



**FREEDOM OF INFORMATION ACT 2000**

**PUBLICATION SCHEME**

**For the**

**BRECON BEACONS NATIONAL PARK AUTHORITY**

## **Freedom of Information Act 2000**

### **Publication Scheme**

This Publication Scheme has been adopted by the Brecon Beacons National Park Authority using the model prepared and approved by the Information Commissioners Office. It will be valid until further notice.

The Brecon Beacons National Park Authority has produced this scheme under the provisions of the Freedom of Information Act 2000 (“the Act”) which received Royal Assent on 30 November 2000. The purpose of the Act is to promote greater openness by public authorities. It gives a general right of access to all types of recorded information held by public bodies.

Under Section 19 of the 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 that information and whether a charge will be made for the information.

The Brecon Beacons National Park Authority is committed to conducting its affairs openly, and information held by the Authority will be made available to the general public in accordance with the scheme.

### **The Authority**

Brecon Beacons National Park Authority was established as an independent Authority on 1<sup>st</sup> April 1996 under the Environment Act 1995. It is made up of 24 members comprising 16 elected members from seven of its constituent unitary authorities and 8 members appointed by the Welsh Assembly Government. The Authority employs over 124 staff, 148 Volunteers and comprises three main departments – Countryside and Land Management, Planning and Corporate Services.

### **The Authority’s statutory remit:**

#### **Our Purposes**

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park
- to promote opportunities for public enjoyment and understanding of the special qualities of the National Park

#### **Our Duty**

- to foster the economic and social well-being of communities living within the National Park

The Authority is also the statutory local planning authority for the area and is responsible for the preparation of the Local Development Plan and determining planning applications.

## **Classes of Information**

The Act requires the Authority to specify classes of information which it routinely publishes or intends to publish.

Further details of the information available within each of the categories are set out below. Whilst this provides a list of the classes of information which are published by the Authority, it does not constitute a comprehensive list of all the individual documents and other information made available to the public.

	<b>Classes of Information</b>	<b>Available</b>
1.	<p><b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Composition of the Authority and any sub-committees</li> <li>• <i>Terms of References</i></li> <li>• <i>Members</i></li> <li>• Organisational Staff Structure</li> <li>• Map of the Area</li> <li>• Opportunities for Volunteers</li> <li>• Office and contact details</li> </ul>	<p><i>Authority Headquarters</i> Website Website Website <i>Authority Headquarters</i> Website Website Website</p>
2.	<p><b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <ul style="list-style-type: none"> <li>• Annual out-turn (Statement of Accounts)</li> <li>• Audited accounts</li> <li>• Pay and grading structures</li> <li>• Authority members' allowances and expenses</li> <li>• Income from grant and other sources</li> <li>• Procurement procedures</li> <li>• List of contracts awarded and their value</li> <li>• Financial regulations</li> </ul>	<p>Website Website <i>Authority Headquarters</i> Website Website Website <i>Authority Headquarters</i> Website</p>
3	<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <ul style="list-style-type: none"> <li>• National Park Management Plan</li> <li>• State of the Park Report</li> <li>• Local Development Plan</li> <li>• Site management plans</li> <li>• Performance reports – (Business Improvement Plan)</li> <li>• Annual Governance Statement</li> <li>• Annual Improvement Reports from Wales Audit Office</li> <li>• Welsh Language Scheme</li> <li>• Internal Audit reports</li> </ul>	<p>Website Website Website Website Website Website Website Website Website</p>
4.	<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <ul style="list-style-type: none"> <li>• Agendas and minutes of Authority meetings</li> <li>• Planning studies</li> <li>• Publicly available reports</li> <li>• Timetable of committee meetings</li> <li>• Scrutiny Reports</li> </ul>	<p>Website Website Website Website Website</p>

5.	<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the conduct of the business of the authority</li> <li>• Protocols relating to the conduct of members</li> <li>• Policies and procedures for the provision of services <ul style="list-style-type: none"> <li>○ <i>Welsh Language Scheme</i></li> <li>○ <i>Equality Scheme</i></li> </ul> </li> <li>• Policies and procedures for the recruitment and employment of staff</li> <li>• Conservation strategies</li> <li>• Planning policy <ul style="list-style-type: none"> <li>○ <i>Local Development Plan</i></li> <li>○ <i>Enforcement policy</i></li> <li>○ <i>Code of conduct for Members on Planning Committee</i></li> <li>○ <i>Public speaking at Planning Committee</i></li> </ul> </li> <li>• Social Inclusion &amp; Child Poverty Action Plan</li> <li>• Internal instructions, manuals and guidelines</li> <li>• Records management</li> <li>• Data protection policies</li> <li>• Charging regimes and policies (this is currently being drafted)</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Authority Headquarters</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Website</p> <p>Website</p> <p>Website</p>
6.	<p><b>List and registers</b></p> <ul style="list-style-type: none"> <li>• Public registers and registers held as public records <ul style="list-style-type: none"> <li>○ <i>All planning applications files since 2009</i></li> <li>○ <i>Weekly list of planning applications</i></li> <li>○ <i>List of conservation areas</i></li> <li>○ <i>Planning decision register</i></li> <li>○ <i>Enforcement register</i></li> </ul> </li> <li>• Register of Members' Interests</li> <li>• Asset registers</li> <li>• Freedom of Information Act disclosure logs</li> <li>• Register of gifts and hospitality provided to members of the authority and senior personnel</li> <li>• Other lists required by law</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p>
7.	<p><b>The services we offer</b> (Information about the services we offer including leaflets, guidance and newsletters)</p> <ul style="list-style-type: none"> <li>• Byelaws</li> <li>• Social, geographical and historical details</li> <li>• Education services</li> <li>• Access and accessibility</li> <li>• Camp sites, car park and public toilets</li> <li>• List of all tree preservation orders</li> <li>• Cultural heritage <ul style="list-style-type: none"> <li>○ <i>List of listed buildings</i></li> <li>○ <i>List of scheduled ancient monuments</i></li> <li>○ <i>List of conservation areas</i></li> <li>○ <i>Listed building list descriptions</i></li> <li>○ <i>Map of conservation area boundaries</i></li> </ul> </li> </ul>	<p>Authority Headquarters</p> <p>Website &amp; Headquarters</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>See Ordnance Survey Maps</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Authority Headquarters</p> <p>Website</p> <p>Authority Headquarters</p> <p>Website</p>

	<ul style="list-style-type: none"> <li>○ <i>Listed building at risk register</i></li> <li>○ <i>Conservation Area Appraisals</i></li> <li>● Visitor walks</li> <li>● Advice and guidance <ul style="list-style-type: none"> <li>○ <i>Planning and development guidance</i></li> <li>○ <i>Planning application guidance</i></li> <li>○ <i>Sustainable development guide</i></li> </ul> </li> <li>● Leaflets, newsletter and booklets</li> <li>● Media releases</li> <li>● Hire of Meeting Rooms</li> </ul>	Website Website  Website Website Website Website Website Website
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**Excluded material**

The Authority wishes to be as open and transparent as possible within the law and will operate a presumption in favour of making its information available to the public unless there are specific reasons why it should not do so. These exemptions will generally include:

- 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 as it is contained in files that have been placed in archive storage, or it is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

It is our aim to make as much information as possible available on our website:

[www.beacons-npa.gov.uk](http://www.beacons-npa.gov.uk)

Where it is impractical to make information available on our website, or when an individual does not wish to access the information by website, hard copies of the information will be made available from the Authority’s office:

Plas y Ffynnon  
Cambrian Way  
Brecon  
Powys  
LD3 7HP

In exceptional circumstances some information may be available only by viewing in person. Where this manner is necessary, 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. The Authority will follow the guidance in its Welsh Language Scheme on provision of material in Welsh. Obligations under disability and discrimination legislation and other legislation to provide information in 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. Charges made by the Authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed via our website will be provided free of charge unless it is offered as a commercial publication.

Charges will be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where we are legally authorised, and are in accordance with a published schedule or schedules of fees which is readily available to the public. ([Link our charging policy](#))

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

## **Copyright**

All Brecon Beacons National Park Authority copyrights are reserved but material appropriately attributed may be reproduced for the purposes of private study or research with permission. Other copyrights may also apply to information provided on the Authority's website and by other media. Details of such copyrights will be provided on a case to case basis.

## **Complaints**

If you are not satisfied with the way we have handled your request, with the fee charged or with the reasons we have given for refusing to provide information, you have the right to appeal.

You should complain to us directly using the Authority's complaint procedures. Your initial complaint should be sent to:

Chief Executive  
Brecon Beacons National Park Authority  
Plas y Ffynnon  
Cambrian Way  
Brecon  
Powys LD3 7 HP

## **Responsibility for the Scheme**

The Authority has appointed the Corporate Services Officer as the officer responsible for the Scheme and also for the responsibility for maintaining it on a day to day basis.

We will review the Scheme on a regular basis and would welcome your views and suggestions as to how it may be improved.

Copies of this scheme are available on-line at [www.beacons-npa.gov.uk](http://www.beacons-npa.gov.uk) or in hard copy from the Authority's offices. Contact details are:

Corporate Services Officer  
Brecon Beacons National Park Authority  
Cambrian Way  
Brecon  
Powys LD3 7HP