



# HOLYWELL TOWN COUNCIL

## PUBLICATION SCHEME

# Holywell Town Council

## 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

- **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.

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.

**Holywell Town Council – Information Publication & Accessibility**  
**Website: [www.holywell-town.gov.uk](http://www.holywell-town.gov.uk)**

Information to be published	How the information can be obtained
<b><i>Class 1 - Who we are and what we do</i></b> (Organisational information, structures, locations and contacts)	Available by e-mail or hard copy Website
Who's who on the Council and its Committees	Website, e-mail or hard copy, notice boards and newsletters
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	Town Clerk Jason Baker Bank Place Offices Holywell Flintshire CH8 7TJ 01757 708449 town.clerk@holywell.wales The Clerk is available Monday to Friday 9.00am-1.00pm.
Location of main Council office and accessibility details	Bank Place Offices Holywell Flintshire CH8 7TJ Office Hours 9.00am to 1.00pm Monday to Friday
Staffing structure	3 Employees
<b><i>Class 2 – What we spend and how we spend it</i></b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Available by e-mail or hard copy
Annual return form and report by auditor	Available by hard copy
Finalised budget	E-mail or hard copy
Precept	E-mail or hard copy
Borrowing Approval letter	None
Financial Standing Orders and Regulations	Website, e-mail or hard copy
Grants given and received	Website – Minutes, e-mail or hard copy
List of current contracts awarded and value of contract	On request to the clerk
Members' allowances and expenses	Website
<b><i>Class 3 – What our priorities are and how we are doing</i></b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Business Plan, website or hard copy Audit Reports, hard copy
<b><i>Class 4 – How we make decisions</i></b> (Decision making processes and records of decisions)	Minutes – website or by inspection at the Council Offices

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, e-mail, noticeboards or website
Agendas of meetings (as above)	On notice boards 3 clear days before meeting, website
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	On website and available by e-mail and hard copy or by inspection at Council Offices
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Available via Clerk three clear days before meeting or at the meeting
Responses to consultation papers	See Minutes or from the Clerk
Responses to planning applications	From the Clerk and see minutes
Bye-laws	None
<b><i>Class 5 – Our policies and procedures</i></b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy, website or e-mail
Policies and procedures for the conduct of council business: Standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy, website or e-mail
Information security policy	E-mail or hard copy (where adopted)
Records management policies (records retention, destruction and archive)	Minutes kept forever Finance summary for ever Finance details 7 years Other documents kept in accordance with the adopted Document Retention Policy
Data protection policies	Registered under the Data Protection Act
Schedule of charges (for the publication of information)	On this document
<b><i>Class 6 – Lists and Registers</i></b> Currently maintained lists and registers only	Hard copy, e-mail 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)	
Assets Register	E-mail or hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Apply to Clerk
Register of members' interests	Website

Register of gifts and hospitality	Apply 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)	Hard copy or website; some information may only be available by inspection

## 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 @ 10 pence per sheet (black & white)	Actual cost based on material costs
	Photocopying @ 20 pence per sheet (colour)	Actual cost based on material costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)