

LLANSANTFFRAED COMMUNITY COUNCIL

Publication Scheme

Section 19 of the Freedom of Information Act requires every council to adopt and maintain a publication scheme and to publish information in accordance with the scheme. The Llansantffraed Community Council scheme is based on a model scheme prepared and approved by the Information Commissioner. This publication scheme commits the 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 Council.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council 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 Council 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 Council.

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 Council 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 the Council, 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, the Council 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 the Council 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.

There will be no charge for providing this information.

However, any charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

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

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.

Dealing with Requests for Hard Copies of Information

Requests should be made in writing the Clerk, Mr Denfer Morgan either by way of an email to clerc.llansantffraed@btinternet.com

or a letter to Denfer Morgan, Clerk to the Llansantffraed Community Council, Nantgwyn, Lampeter Road, Aberaeron SA46 0ED.

Requests will be responded to with 14 days.

Requests under the Freedom of Information Act

Information held by the Council 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 Llansantffraed Community Council under the Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Who's who on the Council and its Committees	Website and hard copy.
Contact details for Clerk and Council members	Website and hard copy.
Location of main Council office	Website and hard copy.
Class 2 – What we spend and how we spend it	
Annual return form and report by the external auditor (2)	Website and hard copy.
Finalised budget	Website and hard copy.
Precept	Website and hard copy.
Financial Standing Orders and Regulations	Website and hard copy.
Grants given and received	Website and hard copy.
List of current contracts awarded and value of contract	Website and hard copy.
Members' allowances and expenses (3)	Website and hard copy.
Class 3 – What our priorities are and how we are doing	
Business Plan	Website and hard copy.
Annual Report (4)	Website and hard copy.
Class 4 – How we make decisions	

Timetable of meetings (Council and annual meetings)	Website and hard copy.
Agendas of meetings (as above) (5)	Website and hard copy.
Minutes of meetings (as above) (excluding information that is properly regarded as confidential. (5)	Website and hard copy.
Reports presented to council meetings - excluding information that is properly regarded as confidential. (5)	Electronic or hard copy.
Responses to consultation papers	Found in minutes on website and hard copy.
Responses to planning applications	Found in minutes on website and hard copy.
Class 5 – Our policies and procedures	
Standing Orders	Website and hard copy.
Members' Code of Conduct (6)	Website and hard copy.
Policies and procedures for handling requests for personal information	Website and hard copy.
Complaints Policy	Website and hard copy.
Information security policy	Website and hard copy.
Records management policies (records retention, destruction and archive)	Website and hard copy.
Data protection policies	Website and hard copy.
Privacy statement	Website and hard copy.
Class 6 – Lists and Registers	
Assets Register	Website and hard copy.
Register of Members' Interests (7)	Website and hard copy.
Class 7 – The services we offer	
Playgrounds and play areas	Electronic and paper copy.
Footpath trashing	Electronic and paper copy.
Seating Area	Electronic and paper copy.
Tennis and multi-use courts	Electronic and paper copy.

The following information is also required to be published by way of other statutes

- (1) This is required by the Section 55(1) of the Local Democracy (Wales) Act 2013
- (2) Electors have the right to exercise their rights under the Public Audit (Wales) Act 2004 to inspect accounts and supporting documents which are made available for public inspection.
- (3) This information is required to be published under the requirements of the Local Government (Wales) Measure 2011 (as amended).
- (4) This is required to be published by way of Section 52 of the Local Government and Elections (Wales) Act 2021.
- (5) Section 50 Local Government and Elections (Wales) Act 2021 / Section 55(1) of the Local Democracy (Wales) Act 2013
- (6) This is required by way of Section 51 (6)(b)(iii) of Part III of the Local Government Act 2000
- (7) This is required by the Section 58 of the Local Democracy (Wales) Act 2013