



Rogiet  
Community Council

# **PUBLICATION SCHEME**

**Adopted 10 January 2024**

## **Freedom of Information**

This Publication scheme 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.

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 classification below.
- to specify the information which is held by the authority and falls within the classification 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.

## **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**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing**

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 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 properly 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.

### **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.

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 information

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.

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.

## Publication Scheme for Rogiet Community Council

Information available from Rogiet Community Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost *hardcopy - over 5 sheets 20p per sheet
Who's on the Council and its Committees	hard copy or website	Free*
Contact Details for Clerk and Council Members	hard copy <i>and</i> website	Free*
Location of main Council office and accessibility details	hard copy <i>and</i> website	Free*
Staffing structure	hard copy <i>and</i> website	Free*
Annual Return Form and report by Auditor	hard copy <i>and</i> website	Free*
Finalised budget	hard copy	Free*
Precept	hard copy	Free*
Financial Standing Orders and Regulations	hard copy <i>and</i> website	Free*
Grants given and received	hard copy	Free*
List of current contracts awarded and value of contract	hard copy	Free*
Members' allowances and expenses	hard copy <i>and</i> website	Free*
Statement of payments made to all elected members	hard copy <i>and</i> website	Free*
Agendas of meetings	hard copy <i>and</i> website	Free*
Minutes of Meetings - NB this will exclude information that is properly regarded as private to the meeting	hard copy <i>and</i> website	Free*
Reponses to consultation papers	hard copy	Free*
Responses to planning applications	hard copy	Free*
Data Protection Policies	hard copy <i>and</i> website	Free*
Schedule of Charges (for the publication of information)	hard copy	Free*
Asset Register	Inspection Only	Free*
Register of Members interests	hard copy <i>and</i> website	Free*
Policies	hard copy <i>and</i> website	Free*
Grant application form and guidance	hard copy	Free*
Risk Register	hard copy	Free*
Annual report	hard copy <i>and</i> website	Free*
Welsh Language standards, ie details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Hard copy	Free*
For information that is not itemised elsewhere	hard copy	20p per sheet
The services we offer		
Pavilion – rental for sports club, nursery		
Park and playing fields		
Seating , dog waste bins		

Any postage charges will be charges at cost.

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.

Approved Ordinary Meeting 10<sup>th</sup> January 2024