



Publication Scheme

LLANHARAN COMMUNITY COUNCIL

Serving the communities of Llanharan, Brynna, Bynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy.

Publication Scheme

Version	Date Approved	Minute Reference	Review date
1	21 st January 2021	2020/117	January 2022



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Introduction

The Freedom of Information Act 2000 requires public authorities to:

- a) 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.
- b) Specify the information which is held by the authority and falls within the classifications below.
- c) Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d) 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.
- e) Review and update on a regular basis the information the authority makes available under this scheme.
- f) Produce a schedule of any fees charged for access to information which is made proactively available.
- g) Make this publication scheme available to the public.
- h) 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



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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.

- i) In accordance with the Freedom of Information Act, Llanharan Community Council will 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 community council.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website Hard Copy	Free
Who's who on the Council and its Committees	Website Hard Copy	Free
Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free
Location of main Council office and accessibility details	Website Hard Copy	Free
Staffing structure	Website Hard Copy	Free



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<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Outline on website Hard copy-contact Clerk</p>	<p>Free 10p a page</p>
<p>Finalised budget</p>	<p>Outline on website Hard copy</p>	<p>Free 10p a page</p>
<p>Precept</p>	<p>Outline on website Hard copy</p>	<p>Free 10p a page</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Grants given and received</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>List of current contracts awarded and value of contract</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Members' allowances and expenses</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>



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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Under review	
Community Council Plan (current and previous year as a minimum)	TBC	
Annual Report (current and previous year as a minimum)	TBC	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website Hard Copy	Free 10p a copy
Agendas of meetings (as above)	Website Hard Copy	Free 10p a copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy



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Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Website Hard Copy	Free 10p a copy
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p a copy



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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
Information security policy	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
Records management policies (records retention, destruction and archive)	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
Data protection policies	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
Schedule of charges (for the publication of information)	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
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Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard copy	Free 10p
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)	N/A	
Register of members' interests	Website Hard copy	Free 10p
Register of gifts and hospitality	Website Hard copy	Free 10p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard copy	Free 10p
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p
Seating, clocks, memorials, Christmas lights, fireworks	Website Hard copy	Free 10p
Bus shelters	Website Hard copy	Free 10p



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Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		