

Guide to Information available from Brackla Community Council under the model publication scheme issued by the Information Commissioner's Office

Under the Freedom of Information Act ("the Act") it is the duty of every public authority to adopt and maintain a publication scheme.

Fees and charging Information available through a local council's publication scheme should be readily available at minimum cost to the public. If a council charges for routinely available information, it is expect the charges to be justifiable, clear and kept to a minimum. This will mean that in most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (eg photocopying and postage) and information that the local council is legally authorised to charge for. Anyone requesting information must be informed of any charge before the information is provided. Councils may ask for payment before providing the information.

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

*Cost

0.66p per hard copy sheet (black & white) and 0.69p per hard copy sheet (colour) plus postage.

In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.

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)		*see above description
Who's who on the Council and its Committees	Hard Copy/Email/Website	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)	Hard Copy/Email/Notice Boards/Website	
Location of main Council office and accessibility details	Hard Copy/Email/Notice Boards/Website	
Staffing structure	Hard Copy/Email	

<p>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</p>		*see above description
Annual return form and report by auditor	Hard Copy/Email/Website	
Finalised budget	Hard Copy/Email/Website	
Precept	Hard Copy/Email/Website	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard Copy/Email/Website	
Grants given and received	Hard Copy/Email	
List of current contracts awarded and value of contract	Hard Copy/Email	
Members' allowances and expenses	Hard Copy/Email/Website	
<p>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</p>		*see above description
Community Plan	Not Applicable	
5 Year Plan (available from later in 2021)	Hard Copy/Email/Website	
Annual Report (available from later in 2022)	Hard Copy/Email/Website	
Local charters drawn up in accordance with WG and WLGA guidelines		
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		

Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)	Hard Copy/Email/Website	
Agendas of meetings (as above)	Hard Copy/Email/Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting and information that has been archived. Archived minutes are either available for inspection only or charged at a separate rate determined by Glamorgan Archives.	Hard Copy/Email/Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Email/Website	
Responses to consultation papers	Hard Copy/Email/Website	
Responses to planning applications	Hard Copy/Email/Website	
Bye-laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	*see above description
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	Hard Copy/Email/Website	
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	Hard Copy/Email	

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)		
Information security policy	Hard Copy/Email	
Records management policies (records retention, destruction and archive)	Hard Copy/Email	
Data protection policies	Hard Copy/Email	
Schedule of charges (for the publication of information)	Hard Copy/Email/Website	
Class 6 – Lists and Registers Currently maintained lists and registers only		*see above description
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable	
Assets register	Hard Copy/Email	
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 Applicable	
Register of members' interests	Hard Copy/Email/Website	
Register of gifts and hospitality	Hard Copy/Email	
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		*see above description
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	

Community centres and village halls	Hard Copy/Email/Notice Boards/Website/Newsletter	
Parks, playing fields and recreational facilities	Hard Copy/Email	
Seating, litter bins, clocks, memorials and lighting	Hard Copy/Email	
Hanging Baskets and Flower Beds	Hard Copy/Email	
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		*see above description
Events that the Council run	Hard Copy/Email/Notice Boards/Website/Newsletters	

Contact details:

Rachel Keepins
Clerk of the Council
Brackla Community Council
c/o Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend, CF31 2PQ
Tel: 01656 767072 Office hours Monday-Friday 10am – 4pm
Email: clerk@bracklacomcommunitycouncil.gov.uk
Website: www.bracklacomcommunitycouncil.gov.uk

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
Disbursement cost	Photocopying @ 0.66p per sheet (black & white)	Actual cost *
	Photocopying @ 0.69p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		None
Other	Archived Documents	Available for inspection free of charge but charge will apply for digitisation and copies and bulk requests – determined by Glamorgan Archives.
	Time for the Clerk for bulk requests	In line with FOI Act

* the actual cost incurred by Brackla Community Council