



# Publication Scheme

## Publishing Policy

We are committed to making information available to the public as part of our normal business activities.

- 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 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.

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.

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.

All the information below will be on our website. Printed copies may be obtained at 10p per sheet of paper, plus the cost of postage.

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.



# Information to be published

## **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts constitutional and legal governance.)

This will be current information only.

- Members of the Council
- Contact details for the Clerk and Council Members (named contacts where possible with telephone number and email address (if used))
- Roles

## **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

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

## **Class 3 – What our priorities are and how we are doing**

(Strategy and performance information, plans, assessments, inspections and reviews)

Current and previous year as a minimum

- Annual Report



## **Class 4 – How we make decisions**

(Decision making processes, consultations and records of decisions)

Current and previous council year as a minimum

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting
- Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.
- Responses to consultation papers
- Responses to planning applications

## **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our functions and responsibilities)

Current information only

- Policies and procedures for the conduct of council business:  
Website
- Procedural standing orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements
  
- Policies and procedures for the provision of services and about the employment of staff:
  - Internal instructions to staff and 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
- Records management policies (records retention, destruction and archive)
- Data protection policies
- Schedule of charges (for the publication of information)

## **Class 6 – Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority. 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
- Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)
- Register of members' interests

## **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

- Allotments
- Parks, playing fields and recreational facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters



## **Contact details:**

Clerk@StNicholasBonvilston-cc.Wales

Parish Council Noticeboard locations:

- St Nicholas Village Green
- Maes y Ffynon, Bonvilston

## **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 @ 10p\* per sheet (black & white)

Photocopying @ 20p\* per sheet (colour)

Postage Actual cost of Royal Mail standard 2nd class

\*Actual cost incurred by Community Council

