



ABERGAVENNY TOWN COUNCIL

MODEL PUBLICATION SCHEME – FREEDOM OF INFORMATION

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 classification below.
- to specify the information which is held by the authority and falls within the classification 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

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 service 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 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.

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.

Publication Scheme for Abergavenny Town Council

Information available from Abergavenny Town Council under the Model Publication Scheme

Information Published	How to Obtain it	Cost
Who's on the Council and its Committees	Hard Copy & Website	Free
Contact details for Town Clerk and Council members	Hard Copy & Website	Free
Location of main Council office and accessibility details	Hard Copy & Website	Free
Staffing Structure	Hard Copy & Website	Free
Annual return form and report by auditor	Hard Copy & Website	Free
Finalised budget	Hard Copy & Website	Free
Precept	Hard Copy & Website	Free
Financial Standing Orders and Regulations	Hard Copy & Website	Free
Grants given and received	Hard Copy & Website	Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' Allowances and expenses	Hard Copy & Website	Free
Annual reports	Hard Copy & Website	Free
Timetable of meetings (Council, any committee/sub committee meetings and parish meetings)	Hard Copy & Website	Free

Agendas of meetings (as above)	Hard Copy & Website	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	Free
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	Free
Responses to consultation papers	Hard Copy & Website	Free
Responses to planning applications	Hard Copy & Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy & Website	Free
Procedural standing orders	Hard Copy & Website	Free
Records management policies (records retention, destruction and archive)	Hard Copy & Website	Free
Data Protection policies	Hard Copy & Website	Free
Schedule of charges (for the publication of information)	Hard Copy & Website	Free
Assets Register	Inspection Only	Free
Register of members' interests	Inspection Only	Free
Policies	Hard Copy & Website	Free

Grant application form & guidance	Hard Copy & Website	Free
Risk Register	Hard copy & Website	Free
Strategy & Action Plan and Update reports	Hard copy & Website	Free
For information that is not itemised elsewhere	Hard Copy	20p per sheet

Any postage charges will be charged at cost.

In the event that a request is made for a large amount of information involving a great deal of research time an estimate will be given of the cost of providing such information. Under these circumstances no work will be undertaken until an agreement to pay such costs has been undertaken by the person requesting the information.