



PUBLICATION SCHEME

July 2010

AUTHOR	Lynda Willis
TITLE	Chief Legal Officer and Monitoring Officer
DATE	2010
STATUS	Current
VERSION	
NUMBER OF PAGES	10

DOCUMENT CONTROL

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

**Lynda Willis,
Chief Legal Officer and Monitoring Officer**

**Telephone 01495 74 2660
Fax 01495 74 2671
Mobile 07980 682 6374
Email lynda.willis@torfaen.gov.uk**

1. INTRODUCTION

The Freedom of Information Act (2000) received Royal Assent in November 2000 and came into force in January 2005. The Freedom of Information Act deals with information other than personal information which continues to be managed under the rules of the Data Protection Act.

As part of the Freedom of Information Act all Local Authorities were required to adopt the Model Publication Scheme prepared and approved by the Information Commissioner. This Publication Scheme is based upon that Model. It commits the 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.

The scheme commits the 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 that 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

- The Council's Constitution.
- The Members' Code of Conduct (within the Constitution).
- Breakdown of results of each County Borough Council Election (including By-elections).
- Names and contact details of current Members.
- Names of current Members of Committees.
- Information concerning Members' interests as defined under the Local Government Act 2002, Chapter 5 Section 81 – Disclosure and Monitoring of Members' Interests and Local Government and Housing Act 1989.
- Agendas, reports and minutes of Council meetings including decisions taken by Council.
- Agendas, report and minutes of Cabinet meetings including decisions taken by Cabinet.
- Details of all Committee agendas, reports and minutes of Council Committees including decisions taken by Council Committees.

- Details of agenda, reports and minutes of formal meetings of Chief Officers with individual Cabinet Members and decisions taken.
- Details of agendas, reports and minutes for all Member Bodies fulfilling an Overview & Scrutiny function or similar.
- Details of agendas, reports and minutes of Standards Committee and Audit Committee including decisions taken.
- Agendas, reports and minutes concerning the work of all Members' Groups.

What we spend and how spend it

- Description of current Members' Allowances Scheme.
- Details of capital and revenue budgets approved by Council.
- Annual accounts showing the financial performance for all activities undertaken by the Council.
- Details of the Council's Financial Regulations which govern its conduct of financial and business affairs included in the Constitution.
- Details of costs, budgets and expenditure incurred by all Service Areas.
- Information concerning the Council's arrangements for the purchase of goods and services from external organisations acting under contract (Contract Standing Orders).

What our priorities are and how we are doing

- Statutory reports and plans which describe how the Council will deliver on individual services or groups of services.
- Strategic Council plans which apply to the Council as a whole which includes but it is not limited to;
 - The Community Strategy
 - The Annual Corporate Improvement Plan and Performance Information
 - Risk Assessments
 - Crime and Disorder Audit and Strategy
 - Customer Care Strategy
 - Procurement Strategy - Implementing Electronic Government Statement
 - Human Resources Strategy
- External audit and Inspectors' reports concerning corporate aspects of the Council. Typically the class includes (but is not limited to)
 - The Annual Management Letter
- Reports relating to the Corporate Improvement Plan.
- Responses made by the Council to consultation documents issued by the Welsh Assembly Government, Central Government, The Audit Commission, Welsh Local Government Association and any other public body in Wales.
- Results of consultations.
- Reports concerning Council activities prepared by the Council's own audit staff.
- Reports prepared by statutory inspection and/or audit bodies or prepared on their behalf by others.

- Reports and inspections specifically commissioned by the Council, Service Area of Service Groups from non statutory bodies such as external consultants, academic institutions etc.
- Service and Organisational Development Plans, reports and records.
- Local Performance Indicators adopted by Council.
- Criteria/eligibility standards for the provision or receipt of services provided by the Council or on its behalf by another supplier (excludes information relating to individual applicants or recipients of Council services or grants however supplied).
- Overall results of statutory and non statutory consultations undertaken by any department of the Council (excludes details of any individual responses or related personal information).

- Torfaen County Borough Council's Strategies & Plans
 - Adult Basic Skills Action Plan
 - Advice Services Strategy
 - Advocacy Strategy
 - Air Quality Management Strategy
 - Annual Report to Tenants
 - Annual Tenant Satisfaction Surveys – this would be commissioned by individual ESL partners
 - Annual Tenant Satisfaction Surveys
 - Anti Bullying Strategy
 - Asset Management Plan
 - Attendance Strategy
 - Basic Skills Strategy
 - Behaviour Support Plan
 - Biodiversity Action Plan
 - Care Pathway (some still in development)
 - Carer's Strategy
 - Children and Adolescent Mental Health Strategy
 - Carers Joint Commissioning Strategy
 - CCTV Strategy (being developed)
 - Commissioning Strategies (under development)
 - Communication Strategy (being reviewed)
 - Communities First Community Action Plans
 - Community Housing Protocol
 - Community Learning Plan
 - Community Focused Schools' Strategy
 - Contaminated Land Strategy
 - Countryside Strategy
 - Crime and Disorder Strategy and Action Plan
 - Customer Care Strategy
 - Direct Payments Scheme
 - Domiciliary Care Strategy
 - Disabled Children's Strategy
 - Economic Development Strategy
 - Education Other Than At School Policy
 - Education Service Asset Management Plan 2007 - 2017
 - Education Service: Policy and procedures for monitoring, intervention, support and challenge for schools

-
- Environmental Education Strategy
- Evidence Days Key Outcomes Report
- Fairer Charging Policy (Addendum to Social Services Charging Policy for non residential services; Summary Policy for charging for Housing Related supported services)
- Food Service Plan
- Garage Management Procedure
- Health, Social Care and Wellbeing Strategy
- Highway Maintenance Plan
- Homefinder Policy
- Home to School Transport Policy
- Housing Operational Plan
- Human Resources Strategy (to be developed)
- Implementing Electronic Government Statement
- Inspector Report on the Local Plan for the County Borough of Torfaen 1999
- Informal Recreation Strategy
- Intermediate Care Joint Commissioning Strategy
- Joint Home Seeker Policy

Joint Health and Social Care Commissioning Strategy 2008-2013:

1. Adult Mental Health
 2. Carers
 3. Intermediate Care
 4. Learning Disabilities
 5. Long-term conditions
 6. Older People
 7. Older People's Mental Health
 8. Physical Disabilities
 9. Well-being Strategy
- Key Stage 3 Strategy
 - Landscape Action Plan
 - Leaving School Handbook for Young People with Disabilities
 - Library Plan
 - Local Agenda 21 Strategy
 - Local Biodiversity Action Plan
 - Local Development and Planning Documents–
 1. Delivery Agreement – Welsh Language (January 2006)
 2. Delivery Agreement – English Language (January 2006)
 3. Draft Sustainability Appraisal Scoping Report (July 2006)
 4. Report on the development of the draft LDP Vision Statement
 5. and Objectives
 6. Local Participation Strategy for Children and Young People
 - Local Housing Strategy 2007-2012

- Local Management of Schools – Scheme of Delegation
- Local Objective 1 Strategy
- Local Safeguarding Children’s Board Business Plan (2007-10)
- Local Transport Plan
- Long Term Conditions Joint Commissioning Strategy
- Mental Health Day Activities Strategy
- Mental Health Strategy
- Mental Health Joint Commissioning Strategy
- Moving on Handbook
- Part Furnished Tenancy Policy
- Physical Disability Joint Commissioning Strategy (including sensory impairment)
- Planning Policy Documents

Adopted Local Plan for the County Borough of Torfaen (2000)
 Adopted Local Plan Proposals, Maps (North and South)
 Gwent Structure Plan (1996)

- Private Sector Housing Strategy and Policy
- Pontypool Regeneration Strategy
- Procurement Strategy (being developed)
- Regeneration Strategy (being developed)
- Respite Strategy (being developed)
- Religious Education – The agreed syllabus
- Results of Consultations
- Right of Way Improvement Plan
- Risk Management Strategy (ideas being developed)
- Social Care Annual report to Council
- Social Inclusion Strategy
- Special Educational Needs – Policy into Practice
- Strategy for the Management of Road Verges
- Supporting People Communications Strategy and Service User Summary of SP Communications Strategy
- Supporting People Operational Plan
- Supplementary Planning Guidance Documents

Clarence Corner Development Brief (2003)
 Development and its incorporation within the landscape: A Guide for Developers 2000
 Replacement Dwellings in the Countryside (2004)
 South Sebastopol Adopted Development Framework (2004)

- The Future Development of Cwmbran Town Centre 2005
- Torfaen Children & Young Peoples Plan 2008 – 2011
- Torfaen Public Art Strategy
- Torfaen Training Self Assessment (Estyn)
- Torfaen Regeneration Strategy
- Transport Code of Good Practice
- Transport Plan
- Transitional Children’s Services Plan
- Torfaen Young People’s Support Service Annual Report 2009/09
- Waste Management Strategy

- Welsh Education Scheme 2008
- Welsh Language Scheme
- World Heritage Site Marketing Plan
- Young Carers Strategy (Draft)
- Youth Offending Team Plan (Monmouthshire and Torfaen)

How we make decisions

Refer to class 'Who we are and what we do'.

Our Policies and Procedures

- General Corporate Policy documents applicable across the Council.
- Information concerning Council job vacancies and associated description will be published on the website and may be obtained from Human Resources in Civic Centre in paper form.
- Complaints policy and procedure.
- Background factual information and representations received on which major policy decisions are based including consultation responses, policy development proposals, minutes of internal and public consultation meetings.

Lists and Registers

- Any information provided to a Central Government department including the Welsh Assembly Government as part of the statutory requirement.
- Registered lists of providers/suppliers (care homes/domiciliary care and Supported Living Schemes).
- Preferred list and accreditation packs (for new suppliers).

The Services we offer

- Framework Agreement (care homes/domiciliary care and Supported Living Schemes)
- Sample Service Contracts (care homes/domiciliary care and Supported Living Schemes)
- News and promotional information prepared and published on a regular basis and made freely available to the public:
 - Torfaen Talks
 - Tenants News
- Press releases and associated media material will be prepared and made available to members of the press as occasion demands.
- Information of interest to the public concerning services provided by the Council e.g. library opening hours, refuse collection:
 - A – Z of Services
 - Public Information Catalogue
 - Historical and archive information is managed by Gwent Record Office on behalf of Torfaen County Borough Council as part of a joint service with four other Local

Authorities. The Record Office Search Room is open to the public. Catalogues or finding aids, list most of the records available. They can be consulted free of charge in the Search Room at the Record Office. Access to original archival material and microfilm and digital images is free of search in the Search Room (unless the record is listed as 'closed' in the catalogues or finding aids). Copies of some records may be obtained at cost by enquiring at the Record Office. If records exists in surrogate form (for example microfilm) access will be to the surrogate rather than the original document. A range of useful guides is also available from the Record Office.

We will not provide:

- 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 and 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:

- Photocopy
- 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.