

# **Llangors Community Council**

## **Freedom of Information Policy**

**In accordance with the Freedom of Information Act 2000 (FOIA)  
and the  
Environmental Information Regulations 2004 (EIR)**

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 apply to all public authorities.

Before making an application for information it is advised that the applicant reads the relevant regulations and guidance as set out by the Information Commissioner.

A general guideline to the process followed by Llangors Community Council is set out below. This is however, all subject to the published regulations at the date of request.

- Applications must be made in writing to the Clerk of the Council, stating the name of the applicant and full postal address for correspondence to be sent. Information requested must be specifically described.
- On receipt of an application the Council will consider whether it holds information of the description specified in the request or not. If not, applicants will be notified in writing within 20 working days from the date received by the Council.
- If held, consideration will be given as to whether the information requested is to be exempted under the Freedom of Information Act 2000. If it is then the Council may refuse to comply with the request for information. The reasons for refusing a request for information will be communicated to the applicant, within 20 working days from the date received by the Council.
- Where specific information requested is held and can be supplied, this will be released within 20 working days and within the regulations.
- Information released will be charged for, in line with the Publication Scheme set out below.

Councillors are responsible for ensuring the legal obligations of the policy are met. Requests should be addressed to The Clerk of the Council who is responsible for receiving, notifying Councillors of requests and processing requests.

Reviewed and approved at the meeting of Llangors Community Council on .....

Signed by Chairperson.....

Information available from Llangors Community Council under the model publication scheme is listed in the table below. Any requests should be made in writing and addressed to the Clerk. The council will consider all requests in line with current regulations.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i></p> <p>Current list of Councillors and Personnel Who's who on the Council and its Committees Contact details for Clerk and Council members (named contacts where possible with telephone number and email address) Staffing structure – Only Clerk so as above</p>	<p>Website and Noticeboards Website Website &amp; Noticeboards</p>	<p>Free Free Free</p>
<p><b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i> Annual Accounts Annual Governance Statement, audit plan &amp; report by auditors – see minutes Finalised budget Precept Financial Standing Orders and Regulations Grants given and received Current contracts awarded and value of contract Employee salary and Members allowances and expenses Insurance Policy IRPW Published allowances report</p>	<p>Hard copy – Clerk Website. Noticeboards. Hard copy - Clerk Website as minutes. Hard copy – Clerk Website as minutes. Hard copy - Clerk Website as minutes. Hard copy - Clerk Website as minutes. Hard copy - Clerk Website as minutes. Hard copy - Clerk Website as minutes. Hard copy - Clerk Website as minutes. Hard copy - Clerk Website as minutes. Hard copy - Clerk Website. Hard copy – Clerk</p>	<p>50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet 50p per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <p>Vision &amp; Purpose Statement Audit Report Chairperson Annual Report for the Council</p>	<p>Website and minutes. Hard copy -Clerk Website. Hard copy – Clerk Website. Hard copy - Clerk</p>	<p>50p per sheet 50p per sheet 50p per sheet</p>

<p>Community Plan (current and previous year as a minimum). Not currently in place.  Finance &amp; Government Toolkit  Financial &amp; Management Risk Assessment schedule  Local charters drawn up in accordance with Welsh Government –  Memorandum of Understanding on Child Burial Fees</p>	<p>Website as minutes. Hard copy - Clerk  Website as minutes. Hard copy - Clerk    Hard copy - Clerk</p>	<p>50p per sheet  50p per sheet    50p per sheet</p>
<p><b>Class 4 – How we make decisions</b>  <i>(Decision making processes and records of decisions)</i></p> <p>Standing Orders &amp; Financial Regulations  Current and previous council year as a minimum – see Minutes  Timetable of meetings – See Agenda/minutes  Agendas of meetings  Minutes of meetings - as above (N.B. this will exclude information that is properly regarded as private to the meeting.)  Reports presented to council meetings (N.B. this will exclude information that is properly regarded as private to the meeting.) Presented to public in the Minutes  Responses to consultation papers  Responses to planning applications</p> <p>Bye-laws - Not exercised</p>	<p>Website. Hard copy - Clerk  Website. Hard copy - Clerk  Website. Hard copy - Clerk  Website. Notice boards. Hard copy - Clerk    Website. Hard copy - Clerk    Website. Hard copy - Clerk  Hard copy - Clerk  Website as minutes &amp; as per LPA website.  Hard copy - Clerk</p>	<p>50p per sheet  50p per sheet  50p per sheet  50p per sheet    50p per sheet    50p per sheet  50p per sheet  50p per sheet</p>
<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>  Current information only.</p> <p><i>Policies and procedures for the conduct of council business:</i>  Procedural Standing Orders and Financial Regulations  Committee and sub-committee etc. terms of reference - As Standing Orders  Delegated authority in respect of officers - As Standing Orders &amp; Minutes  Code of Conduct – Register of Members Interest  Policy statements – Complaints, GDPR, Section 6 Biodiversity, Website Accessibility, St. Paulinus Churchyard</p>	<p>Website. Hard copy - Clerk  Website. Hard copy - Clerk  Website. Hard copy - Clerk  Website. Hard copy - Clerk  Website. Hard copy - Clerk</p>	<p>50p per sheet  50p per sheet  50p per sheet  50p per sheet  50p per sheet</p>

<p>Policies and procedures for handling requests for information - See FOI schedule &amp; guidelines                  Complaints procedures (including those covering requests for information and operating the publication scheme) See FOI schedule &amp; Complaints policy                  Internal policies for Member complaints, Social media, Email address policy                  Information security policy - See GDPR policies &amp; Risk Assessment schedule                  Records management policies (records retention, destruction and archive)                  Policies for Grants, Welsh Language, Press &amp; Media, IRPW Payments to Councillors, Health &amp; Safety, Multi location meeting equipment, Training                  Website information and accessibility report                  Election process – as guided by Powys County Council</p> <p><i>Policies and procedures for the provision of services and about the employment of staff:</i></p> <p>Internal policies relating to the delivery of services                  Equality and Diversity policy                  Health and safety policy                  Recruitment policies – Co-option policy for Councillors as per Powys County Council                  Councillor attendance record</p>	<p>Website. Hard copy- Clerk                   Website Hard. copy- Clerk                  Hard copy – Clerk                  Hard copy – Clerk                  Hard copy – Clerk                   Hard copy - Clerk                  Website                  Website. Hard Copy - Clerk</p> <p>Hard copy - Clerk                  Hard copy - Clerk                  Hard copy - Clerk</p>	<p>50p per sheet                   50p per sheet                  50p per sheet                  50p per sheet                   50p per sheet                  Free                  50p per sheet</p> <p>50p per sheet                  50p per sheet                  50p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>As per this schedule</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p><i>Currently maintained lists and registers only:                  Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</i></p> <p>Register of Electors Held – No Public Access Available via Community Council                  Asset Register                  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)                  Register of members’ interests                  Register of gifts and hospitality</p>	<p>Hard copy – Clerk                  Not Held</p> <p>As noted in minutes. Summary on website &amp; hard copy- Clerk                  As noted in minutes. Hard copy - Clerk</p>	<p>50p per sheet</p> <p>Free                  50p per sheet                  50p per sheet</p>

<p><b>Class 7 – The services we offer</b>  <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p> <p><i>Current information only:</i>  Flyers/Public Updates</p> <p>Seating – see asset register  Bus Shelter – see asset register  Notice Boards – for CC, not for profit organisations and charity notices – see asset register.  Glebe Community Field – relevant statutory documents and policy  Website – information for all.  <i>A summary of services for which the council is entitled to recover a fee, together with those fees</i>  St Paulinus Churchyard - Burial Fees</p>	<p>Website  Delivered to all properties</p> <p>Hard copy - Clerk  Website</p> <p>Hard copy Clerk</p>	<p>Free  Free</p> <p>50p per sheet  Free</p> <p>50p per sheet</p>
<p><b>Additional Information</b>  This will provide Councils with the opportunity to publish information that is not itemised in the lists above - None</p>		

Contact details: [clerk@llangors.org.uk](mailto:clerk@llangors.org.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
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Cost incurred by the Community Council
	Photocopying @ £1 per sheet (colour)	Cost incurred by the Community Council. Unless requested all copies will be in black & white.
	Postage – standard cost	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post
<b>Statutory Fee</b>	0	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Clerk time	If request requires extensive Clerk time, then a charge will be made and set out at the time of the receipt of the request. Exceptions under GDPR apply.