

# **Llangors Community Council**

## **Freedom of information policy**

**Produced in accordance with the Freedom of Information Act 2000.**

Information available from Llangors Community Council under the model publication scheme is listed in the table below. Any requests should be made in writing and addressed to the Clerk. The council will consider all requests in line with current regulations.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>Current list of Councillors and Personnel</p>	<p>Website and Noticeboards</p> <p>Hard Copy</p>	<p>Free</p> <p>20p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website &amp; Noticeboards</p>	<p>Free</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Website &amp; Noticeboards</p>	<p>Free</p>
<p>Staffing structure – Only Clerk so as above</p>		
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>See web page for Minutes</p> <p>Hard Copy – See Clerk</p>	<p>Free</p> <p>20p per sheet</p>
<p>Annual return form and report by auditors – see minutes</p>	<p>Hard Copy See Clerk</p>	<p>20p per sheet</p>
<p>Finalised budget</p>	<p>Minutes on web page</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>20p per sheet</p>
<p>Precept – see minutes</p>	<p>Hard Copy See Clerk</p>	<p>20p per sheet</p>
<p>Financial Standing Orders and Regulations</p>	<p>Web Page</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>20p per sheet</p>
<p>Grants given and received</p>	<p>Web page as minutes</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>20p per sheet</p>

Current contracts awarded and value of contract Actual Contract	Web page as minutes Hard Copy See Clerk	Free 20p per sheet
Employee salary and Members allowances and expenses	Web page as minutes Hard Copy See Clerk	Free 20p per sheet
Insurance Policy	Hard Copy See Clerk	20p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Audit Report	Hard Copy See Clerk	20p per sheet
Community Plan (current and previous year as a minimum)	As per PCC & BBNPA see PCC & BBNPA web page	Free
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	See WAG etc web pages  Hard Copy where applicable See Clerk	Free  20p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) – As per Standing Orders and Code of Conduct	Web Page Hard copies See Clerk	Free 20p per sheet
Current and previous council year as a minimum – see Minutes	Web Page	Free
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings) – See Agenda/minutes		Free
Agendas of meetings (as above)	Web Page Notice Boards Hard Copy See Clerk	Free Free 20p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Page Notice Boards Hard Copy See Clerk	Free Free 20p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. (Presented to public in the Minutes)	Web Page as minutes Notice Boards Hard Copy See Clerk	Free Free 20p per sheet

Responses to consultation papers	Hard Copy See Clerk or Responsible Councillor	20p per sheet
Responses to planning applications	As minutes & as per LPA webpage. Hard copy see Clerk	20p per sheet
Bye-laws - Not exercised		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Standing Orders  Current information only	Web Page Hard copies See Clerk	Free 20p per sheet
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee etc. terms of reference - As Standing Orders Delegated authority in respect of officers - As Standing Orders & Minutes Code of Conduct – Register of Members Interest Policy statements	Web Page Hard copies See Clerk Web Page Web Page Hard copy – See Clerk	Free 20p per sheet Free Free Free
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy - See Risk Assessment Schedule Recruitment policies (including current vacancies) Policies and procedures for handling requests for information - See FOI schedule Complaints procedures (including those covering requests for information and operating the publication scheme) See FOI schedule & Complaints policy Internal policies for Member complaints and Social media	Not Held Not Held Hard copy- See Clerk Not Held Web Page  Web Page  Hard Copy – see clerk	20p per sheet  Free  Free  Free
Information security policy - See GDPR policy & Risk Assessment schedule	Hard Copy –see clerk	20p per sheet

Records management policies (records retention, destruction and archive)	Hard Copy - see Clerk	
Data protection policies (GDPR)	Web Page & hard copy - see Clerk	Free & 20p per sheet
Schedule of charges (for the publication of information)	As per this schedule	
<b>Class 6 – Lists and Registers</b>		
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)	Register of Electors Held – No Public Access Available via Community Council	
Assets Register	Hard Copy – see Clerk	20p per sheet
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 Held	
Register of members' interests	As noted in minutes. Summary on webpage	20p per sheet Free
Register of gifts and hospitality	Hard Copy - See Clerk	20p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	Flyers/Public Updates	Free
Seating	No Information held	
Bus Shelter	No information Held	
Notice Boards – for CC notices, public and charity notices. Not for business ads.	No information Held	
Glebe Community Field – relevant statutory documents & Development Plan	Hard Copy - See Clerk	20p per sheet
<i>A summary of services for which the council is entitled to recover a fee, together with those fees</i>		

Web page – information for all.	Web Page - free	
St Paulinus Graveyard - Burial Fees – contact Burial Board Clerk	See – Burial Board Clerk	20p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk : Judith Phillips 01874 658869

Burial Board Clerk : Cllr Tony Evans 01874 658319

## 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
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	0	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Clerk time	

\* the actual cost incurred by the Community Council

Last updated March 2019