

		<p>In particular:</p> <ul style="list-style-type: none"> • Availability and formats • Exempt information • Charges 	
Charging policies are clear and easy to find	Charging policies are clear and easy to find	Clearly publish information in relation to charging for information made available through the Guide to Information	Communications in collaboration with teams providing charged for information
Advice and assistance to access information is usually available	Advice and assistance to access information is readily available	<p>Ensure clear information is provided on how people can get advice and assistance</p> <p>Investigate feasibility of creating online help or FAQs</p>	Communications
People with special support needs can generally get information in the formats they need	People with special support needs can easily get information in the formats they need	<p>Assess currently available information for accessibility</p> <p>Evaluate current provision of information for people with special support needs (including disabilities and other languages) and make recommendations for improvement</p>	Communications
There is occasional thought to the needs of the recipients	Published information is generally focussed on the needs of the recipients	<p>Relevant information included in document preparation guidance</p> <p>All information reviewed before publication</p>	Communications