



This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Ilston Community Council and will be valid until further notice.

This publication scheme commits Ilston Community Council 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 classifications below.
- To specify the information which is held by the authority and falls within the classifications 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 it.

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 Services 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 readily 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, Note 2 applies. 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.

Information available from Ilston Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council	Hard Copy – Contact Clerk Website	Note 1 Free
Contact details for Clerk	Website	Free
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy – Contact Clerk Website	Note 1 Free
Finalised budget	Hard Copy – Contact Clerk Website	Note 1 Free
Precept	Hard Copy – Contact Clerk Website	Note 1 Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk Website	Note 1 Free
Grants given and received	N/A	

List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hard Copy – Contact Clerk Website	Note 1 Free
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		
Community Plan (current and previous year as a minimum)	N/A	
Annual Report (for 2021_2022 only)	Hard Copy – Contact Clerk Website	Note 1 Free
Local charters drawn up in accordance with WG and WLGA guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)	Hard Copy – Contact Clerk Website	Note 1 Free
Agendas of meetings (as above)	Hard Copy – Contact Clerk Website	Note 1 Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk Website	Note 1 Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	Note 1
Responses to consultation papers	N/A	
Responses to planning applications	N/A	

Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business, for example: Rules and Constitution of ICC Model procedural standing orders Delegated authority in respect of officers – verbal or hardcopy only Model Code of Conduct Bullying and harassment in councils	Hard Copy – Contact Clerk Website	Note 1Free
Policies and procedures for the provision of services and about the employment of staff: Capability and performance Health and safety policy Sickness and Absence People Induction Stress Management Display Screen Equipment Checklist	Hard Copy – Contact Clerk Website	Note 1Free
Information and Data Protection Policy	Hard Copy – Contact Clerk Website	Note 1Free

Publication Scheme, including Schedule of Charges (for the publication of information)	Hard Copy – Contact Clerk Website	Note 1 Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
	N/A	
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)	N/A	
Register of members' interests	Hard Copy – Contact Clerk Website	Note 1 Free
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Seating, litter bins and memorials	Hard Copy – Contact Clerk	Note 1
Additional Information		
This will provide Councils with the opportunity to publish information that is not	N/A	

itemised in the lists above		

Contact details:

The Clerk: clerk.ilstoncommunitycouncil@gmail.com

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: Note 1	To provide hardcopy or verbal information a single charge of £10 is applied irrespective of the number of items requested and the nature of their supply.	Time of the Clerk to either verbally update or produce a hard copy(ies) and post. Postage and packaging is included in this cost.
Disbursement cost: Note 2	Translations will be charged according to the requirement and advised in advance of the translation being carried out. This charge to be in addition to that imposed by Note 1,	Translation charged at the cost incurred by ICC. The standard cost in Note 1 to be applied for the work to arrange the translation.
Statutory Fee		In accordance with the relevant

		legislation (quote the actual statute)
Other		