



## **Glyntraian Community Council Publication Scheme**

Glyntraian Community Council will make available information using the model publication scheme prepared and approved by the Information Commissioner to meet its commitments under the Freedom of Information Act 2000. The publication scheme commits the Council to make information available to the public as part of its normal business activities and publish information covered by the scheme.

This model publication scheme was adopted without modification by Glyntraian Community Council at its Meeting held on 7th September 2022 and will be valid until further notice. The Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed.

### **ICO Model publication scheme (Version 1.2 20151023)**

#### **Freedom of Information Act**

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 we offer.

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, for is difficult to access for similar reasons in exceptional circumstances some information may be available only by viewing in person.

### **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 Glyntraian Community Council under the model publication scheme issued by the Information Commissioner's Office**

This guide covers only information the Council currently holds. If the Council does not hold some of the information listed below, we will mark it as not held' in the tables below.

**Class 1 Who we are and what we do**

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b>  |
|--|--|--|
| Information about us, structures, locations and contacts<br>Current information only                   | Hard copy or website                       | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Who's who on the Council and its Committees  | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Contact details for Clerk and Council members (named contacts with telephone number and email address) | Hard copy, noticeboards, and website       | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Staffing Structure   | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |

## Class 2 What we spend and how we spend it

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b>  |
|--|--|--|
| Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit<br><br>Current and previous year financial year | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free     |
| Annual audited accounts  | Hard copy and website                      | 10p per sheet (black & Website: free   |
| Finalised budget   | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free     |
| Precept  | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free     |
| Borrowing approval letter  | Not held                                   | (Not applicable)   |
| Financial Standing Orders and Regulations  | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free     |
| Grants given and received  | Hard copy                                  | 10p per sheet (black & white)<br>20p per sheet (colour)                      |
| List of current contracts awarded and value of contract  | Hard copy                                  | 10p per sheet (black & white)<br>20p per sheet (colour)                      |
| Councillors' allowances and expenses   | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br><br>Website: free |

### Class 3 What our priorities are and how we are doing

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b>  |
|--|--|--|
| Strategies and plans, performance indicators, audits, inspections and reviews<br><br>Current and previous Council year   | Hard copy or website                       | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Council Action Plan  | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Annual Report  | Hard copy and website                      | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines   | None held                                  |  |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | None held                                  |  |

#### Class 4 How we make decisions

| Information to be published   | How the information can be obtained | Cost   |
|---|-------------------------------------|--|
| Decision making processes and records of decisions<br><br>Current and previous Council year   | Hard copy or website                | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| 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 and website               | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Reports presented to council meetings – note this will exclude information that is properly regarded as private to the meeting.   | Hard copy and website               | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website free  |
| Responses to consultation papers  | Hard copy                           | 10p per sheet (black & white)<br>20p per sheet (colour)                  |
| Responses to planning applications  | Hard copy                           | 10p per sheet (black & white)<br>20p per sheet (colour)                  |
| Byelaws   | None held                           |  |



## Class 5 Our policies and procedures

| Information to be published   | How the information can be obtained | Cost  |
|---|-------------------------------------|---|
| <p>Current written protocols, policies and procedures for delivering Council services and responsibilities</p> <p>Current information only</p>  | Hard copy or website                | <p>10p per sheet (black &amp; white)</p> <p>20p per sheet (colour)</p> <p>Website: free</p> |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>   | Hard copy and website               | <p>10p per sheet (black &amp; white)</p> <p>20p per sheet (colour)</p> <p>Website: free</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</p> <p>Equality and diversity policies</p> <p>Health and safety policy</p> <p>Recruitment policies and current vacancies, including opportunities for becoming a co-opted member</p> <p>Policies and procedures for handling requests for information</p> <p>Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme</p> | Hard copy and website               | <p>10p per sheet (black &amp; white)</p> <p>20p per sheet (colour)</p> <p>Website: free</p> |
| Information security policy   | Hard copy                           | <p>10p per sheet (black &amp; white)</p> <p>20p per sheet (colour)</p>                      |
| Data protection policy and privacy notice   | Hard copy and website               | <p>10p per sheet (black &amp; white)</p> <p>20p per sheet (colour)</p> <p>Website: free</p> |
| Welsh Language standards, i.e. details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011   | Hard copy and website               | <p>10p per sheet (black &amp; white)</p> <p>20p per sheet (colour)</p> <p>Website: free</p> |

|  |           |   |
|--|-----------|---|
| Records management policies, including records retention, destruction, and archive | Hard copy | 10p per sheet (black & white)<br>20p per sheet (colour) |
|--|-----------|---|

### Class 6 Lists and Registers

| <b>Information to be published</b>                                  | <b>How the information can be obtained</b>                                 | <b>Cost</b>  |
|---|--|--|
| Currently maintained lists and registers only                       | Hard copy or website; some information may only be available by inspection | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Asset Register  | Hard copy and inspection   | 10p per sheet (black & white)<br>20p per sheet (colour)                  |
| Register of Members interests                                       | Hard copy and website  | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Register of gifts and hospitality                                   | Only available by inspection   | Not applicable   |
| Disclosure log detailing responses to previous FOI and EIR requests | Only available by inspection   | Not applicable   |

## Class 7 The services we offer

| Information to be published  | How the information can be obtained  | Cost   |
|--|--|--|
| Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses<br><br>Current information only | Hard copy or website; some information may only be available by inspection | 10p per sheet (black & white)<br>20p per sheet (colour)<br>Website: free |
| Allotments   | None held  | Not applicable   |
| Burial grounds and closed churchyards  | None held  | Not applicable   |
| Community centres and village halls  | Hard copy  | 10p per sheet (black & white)<br>20p per sheet (colour)                  |
| Parks, playing fields and recreational facilities  | Only available by inspection   | Not applicable   |
| Seating  | Only available by inspection   | Not applicable   |
| Bus shelter  | Only available by inspection   | Not applicable   |
| Markets  | None held  | Not applicable   |
| Public conveniences  | None held  | Not applicable   |
| Agency agreements  | None held  | Not applicable   |
| Services for which we are entitled to recover a fee, together with those fees (e.g. burial fees)   | None held  | Not applicable   |

## Additional Information

| Additional information   | How the Information can be obtained | Cost           |
|--|-------------------------------------|----------------|
| Any additional information published proactively that is not itemised in the lists above | None held                           | Not applicable |

Information in relation to Glyntraian Community Council is available from:

- Website [www.glyntraian.org.uk](http://www.glyntraian.org.uk)
- Tel. 07535 733418
- Hard copies from Stephanie Masters, Clerk to Glyntraian Community Council, Dyffryn, Pontfadog, Llangollen LL20 7AT

## Schedule of Charges

The information available on the Glyntraian Community Council website is provided free of charge

Viewing information only is provided free of charge

For hard copies of information, the charges are:

| TYPE OF CHARGE    | DESCRIPTION   | BASIS OF CHARGE                      |
|-------------------|---|--------------------------------------|
| Disbursement cost | Photocopying @ 10p per sheet (black & white)          | Actual cost - (Actual cost incurred) |
| Disbursement cost | Photocopying @ 20p per sheet (colour)                 | Actual cost                          |
| Postage           | Royal Mail standard 2nd class                         | Actual cost                          |
| Statutory Fee     | In accordance with the relevant legislation specified |                                      |

Glyntraian Community Council cannot charge for the costs of putting the requested information into an alternative format, for example, Braille, large print or on an audio tape if this reformatting is required to meet the requirement to make reasonable adjustments for disabled persons in accordance with the Equalities Act 2010.