Information available from Bangor on Dee Community Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

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| **Information to be published** | **How the information can be obtained** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  Current information only | Website/A hard copy will be provided if required – contact the Clerk |
| List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies | Website/A hard copy will be provided if required – contact the Clerk |
| Postal and email address  Contact details for Community Council Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses | Website |
| Location of main Council office and accessibility details | No Council Office |
| Staffing structure | Website: The Council employ a Clerk/RFO |
| **Class 2 – What we spend and how we spend it**  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum | Website  A hard copy will be provided if required – ask the Clerk |
| Statement of accounts and internal audit report in the format included in the Annual Return form |
| Finalised budget |
| Precept |
| Borrowing Approval letter |
| All items of expenditure above £100 |
| Financial Standing Orders and Regulations |
| Grants given and received |
| List of current contracts awarded and value of contract |
| Members’ allowances and expenses |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum | Please refer to Class 2 section |
| Annual governance statement in format included in the Annual Return form | Website |
| Annual Report | Website – as of 2024 |
| Quality status | We do not hold this |
| Local charters drawn up in accordance with DLUHC’s guidelines | We do not hold this |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | We do not hold this at present |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | Website  A hard copy will be provided if required – ask the Clerk |
| Timetable of meetings (Council and any committee/sub-committee meetings and Community Council meetings) | Website  A hard copy will be provided if required – ask the Clerk |
| Agendas of meetings | **(as above)** |
| Minutes of meetings– exclude material that is properly considered to be exempt from disclosure | **(as above)** |
| Reports presented to council meetings– exclude material that is properly considered to be exempt from disclosure | **(as above)** |
| Responses to consultation papers | We do not hold this information |
| Responses to planning applications | Published as part of the Minutes of the relevant meeting. |
| Bye-laws | We do not hold this information |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | Website  A hard copy will be provided if required – ask the Clerk |
| Policies and procedures for the conduct of Council business:   * Procedural standing orders * Committee terms of reference * Delegated authority in respect of officers * Code of Conduct * Financial Regulations | Website  A hard copy will be provided if required – ask the Clerk |
| Policies and procedures for the provision of services and about the employment of staff:   * Equality and diversity policy * Health and safety policy * Policies and procedures for handling requests for information * Complaints procedures (including those covering requests for information and operating the publication scheme) * GDPR | Website  A hard copy will be provided if required – ask the Clerk |
| Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies | WCBC Archives store some of BODCC documentation  Website  A hard copy will be provided if required – ask the Clerk |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only. | Website  A hard copy will be provided if required – ask the Clerk  (some information may only be available by inspection) |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | Website  A hard copy will be provided if required – ask the Clerk |
| Assets register, including details of public land and building assets |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | We do not hold this information in this format. However, any FOIA and EIR would be retained on computer |
| Register of members’ interests | Website  A hard copy will be provided if required – ask the Clerk |
| Register of gifts and hospitality |
| **Class 7 – The services we offer**  (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) |
| Seating, litter bins, memorials and lighting | Website  A hard copy will be provided if required – ask the Clerk |

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost incurred by the Council |
|  | Photocopying @ 15p per sheet (colour) | Actual cost incurred by the Council |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
| **Other** |  | Admin charge to cover the Clerk’s time for bulk  requests. This will be based on a flat admin fee (currently £30) or the Clerk’s hourly rate, depending on which is lower. |

Contact the Clerk if you have any questions about this Publication Scheme or wish to have a hard copy of information we hold.

Email: [bangorondeecc@gmail.com](mailto:bangorondeecc@gmail.com) Phone: 07907178340

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| ADOPTED | AMENDED | REVIEWED |
| 17th September 2024 |  |  |