



FREEDOM OF INFORMATION PUBLICATION SCHEME

Prepared in accordance with the Freedom of Information Act 2000

This Publication Scheme (Review) was adopted by the Council on 29 May 2018 based on the Model Scheme issued by the Office of the Information Commissioner.

INTRODUCTION

Newtown & Llanllwchaiarn Town Council welcomes the Freedom of Information Act 2000 and its intention to promote greater openness and transparency of the Council's work.

A model publication scheme is issued by the Information Commissioner. It was adopted by the Council with minor modification and is valid until further notice.

This Scheme consists of 2 parts:

- a) Part 1: The Definition of the Publication Scheme**
 - b) Part 2: Information Available Under the Publication Scheme**
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PART 1: THE DEFINITION OF THE PUBLICATION SCHEME

The Council's Commitments

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 classes of information (mentioned below) where it is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 The Council Will Publish If It Is Held

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 Procedures: 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 Council.

Class 7 – 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.

Method of Publication

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 its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information via 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 equities 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

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 Council 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, and where 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 this published schedule or schedules of fees which is readily available to the public.

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 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 2000 and the Environmental Information Regulations 2004 or subsequent Acts or Regulations.

Contact Details

Members of the public wishing to inspect information that cannot be posted or emailed are requested to contact the Clerk to the Council to ensure that the information requested is available and to make an appointment to view. Contact details are as below:

Email: townclerk@newtown.org
Tel: 01686-625544
Contact Address Clerc y Dref | Town Clerk
Brisco House
The Cross
Broad Street
Newtown
Powys SY16 2BB

To help the Council process requests quickly, please mark your email or letter 'Information Request'.

End of Part 1 The Definition of the Publication Scheme

Part 2 Information Available Under The Publication Scheme follows

NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME – Part 2

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main Council office and accessibility details	Website
Staffing structure	Website

Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Borrowing Approval letter	None
Financial Standing Orders and Regulations	Website
Grants given and received	Website
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	Website

Class 3 – What our priorities are and how we are doing	
Town Plan – Community Led Action Plan	Website
Annual Report to Town or Community Meeting (current and previous year as a minimum)	First one will be 2018/19
Quality status	Applies to England
Local charters drawn up in accordance with DCLG guidelines	None
Draft 5 year Business Plan 2018-2023	Web

Class 4 – How we make decisions	
Timetable of meetings (Council and any committee/sub-committee meetings and town meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	None
Decision Log	Website

Class 5 – Our policies and procedures	
Governance Policies	
Employment Policies	Website
Health & Safety Policies	Website
Procedural standing orders	Website
Committee and sub-committee terms of reference	Website
Clerks scheme of delegation	Website
Code of Conduct	Website
Internal instructions to staff and policies relating to the delivery of services	none
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Schedule of charges (for the publication of information)	Website and end of this scheme

Class 6 – Lists and Registers	
Assets register	Website
Freedom of Information Log	Hard copy contact clerk
Register of members' interests – not applicable in Wales	None
Register of gifts and hospitality	Website

Class 7 – The services we offer	
Allotments	None
Burial grounds and closed churchyards	None
Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
Markets	Website
Public conveniences	Website
Agency agreements	None
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Under constant Review

Contact details:**Ed Humphreys**, Town Clerk, Town Council Offices, The Cross, Broad Street, Newtown, Powys, SY16 2BB

TELEPHONE: (01686) 625544

Email: townclerk@newtown.org.ukWeb: www.newtown.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. The Council reserves the right to implement or waive these charges.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per A4 sheet (black & white) 10p	Actual cost incurred by the Council
	Photocopying @ ..p per A4 sheet (colour) 20p	Actual cost incurred by the Council
	Postage	Actual cost incurred by the Council
Statutory Fee	None	Actual cost incurred by the Council
Other		Actual cost incurred by the Council

* the actual cost incurred by the public authority

PUBLICATION SCHEME

Amended or Reviewed	Date	Version No	Who
Approved	9/3/15	090315PS/1	Phil Watkins
Reviewed & Amended	29/5/18	090315PS/2	Sue Newham