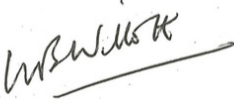


RAGLAN COMMUNITY COUNCIL

Freedom of Information Policy

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Approved	 Brian Willott (Chair of Raglan Community Council)
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1 Freedom of Information Policy

The FOIA gives people the right to request information from public authorities such as Raglan Community Council. It is intended to promote a culture of transparency and accountability amongst public sector bodies and increase public understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.

Raglan Community Council will make information about the council and its activities available unless:

- It doesn't hold the information
- The information is exempt under the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute
- The information is readily and publicly available from an external website: such information may have been provided by a public authority or on its behalf.
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material

Raglan Community Council publishes a lot of information on its website (www.raglancc.org.uk), so please remember to check that this information is not already available before you make a Freedom of Information request.

1.1 How do I make a Freedom of Information request

All requests for information under the Freedom Information Act should be made via the Clerk of Raglan Community Council in writing:

- You can e-mail us at clerk@raglancc.org.uk
- You can write a letter to us at the following address: Raglan Community Council Clerk, Ty-Nant, Old Trap Road, Gilwern, NP7 0HW.

Raglan Community Council does not accept non-written Freedom of Information requests.

1.2 What information do I need to provide

When making a Freedom of Information request, you will need to provide us with the following information:

- Your name
- Your contact address
- A detailed description of the information you would like - for example, you might want all information held on a subject, or just a summary

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- If you suffer from a particular disability and need the information in a particular format, please include this in your request.

1.3 When will I get a response

You should get the information within 20 working days, but Raglan Community Council will tell you when to expect the information if we need more time.

1.4 How much will it Cost

Most requests are free but you might be asked to pay a small amount for photocopying (£0.05 per sheet Black and White, £0.10 per sheet Colour), postage, and/or if the information needs to be provided in a specific format. If your request requires an excessive amount of resource to complete, it may be necessary to levy an additional service charge.

In all cases, we will tell you in advance if you will have to pay anything, and your payment will need to be received before we can complete your request.

Appendix A is a summary of the information held by Raglan Community Council, how to access it, how long we retain it for, and any costs associated with providing it.

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Appendix A Publication Schema

A.1 Who we are and what we do

Information published	How the information can be obtained	Retention Period
Who's who on the Council and its Committees – including Councillors nominated to third party organisations	Published on RCC Website	Until changes occur
Contact details for Clerk and Council members	Published on RCC Website and on RCC Notice Board	Until changes occur

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A.2 What we spend and how we spend it

Information published	How the information can be obtained	Retention Period
Annual return form and report by auditor	Current year available on RCC Website other years via an FOI request	Indefinite
Finalised budget	Current and previous years Available on Website	1 Year
Precept	Current year available on RCC Website other years via an FOI request Documented in minutes of Finance Meeting.	Indefinite
Financial Standing Orders and Regulations	Available on RCC Website	Latest Version only
Grants given and received	Current year available on RCC Website other years via an FOI request	5 Years
List of current contracts awarded including value of contract, date awarded, and contract duration	Available on website	Indefinite
Members' allowances and expenses	Available on RCC Website FOI request	6 Years

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A.3 What our priorities are and how we are doing

Information published	How the information can be obtained	Retention Period
Community Led Plan	Available on Website	Latest Version only
Annual Report (current and previous year as a minimum)	Previous full year available on RCC Website other years via an FOI request Available on Website.	Indefinite
Local charters drawn up in accordance with WG and WLGA guidelines	FOI Request	Indefinite

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A.4 How we make decisions

Information published	How the information can be obtained	Retention Period
Timetable of meetings and or notice of meetings (Council and any committee/sub-committee meetings and community meetings)	Published on RCC Website and on RCC Notice Board	1 Year
Agendas of meetings (Council and any committee/sub-committee meetings and community meetings)	Published on RCC Website	Indefinitely
Minutes of meetings (Council and any committee/sub-committee meetings and community meetings) – Please note this will exclude information that is properly regarded as private to the meeting.	Published on RCC Website when approved by council	Indefinitely
Reports presented to council meetings – Please note this will exclude information that is properly regarded as private to the meeting.	Published on RCC Website post meeting or copies can be requested prior to the meeting	Indefinitely
Responses to consultation papers	Published on RCC Website	1 Year
Responses to planning applications	Published on Monmouthshire County Council Planning Portal	Indefinitely

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A.5 Our policies and procedures

Information published	How the information can be obtained	Retention Period
Policies and procedures for the conduct of council business.	Published on RCC Website	Adopted versions only
Policies and procedures for the provision of services and about the employment of staff.	Published on RCC Website	Adopted versions only
Schedule of charges (for the publication of information)	Published on RCC Website as part of FOI policy	Adopted versions only

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A.6 Lists and Registers

Information published	How the information can be obtained	Retention Period
Assets register	Published on RCC Website	Adopted versions only
Risk register	FOI request	Adopted versions only
Register of members' interests	FOI request Available on the website.	6 Years
Declaration of Interest forms (including Register of gifts and hospitality)	FOI request Available on the website	6 Years Term of each elected council member

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A.7 The services we offer

Information published	How the information can be obtained	Retention Period
Allotments	Allotment Policy published on RCC Website, all other information requires an FOI request	Indefinitely

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A.8 Additional Information

Information published	How the information can be obtained	Retention period
Press releases	Published on RCC Website	<u>Indefinitely</u>
Vacancies	Published on RCC Website	<u>While vacancies are open</u>