

# Cyngor Cymuned Mostyn Mostyn Community Council



## Model publication Scheme

### Freedom of Information Act

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 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

#### **Classes of information:**

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**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. 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.

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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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

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**Mostyn Community Council – Information Publication & Accessibility**  
**Website: <http://mostyn-council.wales>**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us, structures, locations and contacts</p> <p>Current information only</p>	hard copy or website	
<p>Who's who on the Council and its Committees:</p> <p>list of Council's members, party affiliation (if any), office held and, if relevant, the ward each member represents</p>	hard copy <i>and</i> website	
<p>A telephone number and generic email address as well as postal address. Where possible, provide the contact details for Clerk and Council members (including co-opted members), with telephone number, and email address</p>	<p>hard copy, website &amp; notice board</p> <p>Clerk            Collette Lowry            2 Ffordd Pennant,            Mostyn,            Flintshire,            CH8 9NU            07715271032            mostynclerk@hotmail.co.uk</p>	
<p>Location of main Council office and accessibility details</p>	<p>Appointment only            To meet at Mostyn Community Centre</p>	
<p>Staffing structure</p>	1 employee	
<p>Gender Pay Gap Reporting in line with the Government's guidance on the <a href="#">gender pay gap reporting</a> (if applicable)</p>		
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p>	hard copy or website	

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Provide this information for the current and previous financial year.		
Annual audited accounts	hard copy <i>and</i> website	
Finalised budget	Email or hard copy	
Precept	Email or hard copy	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Website, email or hard copy	
Grants given and received	Website (minutes), email or hard copy	
List of current contracts awarded and value of contract	On request to the clerk	
Members' allowances and expenses	Website	
Statement of payments made to all elected members	Website	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>As a minimum, provide this information for the current and previous year</p>	hard copy or website	
Community Plan	TBC	
Annual Report	On website	
Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines	TBC	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	TBC	
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p> <p>As a minimum, provide this information for the current and previous council year</p>	hard copy or website - minutes	

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Timetable, agenda and minutes of meetings, including Council and any committee/sub-committee meetings and community meetings, unless an exemption applies to the information or parts of it. In so far as reasonably practicable, we also publish documents referred to at those meetings	hard copy, website & noticeboard	
Reports presented to Council meetings, unless an exemption applies to the information or parts of it	Available via Clerk 3 clear days before meeting or at meeting	
Responses to consultation papers	Refer to minutes or clerk	
Responses to planning applications	Refer to minutes or clerk	
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	hard copy, website or email	
Policies and procedures for the conduct of Council business, eg: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> <li>•</li> </ul>	Hard copy, website or email	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policies</li> <li>• Health and safety policy</li> <li>• Recruitment policies and current vacancies, including opportunities for becoming a co-opted member</li> <li>• Policies and procedures for handling requests for information</li> <li>• Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme</li> </ul>	TBC	
Information security policy	TBC	

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Records management policies, including records retention, destruction and archive	Minutes kept forever Finance details 7 years Other documents kept in accordance with data protection guidance.	
Data protection policy (including data sharing and CCTV usage) and privacy notice	Registered under the Data Protection Act	
Welsh Language standards, ie details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	TBC	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	hard copy or website; (some information may only be available by inspection)	
Any publicly available register or list, in most circumstances existing access provisions will suffice		
Assets register	Email or hard copy	
Disclosure log detailing responses to previous FOI and EIR requests		
Register of members' interests	hard copy <i>and</i> website	
Register of gifts and hospitality	Refer to clerk	
<b>Class 7 – The services we offer</b>  Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	hard copy or website; (some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Refer to clerk	
Seating, litter bins, clocks, memorials and lighting	Refer to clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
	N/A	

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Services for which we are entitled to recover a fee, together with those fees (eg burial fees)		
<b>Additional Information</b>		
Any additional information published proactively that is not itemised in the lists above		

### 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

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