

# BRACKLA COMMUNITY COUNCIL



## REPORT TO ANNUAL MEETING OF FULL COUNCIL

20 MAY 2021

### REVIEW OF THE COUNCIL'S PUBLICATION SCHEME

#### 1. BACKGROUND

1.1 Standing Order 20 'Responsibilities to Provide Information' states that:

*In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.*

#### 2. CURRENT SITUATION

2.1 Attached at Appendix A is the Information Commissioner's Office (ICO) Model Publication Scheme. This states that it has been prepared and approved by the Information Commissioner and may be adopted without modification by any public authority without further approval and will be valid until further notice.

2.2 The publication scheme commits an authority to make information available to the public as part of its normal business activities

2.3 Attached at Appendix B is a further ICO document which contains guidance relating to the Freedom of Information Act and the publication scheme.

2.4 The scheme must be adopted in full, unedited and promoted alongside the guide to information, the draft of which for Brackla Community Council is attached at Appendix C.

#### 3. PROPOSAL

3.1 It is for the Council to:

- a) Adopt the Information Commissioner's Office (ICO) Model Publication Scheme attached at Appendix;
- b) To amend as appropriate and approve the draft Guide to Information for Brackla, attached at Appendix C.