

Torfaen County Borough Council

Publication Scheme

DOCUMENT CONTROL

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REVISION HISTORY

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INTRODUCTION

In accordance with the requirements of the Freedom of Information Act 2000 this is the Publication Scheme of Torfaen County Borough Council. The Act requires all public authorities – which includes this Council – to adopt and maintain a publication scheme, which sets out all the information which the Council holds and routinely publishes. The Torfaen Scheme is based on what is already published on a regular basis and provides information about where the information can be obtained.

The purposes of the Scheme are to make sure that a significant and growing amount of information is easily available without the need for individuals to make a specific request and to encourage a culture of openness within Local Government.

BASIS OF THE SCHEME

- 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.

www.torfaen.gov.uk/en/AboutTheCouncil/AboutTheCouncil.aspx

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

www.torfaen.gov.uk/en/AboutTheCouncil/CouncilBudgetsandSpending/Council-Budgets-and-Spending.aspx

www.torfaen.gov.uk/en/AboutTheCouncil/CouncillorsAndDemocracy/Councillors-allowancesandexpenses/Councillors-Expenses-and-Allowances.aspx

www.torfaen.gov.uk/en/JobsCareers/JobsattheCouncil/Pay-Policy/Pay-Policy.aspx

Procurement - Tenders will be advertised on the sell 2 wales website which can be accessed via www.sell2wales.gov.uk

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

www.torfaen.gov.uk/en/AboutTheCouncil/AboutTheCouncil.aspx

<https://www.torfaen.gov.uk/en/AboutTheCouncil/ImprovingTorfaen/County-Plan/County-Plan-2022-2027.aspx>

www.torfaen.gov.uk/en/HealthSocialCare/Strategies-Reports-Legislation/Strategies-Reports-Legislation.aspx

www.torfaen.gov.uk/en/AboutTheCouncil/Governance/Council-Governance.aspx

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

www.torfaen.gov.uk/en/AboutTheCouncil/CouncillorsAndDemocracy/Councillors-and-Democracy.aspx

<https://www.torfaen.gov.uk/en/AboutTheCouncil/Get-Involved/Get-Involved.aspx>

www.torfaen.gov.uk/en/AboutTheCouncil/Governance/Council-Governance.aspx

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

www.torfaen.gov.uk/en/AboutTheCouncil/Complaints/Corporate-Complaints.aspx

www.torfaen.gov.uk/en/AboutTheCouncil/DataProtectionFreedomofInformation/Free-domofInformationAct/Freedom-of-Information.aspx

Charging Regimes:-

www.torfaen.gov.uk/en/Related-Documents/Cemeteries/Fees.pdf

www.torfaen.gov.uk/en/Business/Licensing/RoadsandHighwaysLicenses/RoadsandHighwaysLicenses.aspx

www.torfaen.gov.uk/en/Libraries/Librarycharges/Library-Charges.aspx

www.torfaen.gov.uk/en/RubbishAndRecycling/Householdwaste-disposalsites/Van-Permit-Scheme.aspx

<https://www.torfaen.gov.uk/en/RubbishAndRecycling/Householdwaste-domesticbins/BlackBin/Black-Bin.aspx>

www.torfaen.gov.uk/en/Business/CommercialWaste/Commercialwaste-informationandadvice/Commercial-Waste-Collections.aspx

www.torfaen.gov.uk/en/RubbishAndRecycling/Householdwaste-specialcollectionsforlargeitems/Bulky-Household-Items-Collection-Service.aspx

www.torfaen.gov.uk/en/Business/Licensing/RoadsandHighwaysLicenses/Skippermits/Skip-Permits.aspx

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

www.torfaen.gov.uk/en/AboutTheCouncil/DataProtectionFreedomofInformation/Open-Data/Open-Data.aspx

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

www.torfaen.gov.uk/en/ServiceDirectory/ServiceDirectory.aspx

The classes of information will not generally include:

- Information where 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 is published under this Scheme will be made available

We will indicate clearly what information is covered by this Scheme and how it can be obtained.

Where possible, information will be provided on the Authority's website (www.torfaen.gov.uk). 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 we 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 Torfaen County Borough Council 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. The charges we make 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 disbursement 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 schedule 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.

For further information on this Publication Scheme and its content, please contact: -

Email foi@torfaen.gov.uk

Or by post to:

Complaints and Freedom of Information Team Leader
Torfaen County Borough Council
Civic Centre
Pontypool
Torfaen
NP4 6YB