



BUILT WELLS TOWN COUNCIL

Adopted 7th January 2020

MANAGEMENT OF RECORDS POLICY

Built Wells Town Council has always strived to be an 'open' authority and will continue to seek ways of being more open for the benefit of its residents.

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information and whether a charge will be made for the information. With effect from 1 January 2009 the Information Commissioner's Office (ICO) is changing the emphasis to a generic model.

Introduction

It is the duty of the Town Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

What is the Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Town Council is involved. The information will be formally published as printed material, electronic format or available through the website.

It is expected over time that the amount of information available will increase and additional classes will be added. At the present time the Classes have been grouped into the following categories: -

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make our decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Additional information



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Exemptions

It is Builth Wells Town Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Town Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Town Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld, you are referred to the section on 'Complaints Procedures'.

Archiving Policy

It is impossible for the Town Council to keep all information forever. Therefore, in line with the Town Council's Records Management Policy it will be either destroyed or archived. The Publication Scheme will indicate for how long the information is kept and whether it is archived or destroyed after this time. If it is archived, then the Unitary Councils Record Office in Llandrindod Wells will need to be contacted directly.

Access to Information

All information listed in the Publication Scheme can be viewed by appointment by contacting:

The Town Clerk/Responsible Finance Officer
Builth Wells Town Council
Council Offices
Strand Hall
Strand Street
Builth Wells
Powys, LD2 3AA

Tel: 01982 551568

Email: builthwellstowncouncil@btconnect.com

Copies of information can be supplied either in paper format or electronically. All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fee notice (see below for details).



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Charging policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, disks, postage etc. However, if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18 hours.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within period of three months. The Town Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. Note: If the costs are not paid within three months then the request lapses.

The Town Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

Complaints

Any complaints concerning the publication scheme should be forwarded to:

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Email: builthwellstowncouncil@btconnect.com