

St. Peter the Great County Parish Council.

Publication Scheme March 2009

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PUBLICATION OF INFORMATION

Under the terms of the Freedom of Information Act 2000, a public authority has to make a publication scheme available and then has to publish information in accordance with that scheme. As new information is produced, which falls within the scope of the scheme, it will need to be prepared for publication and made available.

Format in which the information must be provided.

The publication scheme allows a local council to publish the information in a variety of formats. A hard copy should be available on request from the clerk to the council, or the information could be made available for inspection as described in section 3 of the model scheme. Where available, a local council could publish the information on their website. However, even where this option is available, the Commissioner would still expect hard copies to be made available if requested.

The Freedom of Information Act aims to develop a culture of openness amongst public authorities. Local councils should raise awareness of the existence and contents of the scheme it adopts to, at very least, its main audiences. Therefore your council will need to make people aware of any of the optional documents/classes within the model scheme that have been selected (In this case there are none).

Fees

It is important that users of the scheme are made aware of any fees that will be charged for any particular piece of information that they wish to access under the publication scheme.

The Duration of the Model Scheme

All publication schemes, including model schemes, will be approved for a specified period. The Commissioner will advise you whether your organisation's adoption of the model scheme has been accepted. At that time you will also be informed when the approval of the model scheme will expire.

Further Help and Assistance

Councils which are members of NALC should, in the first instance, direct all enquiries regarding the content or drafting of the scheme to their respective County Secretaries. Councils who are not subscribing members of NALC may be able to obtain some assistance from the County Association for the area where they are situated upon payment of an agreed fee. General enquiries regarding the drafting and content of the scheme from organisations other than local councils * should be directed to Ian Mark at NALC. Queries about the submission process and subsequent operation of the scheme once adopted should be addressed to the F.O.I. team at the Information Commissioner's Office.

Notes* Village Hall Committees, Youth Schemes, Residents Associations etc.?

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SUMMARY OF ADOPTED SCHEME

The Model Publication Scheme for Local Councils provides a baseline for the information which must be made available under the Freedom of Information Act 2000. It comprises a number of core classes of information which are mandatory, together with various options. For full information, please refer to the **Best Practice Guide: Model Publication Scheme** (12model_publication_scheme.pdf) published by the Worcestershire CALC.

For reasons of economy, this Council had adopted the **Model Publication Scheme for Local Councils (Core Classes Only)**, which provides the minimum required routine disclosure. In some cases a class of information sets out a range of information which is excluded from publication. Excluded throughout the model scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998. In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme. If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

The information contained in each class will be available in a variety of formats, namely in hard copy, on request from the clerk of the council; by inspection at the council office or other suitable premises by prior appointment or; where a council has a website, some of the information may be available thereon.

Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

THE MANDATORY 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.
Agendas and supporting papers for council, committee and sub-committee meetings limited in each case to the forthcoming/immediate meeting.
Terms of Reference for Committees.

2) CODE OF CONDUCT

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

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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, and information relating to the latest boundary review of the council area. (*)

Note

* This information is available from the City Council.

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.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.

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.

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FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

Declaration

Name of Public Authority **St Peter the Great County Parish Council**
Address **Careys Brook House, 53 Upton Road,, Callow End, Worcestershire, WR2 4TZ**
has adopted the model scheme titled **Model Publication Scheme for Local Councils** produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The scale of charges for copies of items of information is available on application to:

The Clerk (at the above address).

Signature*R. O. Jenkins*.....
Position ...Clerk to the Council.....
Date30th March 2009.....

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Name ...R. O. Jenkins.....
Position ...Clerk to the Council.....
Address ...Careys Brook House.....
Address ...53 Upton Road, Callow End.....
Address ...Worcester WR2 4TZ.....
Phone*01905 830732.....
E-Mail..... bj@threecountieassociates.fsbusiness.co.uk.....

This Council is committed to a policy of complete openness and compliance with the regulations.