

Cyngor Cymuned Manafon Community Council

Freedom of Information Act

Your Council is striving to make available Council information on written request to people resident in this Community. In so doing, your Council is following the provisions of the Freedom of Information Act 2000. This includes what is called a Publication Scheme for Community Councils. Copies of the Publication Scheme are available on request to the Clerk (charges may apply) and are posted to the council website).

Your Community Council has modest resources we therefore have to charge for this information to account for some of the costs of production. Our Publication Scheme will be revised from time to time.

Manafon Community Council has a policy of accountability to residents and an aim to be as open and transparent in its dealings as possible. We welcome public interest and involvement in our community local government.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Publication Scheme, the Council may set reasonable charges for this. Costs are available on application to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

The Community Council is to be as open as possible and supply the information requested but the Community Council may withhold any information if it considers its release not to be in the Public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information.

Requests for information

Anyone can request information in writing or by e-mail. The request must include details of the applicant and the information sought. The applicant has two rights, to be told whether the information is held by local council and to receive the information as a copy or summary, if considered to be in the public interest. The Community Council will have to respond within 20 days of the request. If a fee is required, the Community Council can extend this period up to 3 months until the fee is paid.

Manafon Community Council Publication Scheme under the Freedom of Information Act 2000

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information pro-actively and help it to develop a greater culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its areas, to take action within the legal framework and to provide a leadership focus for the community.

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EXCLUSIONS

Employment Practice and Procedure

'Personal records', i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning Documents

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.