

Freedom of Information Act Publication Scheme



Conwy County Borough Council has a long tradition of making information available and accessible. It seeks to be open and accountable and already provides the public with a great deal of information about its activities.

Conwy County Borough Council has adopted The Information Commissioner's Office 2009 model publication scheme for all public authorities. The model scheme sets the national standard for how public sector information should be published and is the method by which the Council is making information it routinely publishes available to the public.

The scheme sets out seven classes of information under which information will be published;

1. Who we are and what we do

Organisational information, Locations and contacts, Constitutional and legal governance

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, Tendering, Procurement and contracts

3. What our priorities are and how we are doing

Strategy and performance information, Plans, Assessments, Inspections and reviews

4. How we make decisions

Policy proposals and decisions, Decision making processes, internal criteria and procedures, Consultations

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities

6. Lists and Registers

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

7. The Services we Offer

Advice and guidance, Booklets and leaflets, Transactions and media releases, A description of the services offered

By adopting the approved publication scheme the council is committed to;

- proactively publish as a matter of routine, or make available, information which is held by the authority, including environmental information, via its website
- specify what information is held by the authority and where it falls within the seven classes of information within scheme, publish the ways in which this specific information is available, so members of the public can easily identify and access information
- review and update, on a regular basis, the information the authority makes available under the publication scheme
- produce a schedule of any fees charged for access to this information
- make the publication scheme available to the public

Information and publications on our website are available online free of charge. For those without Internet access, we can provide single print outs of web pages for free and this can be arranged by contacting the Information Regulations Unit.

In exceptional circumstances, where some information may only be available to view in person, an appointment will be arranged within a reasonable timescale.

Information will not normally include;

- Information which is in draft form
- Information which is exempt under the Freedom of Information Act, or considered to be prevented from disclosure by law
- Information which 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 UK Information Commissioner's Office is an independent authority set up by the UK Government to uphold information rights in the public interest, promote openness by public bodies, and data privacy for individuals.

For further information go to www.conwy.gov.uk/publicationscheme or contact;

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