

Information available from Town Councils in Wales under the model publication scheme

This guidance gives examples of the kinds of information that we would expect Town Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Town Councils to make the information in this definition document available unless:

* it does not hold the information;
* the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
* the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
* the information is archived, out of date or otherwise inaccessible; or,
* it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

**Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](http://www.ico.org.uk/for_organisations/guidance_index/~/media/documents/library/Freedom_of_Information/Detailed_specialist_guides/datasets-foi-guidance.pdf) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only.    N.B. Councils should already be publishing as much information as possible about how they can be contacted. | Please see - http://pontardawetowncouncil.org | Free |
| Who’s who on the Council and its Committees | Please See http://pontardawetowncouncil.org | Free |
| Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Please see http://pontardawetowncouncil.org | Free |
| Location of main Council office and accessibility details | Please see http://pontardawetowncouncil.org | Free |
| Staffing structure | Please see http://pontardawetowncouncil.org | free |
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| **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 | Please see http://pontardawetowncouncil.org | Free |
| Annual return form and report by auditor | Please see http://pontardawetowncouncil.org | Free |
| Finalised budget | Please see <http://pontardawetowncouncil.org> – minutes October each year | Free |
| Precept | Please see <http://pontardawetowncouncil.org> – minutes October each year | Free |
| Borrowing Approval letter | N/A | n/a |
| Financial Standing Orders and Regulations | Provided on request. | Electronic copies free – paper copies 5p per sheet. |
| Grants given and received | Please see http://pontardawetowncouncil.org | Free |
| List of current contracts awarded and value of contract | Provide on request | Electronic copies free – paper copies 5p per sheet. |
| Members’ allowances and expenses | Please see http://pontardawetowncouncil.org | Free |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum | Please see <http://pontardawetowncouncil.org>  Or Provided on request | Electronic copies free – paper copies 5p per sheet. |
| Community Plan (current and previous year as a minimum) | N/A |  |
| Annual Report (current and previous year as a minimum) | Please see <http://pontardawetowncouncil.org> | Free |
| Local charters drawn up in accordance with WG and WLGA guidelines | Provided on request | Electronic copies free – paper copies 5p per sheet. |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | Please see <http://pontardawetowncouncil.org> | Free |
| Timetable of meetings (Council and any committee/sub-committee meetings and community meetings) | Please see <http://pontardawetowncouncil.org> | Free |
| Agendas of meetings (as above) | Please see <http://pontardawetowncouncil.org> | Free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Please see <http://pontardawetowncouncil.org> | Free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Please see <http://pontardawetowncouncil.org> | Free |
| Responses to consultation papers | Please see <http://pontardawetowncouncil.org> | Free |
| Responses to planning applications | Please see <http://pontardawetowncouncil.org> | Free |
| Bye-laws | N/A |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | Available on request | Electronic copies free – paper copies 5p per sheet. |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Available on request | Electronic copies free – paper copies 5p per sheet. |
| 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  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) | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Information security policy | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Records management policies (records retention, destruction and archive) | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Data protection policies | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Schedule of charges (for the publication of information) | Available on Request | Electronic copies free – paper copies 5p per sheet. |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | Please see <http://pontardawetowncouncil.org> | Free |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Please see <http://pontardawetowncouncil.org> | Free |
| Assets register | Available on Request | Electronic copies free – paper copies 5p 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) | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Register of members’ interests | Please see <http://pontardawetowncouncil.org> | Free |
| Register of gifts and hospitality | Available on Request | Electronic copies free – paper copies 5p per sheet. |
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| **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 | Please see <http://pontardawetowncouncil.org> | Free |
| Allotments | N/A |  |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | Please see <http://pontardawetowncouncil.org> | Free |
| Parks, playing fields and recreational facilities | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Seating, litter bins, clocks, memorials and lighting | Available on Request | Electronic copies free – paper copies 5p per sheet. |
| Bus shelters | N/A |  |
| Markets | N/A |  |
| Public conveniences | N/A |  |
| Agency agreements | N/A |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Available on Request | Electronic copies free – paper copies 5p per sheet. |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details: Mrs D Phillips (Town Clerk) 4 Herbert Street, Pontardawe, SA8 4EB Telephone 01792 863422 email pontardawe tc@aol.co.uk**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ ..p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ ..p per sheet (colour) | Actual cost |
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|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
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| **Other** |  |  |
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\* the actual cost incurred by the public authority