



OGMORE VALLEY COMMUNITY COUNCIL CYNGOR CYMUNED OGMORE VALLEY

Freedom of Information Policy Under the Freedom of Information Act 2000 (FOIA).

Introduction

Ogmores Valley Community Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme from the Information Commissioner's Office website attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Ogmores Valley Community Council

Email: ogmorevalleycc12018@gmail.com or Scottallin495@gmail.com

Tel: 07862 376092

Requests for a hard copy to Clerk and/or information is held on Website
www.ogmorevalecommunitycouncil.co.uk

Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website. Where information is available only

in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk

Data Protection

You have the right to request access to the information we have on you. Please consult our GDPR Policy for this process.

Charges

Publications are supplied free of charge if possible but where administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request. A charge may be made for photocopies.

Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme was approved on 27 April 2021 and will be amended periodically as necessary. The Scheme will be reviewed annually.

Annex 1

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	Hard copy or website
Who's who on the Council and its Committees	Website
Contact details for Clerk and Council members	Website
Location of main Council office and accessibility details	N/A
Staffing structure	
Class 2 – What we spend and how we spend it	Hard copy or website
Annual return form and report by auditor	Hard copy or website
Finalised budget	Hard copy and minutes of meetings on website
Precept	Hard Copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard Copy and website
Grants given and received	Hard Copy, Minutes of meetings on website and Blog on website
List of current contracts awarded and value of contract	Hard Copy and Minutes of meetings on website
Members' allowances and expenses	Website
Class 3 – What our priorities are and how we are doing	Hard copy or website
Strategic Plan	

Annual Report to Community Meeting (current and previous year as a minimum)	
Class 4 – How we make decisions	Hard copy or website
Timetable of meetings	
Agendas of meetings	Hard Copy and Website
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Minutes of meetings on Website
Responses to consultation papers	Minutes of meetings on Website
Responses to planning applications	Minutes of meetings on Website
Class 5 – Our policies and procedures	Hard copy or website
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy

<p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy
Schedule of charges (for the publication of information)	Hard Copy in this Policy
Class 6 – Lists and Registers	Hard copy or website; some information may only be available by inspection.
Any publicly available register or list	Hard Copy
Assets register	Hard Copy
Disclosure log	Hard Copy
Register of members' interests	Hard Copy
Register of gifts and hospitality	Hard Copy
Class 7 – The services we offer	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	Hard Copy
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	N/A
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	Hard Copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Date reviewed: 27 April 2020