

Betws Community Council Publication Scheme

The Freedom of Information Act 2000 ('the Act') was passed on 30 November 2000. The Act applies to public authorities and those providing services for them. This includes local councils and parish meetings without a separate parish council. The Act was brought fully into force on 1 January 2005.

Local councils have two main responsibilities under the Act. Pursuant to s.19 of the Act, they have to

- produce a 'publication scheme' (a guide to the information they hold which is publicly available)
- deal with individual requests for information.

The duty for local councils (including Town and Community Councils) to adopt a publication scheme was imposed on the 28 February 2003.

Publication schemes

The Act places a duty on public authorities to adopt and maintain publication scheme. Publication schemes must set out:

- the types of information the authority publishes
- the manner in which the information is published
- details of any charges.

Once approved, it will be up to your council to decide how to publish its scheme. S.19 requires public authorities to review publication schemes periodically. In deciding what information should be included in the scheme, public authorities must consider the public interest in allowing access to information and the public interest in the publication of reasons for decisions made by the authority. A model publications scheme for use by local councils has been approved by the Information Commissioner as outlined below:

Freedom of Information Act 2000

This model publication scheme version 1.2 20151023 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.

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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.

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.

To be reviewed every 3 years or before should changes be identified.

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 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 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.

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.

To be reviewed every 3 years or before should changes be identified.

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

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 Betws Community Council under the model publication scheme issued by the Information Commissioner's Office

Under the Freedom of Information Act ("the Act") it is the duty of every public authority to adopt and maintain a publication scheme.

Fees and charging Information available through a local council's publication scheme should be readily available at minimum cost to the public. If a council charges for routinely available information, it is expected that the charges to be justifiable, clear and kept to a minimum. This will mean that in most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g. photocopying and postage) and information that the local council is legally authorised to charge for. Anyone requesting information must be informed of any charge before the information is provided. Councils may ask for payment before providing the information.

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

***Cost**

0.66p per hard copy sheet (black & white) and 0.69p per hard copy sheet (colour) plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.

Information available from Betws Community/Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		*see schedule of charges
Who's who on the Council and its Committees	Website/email/hard copy	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/noticeboard/ email/hard copy	
Location of main Council office and accessibility details	not applicable	
Staffing structure	1 member of staff who works from home and is the Clerk/Proper Officer/Responsible Financial Officer to Betws Community Council.	

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

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) Current and previous financial year as a minimum		*see schedule of charges
Annual return form and report by auditor	Website/email/hard copy	
Finalised budget	Website/email/hard copy	
Precept	Website/email/hard copy	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website/email/hard copy	
Grants given and received	Website/email/hard copy	
List of current contracts awarded and value of contract	Email/hard copy	
Members' allowances and expenses	Website/email/hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		*see schedule of charges
Community Plan (current and previous year as a minimum)	Not applicable	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		*see schedule of charges

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website/email/hard copy	
Agendas of meetings (as above)	Website/email/hard copy	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website/email/hard copy	
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website/email/hard copy	
Responses to consultation papers	Website/email/hard copy	
Responses to planning applications	Website/email/hard copy	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		*see schedule of charges
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/email/hard copy	
Policies and procedures for the provision of services and about the	Website/email/hard copy	

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website/email/hard copy	
Records management policies (records retention, destruction and archive)	Website/email/hard copy	
Data protection policies	Website/email/hard copy	
Schedule of charges) for the publication of information)	Website/email/hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	*see schedule of charges
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Email/hard copy	
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)	Not applicable	
Register of members' interests	Website/email/hard copy	
Register of gifts and hospitality	Email/hard copy	
Class 7 – The services we offer	(some information may	*see

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	only be available by inspection)	schedule of charges
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website/email/hard copy	
Seating, litter bins, clocks, memorials and lighting	Website/email/hard copy	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		*see schedule of charges
Events that the Community Council run	Website/Email/ Noticeboards/Hard copy	

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

Contact details:

Angela Brown
Clerk of the Council
Betws Community Council
c/o Golwg Y Bryn, Heol Capel Ifan, Pontyberem, Llanelli, Carmarthenshire, SA15 5HF
Tel: 01269 871144
Email: betwscommunitycouncil@hotmail.co.uk
Website: <https://betwscouncil.org.uk/>

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 75p * per sheet (black & white)	Actual cost * /sheet/ink, plus envelope and postage costs.
	Photocopying @ 87p * per sheet (colour)	Actual cost * /sheet/ink, plus envelope and postage costs.
	Postage	Actual cost of Royal Mail standard 2 nd class and envelope

Adopted by Betws Community Council on 9 November 2022 minute reference 11a next review date November 2025.
To be reviewed every 3 years or before should changes be identified.

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.	

* the actual cost incurred by the public authority