

**Guidance Note to the Public
Concerning the Freedom of Information Act
(as it relates to Llanarmon yn Ial Community Council)**

The purpose of this note is to provide advice and assistance to members of the public as to how the Council will deal with requests under the Freedom of Information Act (FOIA) and to indicate where assistance can be obtained.

The Council's Publication Scheme

It is a requirement of the FOIA that the Council has what is called a Publication Scheme. This Scheme specifies the various classes of information that the Council publishes free of charge (other than postage and nominal copying charges). There are many different classes of information made available under the Council's Publication Scheme.

A copy of the model Publication Scheme is placed on the Council's website and community Notice Boards, and is also available from the *Clerk to the Council, Mrs Norma Wright, Bryn Llyn, Black Mountain, Treuddyn, CH7 4BW (01824 780 358)*.

Request for Information

It is a requirement of the FOIA that requests for information should be made in writing stating the name and address of the applicant and giving an address for correspondence and describing the information required. Where the request relates to information provided under the Council's Publication Scheme then that information is available for inspection at the location indicated in the Publication Scheme and will be provided in hard-copy or electronic form where the Scheme indicates.

All correspondence relating to requests for information should be sent to the Clerk to the Council:
Mrs Norma Wright, Bryn Llyn, Black Mountain, Treuddyn, CH7 4BW (01824 780 358), who will send a written acknowledgement and then process the request.

The Clerk is available to provide advice and assistance to applicants. If an applicant is in need of assistance to frame the request then the applicant may be referred to the Citizens Advice Bureau.

Where the Council reasonably requires further information in order to identify and locate the information requested, the applicant will be informed of this and assistance provided to enable the applicant to describe more clearly the information requested.

Appropriate assistance offered by the Council might include:-

- a) Providing an outline of the different kinds of information which might meet the terms of the request or
- b) Providing a general response to the request setting out options for further information which could be provided on request.

In dealing with the requests for information the Council may need to consult other Public Authorities and/or third parties in order to reach a decision on whether the request for information can be released.

If the applicant wishes to be notified before any transfer of the request or consultation with third parties is made the applicant should say so in the application.

Where the Council does not hold the information requested the applicant will be informed in writing of this, other than where the Act provides that one of the exemptions applies to prevent this.

If the applicant is dissatisfied the Council has a complaints procedure specifically for the FOIA.

If copies of this notice or requests for information are to be provided in the medium of Welsh, the Council will endeavour to provide such information.

Llanarmon yn Ial Community Council
January 2009