



Lydney Town Council

PUBLICATION SCHEME

(Readopted 13.05.24)

Introduction

This publication scheme has been prepared from a model scheme provided by the Information Commissioner. The Model Scheme for Local Councils and this are both produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The publication scheme commits the Town Council 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Town Council and falls within the classifications below.
- To specify the information which is held by the Town Council 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 the Town Council 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.

Who are we and what do we do?

Lydney is a town in the Forest of Dean district of Gloucestershire with a population of approximately 10,000. Lydney Town Council is based at Claremont House, High Street, Lydney, Glos GL15 5DX. There are 15 Town Councillors representing three wards. The Town Council meets monthly, usually on the second Monday in the month. The Town Council strives to provide high quality services for the people of Lydney and improve their quality of life through the efforts of elected members and dedicated professional staff whilst achieving maximum value for money from public funds.

Our contact details are as follows:-

Telephone: 01594 842234

e-mail: town.clerk@lydneytowncouncil.gov.uk

web: www.lydneytowncouncil.gov.uk

Town Clerk/Responsible Financial Officer: M Greenfield

How can information be obtained?

Information contained in the Lydney Town Council Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post - Requests should be submitted in writing to:-
The Town Clerk, Lydney Town Council, Claremont House, High Street, Lydney, Glos GL15 5DX. Our aim will be to dispatch the information requested within 20 working days from receipt of any fee applicable (see below).
- By E-mail - Our address is town.clerk@lydneytowncouncil.gov.uk
- In person - by calling at the Town Council offices at the above address. Office hours are 9.30am – 4pm Monday – Thursday, 9.30am to 12noon on Friday. Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is required.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Town 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.

Will a charge be made?

Some information requested under this scheme is available free of charge – for example if it is available for download from the Town Council's website. For other information a charge may be levied. Where levied, there will be a minimum charge of £1 which will include the copying of up to five A4 pages. There will be an additional charge of 25p for each additional page requested. 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.

Who will maintain the scheme and where can I find more information?

The publication scheme will be maintained on behalf of the Town Council by the Town Clerk. Issues concerning the Town Council's compliance with the Freedom of Information Act should be addressed in the first instance to the Town Clerk.

Information can be obtained from the Information Commissioner who is responsible for enforcing the operation of the publication scheme. The address is:- The Information Commissioner Wycliffe House Water lane Wilmslow Cheshire SK9 5AF

Adoption and Review

The Town Council will review this scheme every four years in the year following its 'all out' election, or earlier if the Information Commissioner issues a new Model Scheme.

Michael Greenfield

Town Clerk/Responsible Finance Officer