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| Pembrokeshire Coast National Park Authority |
| Publication Scheme |
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| June 2013  |

**Introduction**

The Pembrokeshire Coast National Park Authority (“the Authority”) has produced this Scheme under the provisions of the Freedom of Information Act 2001 (“the Act”) which received Royal Assent on 30 November 2000. The purpose of the Act is to promote greater openness by public authorities. Section 19 of the Act requires every public authority 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 Authority**

Pembrokeshire Coast National Park Authority was established as an independent Authority on 1 April 1996 under the Environment Act 1995. It is made up of 18 members comprising 12 elected members from its constituent unitary authority and 6 members appointed by the Wales Government. The Authority employs over 120 staff and comprises four main departments – Park Direction, Park Discovery, Park Delivery and Support Services.

The Authority's purposes are:

* to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park; and
* to promote opportunities for the understanding and enjoyment of the special qualities of those areas by the public.

The Authority has a duty to foster the economic and social well-being of its communities.

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.

**Responsibility for the Scheme**

The Freedom of Information Officer is responsible for the Scheme and maintaining it on a day to day basis. Contact details are:

Freedom of Information Officer

Pembrokeshire Coast National Park Authority

Llanion Park

Pembroke Dock

Pembrokeshire

SA72 6DY

Tel: 0845 345 7275

Email: info@pembrokeshirecoast.org.uk

**The Scheme**

The Scheme aims to be a complete guide to the public as to the information available within the Authority and how to obtain it. The approach that has been taken is to group this information into “classes”. Some of the information may be published as a document or on the Authority’s website (www.pembrokeshirecoast.org.uk); other information may be available on request. The Scheme indicates how the information in each case is available and whether a charge is made.

**Exemptions**

The Authority is committed to a culture of openness and will operate a presumption in favour of making its information available to the public, unless there are clear reasons for withholding it. These include:

* exemptions where the public interest test applies; and
* information which is classified as exempt under the terms laid down in legislation.

However, information (including any of that listed in this Publication Scheme) will be withheld from publication in whole or in part where we consider that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; our enforcement activity; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or is legally or professionally privileged; or because disclosure is otherwise prohibited by law. In such cases we will inform you of the basis on which we are withholding the information.

The following specific information is exempted from this Publication Scheme:

* information that is confidential or exempt under the terms of the Local Government Act, 1972;
* information that would compromise the privacy of an individual;
* information given under a statutory guarantee that confidentiality would be protected, where there was no legal obligation to provide the information and no agreement sought for it to be published;
* information the disclosure of which would harm the frankness and candour of internal discussion;
* information or other records or research that are still in the course of completion;
* confidential material relating to legal matters;
* information and/or data that could compromise conservation purposes;
* material that is commercially or industrially sensitive;
* confidential tendering, contractual and financial data; and
* draft responses to audit.
* Information held by the Authority belonging to other individuals and organisations may also be exempted depending on the copyright terms under which the information is held.
* Information that is held which is personal to individuals is covered by the Data Protection Act, and is not the subject of this Publication Scheme.

If you wish to complain about the information being withheld, you are referred to the section regarding complaints set out below.

**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. Information on how to appeal is included with every response to a Freedom of Information request.

**Feedback**

We will review the Scheme from time to time and would welcome your views and

suggestions as to how it may be improved. Please write to the address above.

**Copyright**

All National Park Authority copyrights are reserved.

**Classes of information**

The Information Commissioner’s Office (ICO) has identified the following seven classes of information, under which the Authority must routinely publish or intends to publish information:

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 decisions

5. Our policies and procedures

6. Lists and registers

7. The services we offer.

Further details of the information available within each of the classes are set out in the ICO

Definition document for National Park Authorities, the Broads Authority and Conservation Boards

(<http://www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents.as> px ). 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 that are published and are available to the public.

**Obtaining information**

It is our aim to make as much information as possible available online at [**www.pembrokeshirecoast.org.uk**](http://www.pembrokeshirecoast.org.uk), including welsh language versions. Where individuals need assistance to access information covered by this Publication Scheme, we commit to providing such assistance if it can be done within reasonable resource constraints. This could cover, for example, reading or explaining documents to persons with visual impairment. Hard copies of all the information listed as part of this guide are available from the offices of the Authority in Llanion Park, Pembroke Dock.

**Charging for information**

There will generally be no charge for information that is provided online, scanned and emailed, or viewed at the Authority offices

It may be necessary to recoup all or part of the cost of some photocopied material or printed publications as well as postage costs. The Authority’s standard photocopying charges (currently 20p black & white, 50p colour for each A4 side) will apply although costs below £10 will be waived.

The Freedom of Information Act permits Authorities to charge for some types of data collection and preparation - such costs will be estimated at the time that the request is made and the applicant informed.

**Appendix**

**Classes of information**

**1. Who we are and what we do**

This class contains information about the constitution of the Authority pursuant to the

Environment Act 1995, the Local Government Acts 1972 and 2000 and other relevant legislation.

*Examples:*

Descriptions of the Authority's functions and how the Authority works, and its corporate governance arrangements, Members’ handbook (includes standing orders, delegation scheme, code of conduct and roles and responsibilities), committee memberships and terms of reference, current and previous member details, current member biographies, members’ appointments to outside bodies, dates and venues of committee meetings.

*Where available:*

* Pembrokeshire Coast National Park Authority offices in Llanion Park, Pembroke Dock
* Descriptions of the Authority's functions and how the Authority works, and its corporate governance arrangements, code of conduct, standing orders, member biographies and dates and venues of committee meetings are all available on the Authority website – [www.pembrokeshirecoast.org.uk](http://www.pembrokeshirecoast.org.uk).

**2. What we spend and how we spend it**

This class consists of budget and financial information for the Authority including balance sheets.

*Examples:*

Audited accounts and balance sheets, auditors’ reports, members’ allowances, summary of allowances and payments.

*Exemptions:*

All commercially sensitive information, for example, quotations, tenders and insurance policies, including information relating to quotations and tenders leading up to the time of the award of a contract, to ensure that the tender process is fair.

*Where available:*

* The Authority’s offices in Llanion Park, Pembroke Dock
* Audited accounts and balance sheets are available on the Authority website

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

This class contains all the strategies and policies approved by the Authority, statutory or otherwise.

*Examples:*

National Park Management Plan, Improvement Plan, Local Plan, State of the Park Report, and reports about performance in relation to the objectives and targets set in these documents. Also general Authority policies such as Equality and Diversity, Risk Management and Procurement.

*Where available:*

* The Authority’s offices in Llanion Park, Pembroke Dock
* Majority of current policies and strategies (excluding personnel policies) are available on the Authority website.

**4. How we make decisions**

This class contains the reports and decisions of the Authority except exempt information.

*Examples:*

Authority and committee agendas, reports and minutes.

*Where available:*

* Agendas, reports and minutes for the current and previous years are available on the Authority website
* Hard copies of all agendas, reports and minutes dating back to 1996 can be viewed at the Authority’s offices in Llanion Park, Pembroke Dock.

**5. Our policies and procedures**

This class consists of Authority policies on corporate governance and risk management, Finance and Resources, IT and Communications, Promoting Understanding, Access and Recreation, Planning, the Natural Environment, Historic Environment and Economy and Community and how to comment on these.

*Examples:*

Corporate Governance policy, Planning code of good practice, Anti Fraud & Corruption policy and Enforcement Policy.

*Where available:*

* The Authority’s offices in Llanion Park, Pembroke Dock
* Some of these documents are also available on the Authority’s website.

**6. Lists and registers**

This class consists of public registers and registers held as public records.

*Examples*: Register of Members' Personal Interests, Register of Gifts and Hospitality received by officers, Asset Register.

*Exemptions*: Information is available only to the extent permitted under the Data Protection Act 1998.

*Where available*:

* The Authority’s offices in Llanion Park, Pembroke Dock

**7. The services we offer**

This class consists of information issued to inform and update the public and includes materials and publications produced by the Authority for visitors, residents and educational use, planning guidance and promotional material. Items already charged for will be available at the published price.

*Examples:*

News releases published by the Authority, Coast to Coast newspaper, walks leaflets, volunteer information, leaflets and general guidance for planning applications, Design Guides, research and monitoring reports, grant forms (for example, for the Sustainable Development Fund), Conservation area designation statements.

*Where available:*

* The Authority’s offices in Llanion Park, Pembroke Dock
* Copies of Coast to Coast are widely distributed within and outside the National Park.
* The majority of the rest of the documents are also available on the Authority’s website