

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Guide to Information available from Abertillery and Llanhilleth Community Council under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'N/A' in the table.

| Information to be published | How the information can be obtained | Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------|
| <p>Class 1 - Who we are and what we do</p> <p>Information about us, structures, locations and contacts</p> <p>Current information only</p> | (hard copy and web site) | <p>Website: FOC</p> <p>Hard Copy – (see schedule of charges)</p> |
| <p>Who's who on the Council and its Committees:</p> <p>list of Council's members, party affiliation (if any), office held and, if relevant, the ward each member represents</p> | (hard copy <i>and</i> website) | <p>Website: FOC</p> <p>Hard Copy – (see schedule of charges)</p> |
| <p>A telephone number and generic email address as well as postal address. Where possible, provide the contact details for Clerk and Council members (including co-opted members), with telephone number, and email address</p> | (hard copy <i>and</i> website) | <p>Website: FOC</p> <p>Hard Copy – (see schedule of charges)</p> |
| <p>Location of main Council office and accessibility details</p> | Website | FOC |
| <p>Staffing structure</p> | Website | FOC |

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| Gender Pay Gap Reporting in line with the Government's guidance on the gender pay gap reporting (if applicable) | | |
| Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Provide this information for the current and previous financial year. | (hard copy or website) | Website: FOC Hard Copy – (see schedule of charges) |
| Annual audited accounts | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| Finalised budget | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| Precept | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| Borrowing Approval letter | N/A | |

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| Financial Standing Orders and Regulations | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| Grants given and received | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| List of current contracts awarded and value of contract | Hard Copy | Hard Copy – (see schedule of charges) |
| Members' allowances and expenses | (hard copy or website) | Website: FOC Hard Copy – (see schedule of charges) |
| Statement of payments made to all elected members | Hard copy | Hard Copy – (see schedule of charges) |
| Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews As a minimum, provide this information for the current and previous year | (hard copy or website) | Website: FOC Hard Copy – (see schedule of charges) |
| Community Plan | N/A | |

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| Annual Report | (hard copy or website) | Website: FOC Hard Copy – (see schedule of charges) |
| Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines | Hard Copy if applicable | Hard Copy – (see schedule of charges) |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard Copy if applicable | Hard Copy – (see schedule of charges) |
| <p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>As a minimum, provide this information for the current and previous council year</p> | (hard copy) | Hard Copy – (see schedule of charges) |
| Timetable, agenda and minutes of meetings, including Council and any committee/sub-committee meetings and community meetings, unless an exemption applies to the information or parts of it. In so far as reasonably practicable, we also publish documents referred to at those meetings | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| Reports presented to Council meetings, unless an exemption applies to the information or parts of it | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of |

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| | | charges) |
| Responses to consultation papers | Hard Copy if applicable | Hard Copy – (see schedule of charges) |
| Responses to planning applications | Hard Copy if applicable | Hard Copy – (see schedule of charges) |
| Bye-laws | Hard Copy if applicable | Hard Copy – (see schedule of charges) |
| Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only | (hard copy or website) | Website: FOC Hard Copy – (see schedule of charges) |
| Policies and procedures for the conduct of Council business, eg: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Financial Regulations • Code of Conduct • Policy statements | (hard copy or website) | Website: FOC Hard Copy – (see schedule of charges) |

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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policies • Health and safety policy • Recruitment policies and current vacancies, including opportunities for becoming a co-opted member • Policies and procedures for handling requests for information • Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme | (hard copy or website) | <p>Website: FOC</p> <p>Hard Copy – (see schedule of charges)</p> |
| Information security policy | (hard copy or website) | <p>Website: FOC</p> <p>Hard Copy – (see schedule of charges)</p> |
| Records management policies, including records retention, destruction and archive | (hard copy) | Hard Copy – (see schedule of charges) |
| Data protection policy (including data sharing and CCTV usage) and privacy notice | (hard copy or website) | <p>Website: FOC</p> <p>Hard Copy – (see schedule of charges)</p> |
| Welsh Language standards, ie details of how we comply with the requirements | (hard copy or website) | Website: FOC |

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| of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011 | | Hard Copy – (see schedule of charges) |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | Website: FOC Hard Copy – (see schedule of charges) |
| Any publicly available register or list, in most circumstances existing access provisions will suffice | Inspection | |
| Assets register | (hard copy or website; some information may only be available by inspection) | Website: FOC Hard Copy – (see schedule of charges) |
| Disclosure log detailing responses to previous FOI and EIR requests | N/A | |
| Register of members' interests | (hard copy <i>and</i> website) | Website: FOC Hard Copy – (see schedule of charges) |
| Register of gifts and hospitality | N/A | |
| Class 7 – The services we offer | (hard copy or website; some information may | |

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| Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses | only be available by inspection) | |
| Current information only | | |
| Allotments | (hard copy) | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | N/A | |
| Seating, litter bins, clocks, memorials and lighting | N/A | |
| Bus shelters | N/A | |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| Services for which we are entitled to recover a fee, together with those fees (eg burial fees) | N/A | |
| Additional Information | | |
| Any additional information published proactively that is not itemised in the lists above | | |
| Bridges Car Scheme | (hard copy) | Hard Copy – (see schedule of charges) |

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Disbursement cost | Photocopying @ 1p per sheet (black & white) | Actual cost to the Council to be recharged to the recipient – if above £10 |
| | Photocopying @ 5p per sheet (colour) | Actual cost to the Council to be recharged to the recipient – if above £10 |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class to be recharged to the recipient – if above £10 |
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| Statutory Fee | If applicable | In accordance with the relevant legislation |
| | Freedom of Information requests | In line with the FOI Act and guidance in force at the time of the request. |
| Other | | |

* the actual cost incurred

