CYNGOR TREF
LLANFYLLIN
TOWN COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME
LLANFYLLIN TOWN COUNCIL

DOCUMENT REFERENCE: LTC-09

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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 the authority holds this information. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Some bodies are public authorities only for part of their functions. For these bodies, this scheme covers only information about the functions for which the organisation is a public authority.

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

Class 1	Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance
Class 2	What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.
Class 3	What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections, and reviews
Class 4	How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5	Our policies and procedure	Current written protocols for delivering our functions and responsibilities.
Class 6	Lists and Registers	Information held in registers required by law and other lists and registers relating to the functions of the authority.
Class 7	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 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.

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.

Information available from Llanfyllin Town Council under this scheme

Information to be published	How the information can be obtained	Cost
Class 1 : Current information only		
Who is who on the Council and its Committees	Website or Contact Town Clerk	Free
Contact details for the Clerk and Council members	Website or Contact Town Clerk	Free
Staffing structure	Contact Town Clerk	Free
Class 2 : Current and previous financial year		
Annual return form and report by auditor	Printed Copy – Contact Town Clerk	£1.00
Finalised budget	Printed Copy – Contact Town Clerk	10p per page
Precept	Contact Town Clerk	Free
Financial Standing Orders and Regulations	Printed Copy – Contact Town Clerk	10p per page
Grants given and received	Contact Town Clerk	Free
List of current contracts awarded and value	Contact Town Clerk	Free
Members' allowances and expenses	Contact Town Clerk	Free
Class 3		
Parish Plan	Not Applicable	
Local Charters	Not Applicable	
Annual Report to Community meeting	Not Applicable	
Local Charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 : Current and Previous Years		
Agendas of Meetings	Website	Free
Minutes of Meetings - this will exclude information regarded as private to the meeting	Website	Free
Reports presented to Council Meetings – this will exclude information regarded as private to the meeting	Website	Free
Responses to consultation papers	Contact Town Clerk	Free
Responses to planning applications	Contact Town Clerk	Free
Class 5 : Current information only		
Policies & Procedures for the conduct of Council business such as. ▪ Procedural Standing Orders ▪ Code of Conduct ▪ Policy Statements	Website Printed Copy – Contact Town Clerk	Free 10p per page
Policies & Procedures for the provision of Services such as. ▪ Recruitment/Vacancies ▪ Complaints Procedure ▪ Delegated Authority ▪ Requests for Information	Website Printed Copy – Contact Town Clerk	Free 10p per page
Data Protection Policy	Website Printed Copy – Contact Town Clerk	Free 10p per page
Class 6 : Currently maintained lists and registers only		
Any publicly available register or list	Contact Town Clerk	Free
Assets Register	Contact Town Clerk	Free
Disclosure Log	Contact Town Clerk	Free
Register of Members Interests	Contact Town Clerk	Free
Register of Gifts & Hospitality	Contact Town Clerk	Free
Class 7 : Current information only		
Agency Agreements	Contact Town Clerk	Free
Allotments	Contact Town Clerk	Free
Noticeboards	Contact Town Clerk	Free
Websites	Contact Town Clerk	Free

SCHEDULE OF CHARGES

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

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per page (black and white)	Actual Cost*
	Postage	Actual Cost*
Statutory Fee	In accordance with the relevant legislation as applicable	

* The actual cost incurred by the public authority.