



# PUBLICATION SCHEME

Freedom of Information Act 2000 Publication Scheme dated 1st January 2009

## [Model publication scheme](#)

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.

## 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.

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.

## Information available from Haverfordwest Town Council under the model publication scheme

| Information to be published   | How the information can be obtained |
|---|-------------------------------------|
| <b>Class 1 – Who we are and what we do</b>  |                                     |
| Organisational information, structures, locations and contacts<br>This will be current information only   | Hard copy and / or website          |
| Who's Who on the Council and its Committees   | Hard copy and website               |
| Contact details for the Town Clerk and Council members<br>(named contacts where possible with telephone number and email address (if used))                                   | Hard copy and website               |
| Location of main Council office and accessibility details   | Hard copy and website               |
| Staffing structure  | Hard copy                           |
| <b>Class 2 – What we spend and how we spend it</b>  |                                     |
| Financial information relating to projected and annual income and expenditure, procurement, contracts and financial audit<br>Current and previous financial year as a minimum | Hard copy                           |
| Annual return form and report by auditor  | Hard copy                           |
| Finalised budget  | Hard copy                           |
| Precept   | Hard copy                           |
| Borrowing Approval letter   | Hard copy where applicable          |
| Financial Standing Orders and Regulations   | Hard copy and website               |
| Grants given and received   | Hard copy                           |
| List of current contracts awarded and value of contract   | Hard copy                           |
| Members' expenses   | Hard copy                           |
| Members' allowances   | Hard copy and website               |
| <b>Class 3 – What our priorities are and how we are doing</b>   |                                     |
| Strategies and plans, performance indicators, audits, inspections and reviews   | Hard copy                           |
| Town Plan or Community Area Plan  | Not applicable                      |
| Annual Report from 2021/2022 onwards  | Hard copy and website               |
| Quality Status  | Not applicable                      |
| Local charters drawn up in accordance with Welsh Government or One Voice Wales guidance   | Not applicable                      |
| <b>Class 4 – How we make decisions</b>  |                                     |
| Decision making processes and records of decisions  |                                     |
| Current and previous council year as a minimum  | Hard copy                           |
| Timetable of meetings (Council, any committee / sub-committee meeting, and community meetings)  | Hard copy and website               |
| Agenda of meetings (as above)   | Hard copy                           |
| Minutes of meetings (as above)<br>Note: This will exclude information that is properly regarded as private to the meeting   | Hard copy and website               |

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|---|--|
| Reports presented to council meetings<br>Note: This will exclude information that is properly regarded as private to the meeting  | Hard copy  |
| Responses to consultation papers  | Hard copy where applicable   |
| Responses to planning applications  | Hard copy  |
| Bye-laws  | Hard copy  |
| <b>Class 5 – Our policies and procedures</b>  |  |
| Current written protocols, policies and procedures for delivering our services and responsibilities<br>Current information only   | Hard copy  |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements  | Hard copy<br>Hard copy<br>Hard copy<br>Hard copy<br>Hard copy                          |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and Diversity Policy<br>Health and Safety Policy<br>Recruitment Policy (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaint's procedures (including those covering requests for information and operating the publication scheme) | Hard copy<br>Hard copy<br>Hard copy<br>Hard copy<br>Hard copy and website<br>Hard copy |
| Information security policy   | Hard copy  |
| Records management policies   | Hard copy  |
| Data protection policies  | Hard copy  |
| Schedule of charges (for the publication of charges)  | Hard copy  |
| <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   | Hard copy  |
| Asset Register  | 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 Town Councils)  | Hard copy  |
| Register of members' interests  | Hard copy and website  |
| Register of gifts and hospitality   | Hard copy  |
| <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)<br>Current information only   | Hard copy or website; some information may only be available by inspection             |
| Allotments  | Not applicable   |
| Burial Grounds and closed churchyards   | Hard copy and website  |
| Community centre(s) (and village halls – not applicable)  | Hard copy  |
| Parks, playing fields and recreational facilities   | Hard copy  |
| Seating, litter bins, (clocks – not applicable), memorials, lighting  | Hard copy  |
| Bus shelters  | Hard copy  |
| Markets   | Not applicable   |

|   |                       |
|---|-----------------------|
| Public conveniences   | Not applicable        |
| Agency agreements   | Hard copy             |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy and website |

### Contact details:

Town Clerk,  
Old Wool Market, Quay Street, Haverfordwest, Pembrokeshire SA61 1BG

Telephone: 01437 763771  
Email: [townclerk@haverfordwesttown.co.uk](mailto:townclerk@haverfordwesttown.co.uk)  
Website: [www.haverfordwesttown.co.uk](http://www.haverfordwesttown.co.uk)

### Schedule of charges

- i. One copy of any available document will be supplied free of charge to any resident within the boundary of Haverfordwest.
- ii. Multiple copies of any available document will be supplied to any resident within the boundary of Haverfordwest on payment of the actual cost of copying and postage.
- iii. Any single copy of any available document, or multiple copies of same, will only provided to any resident outside the boundary of Haverfordwest or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

### Policy Review

This policy will be reviewed on a four-year cycle. However, the policy will also be examined when a formal complaint is made to identify any areas requiring improvement.

Policy Adopted: April 2021  
Policy Due for Review: April 2025