



FREEDOM OF INFORMATION PUBLICATION SCHEME POLICY

1 INTRODUCTION

1.1 This policy commits Pontypool Community Council to make information available to the public as part of its normal business activities. The information covered is include in the classes of information mentioned below, where this information 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.

1.2 The scheme commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which his held by the Council and falls within the classification below;
- specify the information which is held by the Council and falls within the classification below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the Council makes available under this scheme
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public.

2 CLASSES OF INFORMATION

2.1 **Who we are and what we do:**

- organisational information, locations and contacts, constitutional and legal governance

2.2 **What we spend and how we spend:**

- financial information relating to the projected and actual income and expenditure, tendering, procurement and contracts.

2.3 **What our priorities are and how we are doing:**

- strategy and performance information, plans, assessments, inspections and reviews.

2.4 **How we make decisions:**

- policy proposals and decisions. Decision making processes, internal criteria and procedures and consultations.

2.5 **Our policies and procedures:**

- current written protocols for delivering our functions and responsibilities.

2.6 **Lists and registers:**

- information held in registers required by law and other lists and registers relating to the functions of the Council.

2.7 **The service 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 considered to be protected from disclosure;
 - information in draft form
 - information that is no longer available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

3 METHOD OF PUBLICATION

- 3.1 The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2 Where it is within the capability of the Council, 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, the Council will indicate how information can be obtained by other means and provide it by those means.
- 3.3 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.
- 3.4 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.
- 3.5 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.

4 CHARGES

- 4.1 Any postage charges will be charged at cost.

Schedule of charges (for the publication of information)	Hard copy and website	Free
Assets Register	Inspection only	Free
Grant application form and guidance	Hard copy and website	Free
Policies	Hard copy and website	Free
Register of Members interests	Inspection only	Free
Risk Register	Hard copy and website	Free
Strategy and Action Plan and update reports	Hard copy and website	Free
For information that is not itemised elsewhere	Hard copy	25p per sheet

- 4.2 In the event that a request is made for a large amount of information involving a great deal of research time an estimate will be given of the cost of providing such information. Under these circumstances no work will be undertaken until an agreement to pay such costs has been undertaken by the person requesting the information.

5 WRITTEN REQUESTS

- 5.1 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.
- 5.2 To help the Council find the information you require, give as much detail as possible and include your name, address where you can be contacted.

6 CONTACT DETAILS

- 6.1 If you require a paper version of any information or want to ask whether information is available, please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively, you can visit the website www.pontypoolcc.gov.uk

Email: clerk@pontypoolcc.gov.uk

Tel: 01495 756732

Address: Clerk
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