



LLANHARAN COMMUNITY COUNCIL PUBLICATION SCHEME

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 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



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



Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Under review	
Community Council Plan (current and previous year as a minimum)	TBC	
Annual Report (current and previous year as a minimum)	Website Hard Copy	Free 10p a page

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
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) – (excluding information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – (excluding information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy



Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Byelaws		
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



<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>
<p>Information security policy</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
<p>Data protection policies</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p a copy</p>



Class 6 – Lists and Registers	(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	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	(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	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
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.