

BARLASTON PARISH COUNCIL

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS

The Freedom of Information Act 2000 received Royal Assent on 30 November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Individuals already have the right of access to information about themselves under the Data Protection Act 1998. As far as public authorities are concerned, the Freedom of Information will extend this right to allow public access to all types of information held.

Every public authority will be 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. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

Any requests for information should be submitted in writing to, Lynne Hembrough, Clerk to the Parish Council, 35 Ivyhouse Drive, Barlaston, ST12 9BQ. There will be a small administrative charge of 20 p per A4 copy and 30p per A3 copy, provided it is not subject to the Data Protection Act or commercial confidentiality.

CORE CLASSES OF INFORMATION

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.
Procedural Standing Orders
Councils Annual Report to Parish Meeting

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Members Interests Book

3) PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information relating to the last Periodic Electoral Review of the council area
Information relating to the latest boundary review of the council area

4) EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment

Job descriptions

Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

5) PLANNING DOCUMENTS

Responses to planning applications

6) AUDIT AND ACCOUNTS

Annual return form – limited to the last financial year

Annual Statutory report by auditor (internal and external) – limited to the last financial year

Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

Precept request – limited to the last financial year

VAT records – limited to the last financial year

Financial Standing Orders and Regulations

Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.