

# LLANTRISANT COMMUNITY COUNCIL



## Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Llantrisant Community Council and will be valid until further notice.

This publication scheme commits Llantrisant Community Council 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.

## **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.

**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.

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.

## Information available from Llantrisant Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Clerk	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure		
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard Copy – contact Clerk	Free 6p per sheet
Finalised budget	Website Hard Copy – contact Clerk	Free 6p per sheet
Precept	Website Hard Copy – contact Clerk	Free 6p per sheet

Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website Hard Copy-contact Clerk	Free 25p
Grants given and received	Website Hard Copy – contact Clerk	Free 6p per sheet
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	6p per sheet
Members' allowances and expenses	Website Hard Copy – contact Clerk	Free 6p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard Copy – contact Clerk	Free 6p per sheet
Agendas of meetings (as above)	Website Community Noticeboards	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free 6p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	6p per sheet
Responses to consultation papers	Hard Copy	6p per sheet
Responses to planning applications	Hard Copy	6p per sheet

Bye-laws		
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Hard Copy  Hard Copy  Hard Copy  Hard Copy  Hard Copy</p>	<p>6p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website  Hard Copy – contact Clerk</p>	<p>Free  6p per sheet</p>
Information security policy	Hard Copy – contact Clerk	6p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	6p per sheet
Data protection policies	Hard Copy – contact Clerk	6p per sheet
Schedule of charges )for the publication of information)	Hard Copy – contact Clerk	6p per sheet

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	6p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Hard Copy	6p per sheet
Register of members' interests	Hard Copy	6p per sheet
Register of gifts and hospitality	Hard Copy	6p per sheet
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website Hard Copy – contact Clerk	Free 6p per sheet
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website Hard Copy – contact Clerk	Free 6p per sheet
Parks, playing fields and recreational facilities	Website Hard Copy – contact Clerk	Free 6p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy – contact Clerk	Free 6p per sheet
Bus shelters	Website Hard Copy – contact Clerk	Free 6p per sheet
Markets	n/a	



Public conveniences	n/a	
Agency agreements	Website Hard Copy – contact Clerk	Free 6p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Website Hard Copy – contact Clerk	Free 6p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**The Clerk  
Miss Catherine Craven  
Llantrisant Community Council  
The Parish Office  
Newbridge Road  
Llantrisant  
CF72 8EX**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 6p per sheet (black & white)	Actual cost *
	Postage 2 <sup>nd</sup> class postal rate. (larger items will be charged by weight and size)	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority