's Channel, the Bristol Channel and the English Channel and which includes the adjacent parts of Wales, Cornwall, Devon and Brittany). The fields are being developed for the extraction of gas and oil though this seems to be centred off the south west of Ireland. This development is partially covered by OSP 7 paragraph 2.2.1.2 which is still relevant to the period covered by this OSP.
- 5.10.16 Tower Colliery was the largest and last deep coal mine to be closed in the South Wales Valleys. Following its closure by British Coal in 1994, it was bought out by a consortium of miners using some of their redundancy pay to do so. This action was opposed by the government at the time. The mine remained in operation until January 2008 when it finally closed. Records relating to Welsh Government attitude towards Tower Colliery will be selected and also those that relate to its final closure. (N.B. Any records illustrating the Welsh Office's attitude to the buy out will also be selected.)
- 5.10.17 The Korean firm LG Electronics announced in 1996 that it planned to open an electronics factory in Newport which would have provided thousands of new jobs. This was planned to be the largest single inward investment in Europe at the time and was welcomed by the government. However the financial collapse in Asia in 1997/98 threatened its future and large job cuts, both actual and for the future, were likely as the building of the factories ceased. The site closed in 2006 and was bought in 2007 by the Quinn Group. Records relating to Welsh Government involvement with the development of the Newport site and subsequent history will be selected.

5.11 Land Use and Planning

This theme is covered by s.3.1.4 of TNA's Records Collection Policy (2012) relating to the state's interaction with the physical environment.

- 5.11.1 The Severn Estuary Strategy was drawn up in 2001 by a partnership of local authorities and other government bodies, including Welsh government. It was designed to ensure that development in a number of associated fields was a joint enterprise. Records relating to Welsh Government and its predecessor's involvement in this exercise will be selected.

- 5.11.2 Proposals for building a barrage across the Severn estuary have been put forward since the 19th century. More recently the idea has been given a higher profile. The UK government is taking the lead in this matter and there have been a number of plans put forward for discussion since the 1980s. During the period covered by this OSP there have been at least two proposals put forward. Files relating to Welsh Government input into this development will be selected.
- 5.11.3 Heads of the Valleys Programme was established in 2006 and is a strategy designed to regenerate a large area in south east Wales. This will be carried out by Welsh Government in partnership with the five local authorities of Rhondda Cynon Taf, Merthyr Tydfil, Caerphilly, Blaenau-Gwent and Torfaen. It has been designed to be in place for 15 years and will cover a wide variety of activities, including the encouragement of the economy and introducing new opportunities; improved educational opportunities, encouraging tourism, supporting the natural, historical and built environment. The first awards made under the scheme were made in 2007. Although much of the work of the Programme will take place outside the period covered by this OSP, initial planning and development will be relevant. Policy documents dealing with these early stages of development will be selected. Records relating to individual schemes will not be selected. They can be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed.
- 5.11.4 Flooding is regarded as an important issue in Wales. European grants are made available for work required to ensure that coastal and flood defences are in place. Welsh Government has led a number of programmes and projects to minimise risks. Records relating to the overall policy decision will be selected. Records relating to individual projects will not be selected, except in the case of a countrywide policy. Records relating to individual schemes will not be selected. They can be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed. See also OSP 7 paragraph 5.17.1 which is still relevant to the period covered by this OSP).
- 5.11.5 Planning for the introduction and development of new towns, including overspill estates are covered by OSP 7 paragraph 5.5.3. This guidance continues to be relevant during the period covered by this OSP. In 2003, Welsh Government announced that it would be providing funding for a new urban village on the site of the old BP oil refinery at Llandarcy. Plans are currently in hand for the further development of the village to be known as Coed Darcy. Records illustrating Welsh Government policy towards the development and their involvement in the plans will be selected.
- 5.11.6 The Cardiff Bay Development Corporation (CBDC) was wound up in the year 2000 and replaced by the Cardiff Harbour Authority. The Authority manages the Cardiff Dock Area, including the Barrage on behalf of Cardiff Council. Records illustrating the part played by Welsh Government in the development and changes will be selected. Note that CBDC's records have been transferred to Glamorgan Record Office. (See OSP 7 paragraph 5.4.1 which continues to be of relevance to this OSP.)
- 5.11.7 The Land Authority for Wales was abolished in 1999 and its functions amalgamated with those of the Development Board for Rural Wales to form a single body to deal with economic development in Wales. Both bodies merged into the Welsh Development Agency (WDA). It was responsible for identifying land suitable for development in Wales and making it available for both public and private sectors for development. Records relating to policy decisions for its abolition and the setting up of the new body will be selected. Records relating to individual cases dealt with by the old and new organisations will not be selected.

5.12 Local Government

This theme is covered by s.3.1.2 of TNA's Records Collection Policy (2012) relating to the structures and decision-making processes in government.

- 5.12.1 Policy files that illustrate the changing relationship between Welsh Government and the local authorities, particularly relating to changes introduced since devolution will be selected. Remember that local authorities will be transferring their records to local record offices and try to avoid duplication.
- 5.12.2 The matter of local authority re-organisation is covered in OSP 7 paragraph 5.13.4 and continues to be relevant to the period covered by this OSP. Although there appear to be no plans in place for further major reorganisation of local authorities, files that indicate that the matter is under discussion will be considered for permanent preservation.
- 5.12.3 Welsh Government has the power to cap the budget requirements of local authorities in Wales, though no authority has been capped recently. Files containing discussions on the possibility of capping will be selected for permanent preservation as will any which deal with the policy to be followed. (See also OSP 7 paragraph 5.13.1 which continues to be of relevance.)

Water supply and sewage disposal are covered by OSP 7 paragraph 5.13.2 which is still relevant to the period covered by this OSP.

- 5.12.4 Land drainage covers all waterways with the exception of major rivers and maintenance of these is the responsibility of local authorities. However Welsh Government has produced a series of targets for land drainage and coastal defence agencies to meet. The first of these was published in 2001. Records illustrating Welsh Government policy decisions in this area and for any subsequent targets will be selected.
- 5.12.5 The Planning Inspectorate Wales is responsible for processing planning and enforcement appeals and holding inquiries into local development plans. Only files that illustrate the relationship of Welsh Government with the Planning Inspectorate Wales will be selected. Records relating to individual appeals will not be selected. They can be offered to appropriate bodies as an alternative to their destruction under the Public Records Act 1958 (as amended) s.3(6). Failing this they will be destroyed.
- 5.12.6 In 2003, new Planning Appeal rules were introduced. These were intended to apply to listed buildings and buildings in conservation areas. Most appeals were decided by the Planning Inspectorate but for some large or controversial developments, the decision was made by Welsh Government. Files relating to the reasons and policy decisions for the changes will be selected. Consideration will be given to the selection of papers relating to very high level appeal decisions.

5.13 Sport

This theme is covered by s.3.1.1 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government.

- 5.13.1 In 2006, a meeting was held between Rhodri Morgan and Sebastian Coe to consider ways in which Wales could become fully involved in the 2012 Olympics. The Games were seen as an opportunity for Welsh companies to compete for contracts in the preparations. It was also felt that the economic and tourist benefits should be maximised. Files that illustrate the ways in which Welsh Government intended to forward these aims will be selected.

- 5.13.2 Like many regions in the UK, Wales is planning to play an active part in the 2012 Olympics, with a number of events being held within the country. These include cycling, some Paralympic events. A number of sporting venues in the country are being built or extended. Files created during the period covered by this OSP relating to the policy decisions to take an active part, discussions over what and where events would be held in Wales and formation of plans for implementing these decisions should be selected. Detailed records of individual projects should not.
- 5.13.3 The Millennium Stadium was constructed to celebrate the Millennium as well as replacing the old Cardiff Arms Park. Guidance on records relating to the planning of the Stadium can be found in OSP 7 paragraph 5.4.10 which continues to be of relevance during the period covered by this OSP. Later records relating to Welsh Government involvement with the construction of the Stadium should be considered for selection. During the redevelopment of Wembley Stadium, the Millennium Stadium was used to host important sporting events. Records documenting Welsh Government part in promoting this will be selected.
- 5.13.4 During the period covered by this OSP, there has been considerable growth in the recognition that exercise, including sporting activity, has beneficial effects on health. In 2005, Welsh Government produced a strategy document "Climbing Higher" explaining its policy on physical exercise and sport. Files illustrating the background to the report and its plans for implementation will be selected.
- 5.13.5 Much of the implementation of the strategy document will be carried out by the Sports Council for Wales. The records of this body are not public records. Reviewers should ensure that records relating to the relationship between Welsh Government and the Sports Council are selected.
- 5.13.6 The Wales Rally GB, initially set up by the Royal Automobile Club as the RAC Rally in 1932, moved its headquarters to Cardiff in 1993 and was sponsored by the WDA. This sponsorship lasted until 2008 and its future as a Welsh event is now in doubt. Files illustrating the policy decisions to sponsor the event and to withdraw sponsorship will be selected.

5.14 Tourism

This theme is covered by s.3.1.1 and s.3.1.4 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government and the state's interaction with the physical environment.

- 5.14.1 Until 2005, the main responsibility for tourism in Wales laid with the Welsh Tourist Board (WTB). In 2001, the First Minister, announced a review of the Welsh Tourist Board (WTB) as part of an on-going series of reviews of its Assembly Sponsored Bodies. Resulting from this review the decision was made to bring the WTB into Welsh Government. WTB was abolished as a separate organisation at the beginning of April 2006. Records that illustrate Welsh Government relationship with the WTB prior to its abolition will be selected.
- 5.14.2 The bulk of records created by the WTB and its successor will take the form of promotional material and publications. These have been transferred as a matter of course to the NLW. This is reflected in the NLW's Collection Policy (see notes on Publications and photographic material below).
- 5.14.3 With the decline of traditional industry and the farming sector, tourism became economically more important. Examples include growth in farmers providing bed and breakfast, the development of Big Pit and similar former industrial sites as tourist venues. Papers relating to Welsh Government involvement in encouraging these changes will be selected. (Note: There are likely to be papers at RCAHMW concerning Big Pit as it took the lead in getting the mine made a World Heritage site.)

5.15 Transport & Highways

This theme is covered by s.3.1.1 and s.3.1.4 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government and the state's interaction with the physical environment.

- 5.15.1 Development of local airports – Cardiff International Airport is the only International Airport in Wales, also providing flights to places throughout the United Kingdom. Swansea Airport is used mainly by light and private aircraft, though for a period in the early 2000s Air Wales used it for international flights. Currently Welsh Government is looking at ways to improve the facilities at the airport as part of their infrastructure development strategy. Files relating to Welsh Government involvement and possible financial support for such improvement schemes will be selected.
- 5.15.2 In 2002 Welsh government welcomed the Strategic Rail Authority's plan for the future of railways in Wales and pledged support. In 2003 Welsh Government had made suggestions to the Department of Transport proposing changes to the current transport system. In 2006 Welsh Government was continuing to support improvements to the rail system through investments. Files relating to Welsh Government policy concerning the future of Welsh railways covering both passenger and freight services will be selected.
- 5.15.3 Individual road projects (M4, A465, A55) – Guidance given in OSP 7 paragraph 15.1 covered these roads and this should continue to be followed during the period covered by this OSP. Policy decisions on major developments to these roads will be selected but routine improvements and repairs will not. Files containing policy decisions concerning major road developments within Wales will also be selected.
- 5.15.4 In 1999 plans were put forward for a New M4 route bypassing Newport. This road would have been of interest as it was planned to be only the second toll motorway in the country. There was a great deal of controversy over this as vehicles crossing the Severn Bridge into Wales already pay a toll, this, together with a possibility of congestion charges in Cardiff could mean three tolls in a relatively small area. There were also environmental and historical concerns. Files relating to these plans will be selected.
- 5.15.5 Second Severn Bridge – the lead files are most likely to be among the records of the Department of Transport but there would have been involvement from both the Welsh Office and later from Welsh Government. Papers relating to this matter will be selected and these should include papers relating to any effects that the opening of the new bridge in 1996 had. The collection of tolls was a controversial issue at the time and papers relating to this created by Welsh Government will be historically significant.

5.16 Miscellaneous matters

- 5.16.1 Civil Emergencies Section 5.17 of OSP 7 refers to this topic. Two specific cases were identified as being of sufficient importance to justify the records dealing with the case being selected – the wreck of the Sea Empress and the Towyn floods. Guidance for identifying similar cases is briefly described here – the event should be serious, likely to affect more than a local area and/or unusual in its occurrence.
- 5.16.2 The subject of Welsh nationalism is dealt with in OSP 7 5.16 and the guidance given there is still relevant during the period covered by this OSP.
- 5.16.3 Welsh Administration Ombudsman together with the Health Service Ombudsman for Wales, was set up by the Government of Wales Act 1998. In 2006, they were abolished by the Public Services Ombudsman (Wales Act) and their functions subsumed into the Welsh Public Services

Ombudsman. Records relating to the decision to abolish the Administration Ombudsman and establish the Public Services Ombudsman will be selected. Records created by Welsh Government relating to individual cases should be treated as they have been in the past. The records of the Public Services Ombudsman are not regarded as Welsh Public Records and will remain the responsibility of the Ombudsman. Most individual case records are made public in an anonymous form.

- 5.16.4 E-government is not just about the delivery of services by electronic means, it is also about using the technology to improve the delivery, quality and accessibility of services to the public. Welsh Government wishes to use the technology to develop a more holistic approach to national and local priorities and targets to be delivered across the whole of Wales. Records illustrating the formulation of this policy, including the production of the Making the Connections action plan, will be selected, also records determining the ways in which the policies should be taken forward.
- 5.16.5 Welsh Government owns a large amount of property, mainly inherited from the Welsh Office. This includes prisons, hospitals, historical sites (through CADW) as well as various office accommodation. Property deeds and leases are not public records but will be transferred as the property is sold or the lease reassigned. They should be listed and kept carefully. Records relating to any policy decisions relating to the disposal of important property will be selected. Routine papers concerning maintenance and repair should be dealt with according to agreed retention schedules.
- 5.16.6 City status – This relates to the award of city status to Newport, Gwent, in 2002. Although the most important records relating to this are likely to be found among local records, records relating to Welsh Government activities will be selected. Files that have regional historical value are deposited locally under the Public Records Act 1958, s.4(1). Therefore, any records relating to the city status of Newport can be offered on deposit to the Gwent Record Office.

5.17 Welsh Development Agency (WDA)

This theme is covered by s.3.1.1 and s.3.1.2 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government and the structures and decision-making processes in government.

The WDA was established in 1976 under the Welsh Development Agency Act 1975. Its purpose was to further the economic development of Wales; to promote industrial efficiency and to further the improvement of the environment of Wales. The Government of Wales Act 1998 extended its powers to cover the social and community responsibilities held by the Development Board for Rural Wales and the Land Authority for Wales. On April 1st 2006 the WDA was subsumed into Welsh Government.

Records created after 1st April 2006 are not covered by this OSP. However, many legacy files were brought into Welsh Government as part of the merger. These records were not Welsh public records prior to WDA's incorporation into Welsh Government but at that point all records still held by the Agency became public records under the terms of the Public Record Act 1958.

WDA's responsibilities and activities were so wide ranging that it is difficult to provide guidance on specific projects. However the following suggestions may be of help.

- 5.17.1 A complete set of WDA Board minutes and papers will be selected.
- 5.17.2 Minutes of top level divisional meetings will be selected for permanent preservation, but check that these are not routinely included among the main Board papers.

- 5.17.3 Major projects of sufficient importance to be considered for permanent preservation will be identified. These will be of national or international significance. Consideration will then be given to which of these records should be permanently preserved.
- 5.17.4 Significant internal, particularly financial, events occurring during the existence of WDA will be selected. This includes records relating to the demise of WDA. It should be considered whether there is sufficient divergence to justify taking records from both WDA and Welsh Government. This should include plans made by Welsh Government to enable plans made by the WDA to be carried out post abolition.
- 5.17.5 WDA had a number of functions relating to the awarding of grants. Files relating to this subject will be dealt with in the same manner as other grant files created by Welsh Government.

5.18 CADW

This theme is covered by s.3.1.1 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government.

Guidance for dealing with the records of CADW can be found in section 5.18 of OSP 7 and more generally in OSP 14 Records relating to the Built Environment which are still relevant during the period covered by this OSP.

- 5.18.1 CADW will keep records relating to buildings which are in their guardianship – these will cover the terms and conditions under which they came into guardianship, information on alterations and repairs to the fabric of the buildings and to any artefacts that they contain. CADW will be responsible for identifying and selecting such records with the advice of a designated officer from the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW).
- 5.18.2 Records relating to the relationship between CADW and Welsh Government will be selected; and also relating to the relationship between CADW and RCAHMW. The designated custodian body is RCAHMW.
- 5.18.3 Records relating to high level policy originating in the National Assembly will be selected for permanent preservation ensuring that there is no overlap between Welsh Government and CADW records before they are selected. The designated custodian body is RCAHMW.
- 5.18.4 The Retention Schedule for CADW, when agreed between the Welsh Government, CADW and RCAHMW, should be used as guidance in reviewing CADW records. The designated custodian body is RCAHMW.

5.19 Central Administration

This theme is covered by s.3.1.1 of TNA's Records Collection Policy (2012) relating to the principal policies and actions of the [...] Welsh Government.

- 5.19.1 OSP 38 (Records of International Administration – Policy Records of Government Housekeeping functions covering: personnel; organisation; financial management; industrial relations; procurement; property management; and information technology) covers this subject. Much of the content of files relating to this function should be covered by standard retention schedules.
- 5.19.2 As before, records dealing with the routine financial administration of the Welsh Government will not be selected. Records relating to the government budgetary process are covered in OSP 15. However it should be born in mind that records relating to the way in which Welsh Government allocates monies among its various departments and agencies will be selected. OSP 9 may be of use, though it covers a period much earlier than this OSP.

- 5.19.3 The disclosure of information was originally covered by the Data Protection Act 1984, amended in 1998. Freedom of Information was introduced by the Freedom of Information Act 2000, amended in 2009. In England, it was decided that the Act should not be implemented until 2005, Welsh Government wanted it to come into force as soon as possible. Records covering decision will be selected for permanent preservation.

6. Note relating to Published Material

The Legal Deposit Libraries Act 2003, states that the legal deposit libraries other than the British Library may request copies of any publication. They will not receive a copy as a matter of right. The libraries have one year after publication to make such a request. This is something that a reviewer may need to bear in mind. OSP 36 provides guidance on the selection of records that also comprise Publications and Grey Literature.

7. Note relating to photographic material

Very few modern collections have actually been taken into the Archives though the historical value of such collections has been recognised and they have been selected for permanent preservation, but in an agreed place of deposit. Selection should take place in the context of the record using agreed criteria. Individual photographs contained in files should be selected as part of the file. TNA will advise on any specific packing or conservation arrangements.

8. Note relating to statistics

Welsh Government collects statistics covering a wide variety of issues. Some may be one off surveys but others could contain figures collected over a number of years. Some are published and should be treated in the same way as other published material. However others, particularly in cases when the data is collected over a period, the information may remain as raw data. Some of these will be suitable for permanent preservation and TNA should be notified at an early stage of their creation. See also OSP 7 paragraph 5.19.2 which is still relevant to the period covered by this OSP.

National Assembly for Wales: Devolved Powers

Following a referendum in 1997, the Assembly was created by the Government of Wales Act 1998. Most of the powers of the Welsh Office and Secretary of State for Wales were transferred to the National Assembly for Wales (NAfW). When first created, the Assembly had no powers to initiate primary legislation.

The Government of Wales Act (GOWA) received the Royal Assent in 1998. The members of the first National Assembly were elected in May 1999. The National Assembly for Wales comprises 60 members. The majority (40) are constituency members elected by the traditional first past the post system. There is also a number (20) of list members elected by the additional member system from closed party lists in five regions in order to introduce proportionality into the Assembly. The National Assembly assumed the responsibilities and budget of the Welsh Office (local government, health, education, agriculture, transport, etc.) with other governmental functions reserved to Westminster. Initially Westminster favoured a committee or local government model as opposed to a Cabinet model of government although this was to change to a hybrid model as the GOWA was drafted.

The process of implementing executive devolution in Wales on the basis of a transfer of power from the Welsh Office to the Assembly proved legally and constitutionally complex; the division of legislative scrutiny between Westminster and Cardiff led to anomalies; and the absence of a formal separation of powers led to a gap between the commonsense perception that Wales had a legislature and an executive, and the constitutional reality that it had a single Assembly seeking to combine both roles.

Devolution Mark 2 – The Government of Wales Act 2006

The Government of Wales Bill was introduced into Parliament on 8 December 2005 and received the Royal Assent on 25 July 2006. In broad terms it implemented the White Paper proposals. Most of the Act came into force following the Welsh Assembly elections in May 2007.

The Government of Wales Act 1998 (the 1998 Act) established the National Assembly for Wales as a single corporate body, with secondary legislative powers and 60 Assembly Members. The Government of Wales Act 2006 (the 2006 Act) 3 provided for a formal legal separation between:

- The National Assembly for Wales, which is the legislature comprising the 60 Assembly Members, and
- The Welsh Assembly Government, which is the executive comprising the First Minister, Welsh Ministers, Deputy Welsh Ministers and the Counsel General.

This separation between legislature and executive took effect once the First Minister had been appointed by Her Majesty the Queen following the Assembly elections on 3 May 2007.

Separation should help to clarify the respective roles of the legislature and the executive.

Mergers (Machinery of Government Changes) during the period covered by this OSP

The Wales Office (Swyddfa Cymru) is a United Kingdom government department. It is a replacement for the old Welsh Office (Swyddfa Gymreig), which had extensive responsibility for governing Wales prior to Welsh devolution in 1999. The Wales Office is responsible for its own records and has its own DRO.

The Secretary of State for Wales has overall responsibility for the office but it is located administratively within the Department for Constitutional Affairs. This was carried out as part of the changes, announced on 12 June 2003, that were part of a package intended toward replacing the Lord Chancellor's Department.

| Name of organisation | Date of transfer |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Care and Social Services Inspectorate Wales (CSSIW) (into WAG) | 1 April 2002 |
| Wales Screen Commission | Created 2002. Part of WAG Creative Industries Support Service (Creative Business Wales) managed by Finance Wales on behalf of WAG. Finance Wales formed by WAG in 2001 as limited company to invest in Welsh businesses and economy |
| Children and Family Court and Advisory Support Service (CAFCASS) CYMRU (into WAG) | 1 April 2005 |
| Health Professions Wales (HPW) to WAG – Healthcare Inspectorate Wales (HIW) | Health Professions Wales (HPW) functions and associated staff transferred to HIW in Caerphilly on 1 April 2006, namely Quality Assurance and Local Supervisory Authority functions. |
| Health Commission Wales (HCW) (into WAG) | 1 April 2003 HCW transferred into the Assembly and will transfer out on 31 March 2010 |
| Rent Office (into WAG) | 1 April 2003 |
| Wales Youth Agency | 1 January 2006 |