

# BARLOW PARISH COUNCIL

## PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000 (amended 2008)

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information proactively, and help it to develop a greater culture of openness and transparency.

The authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership and focus for the community.

Please note the exempt classes of information at the end of this document.

### Core Classes of Information

#### **1. Council Internal Practice and Procedure**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Minutes of council meetings and working parties (limited to the last year)	e-mail Hard copy	Free 50p per sheet plus cost of postage
Procedural standing orders	As above	As above
Council's annual report to Parish Meeting	As above	As above

#### **2. Code of Conduct**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Member's declaration of acceptance of office	Hard copy	50p per sheet plus cost of postage
Member's Register of Interests	Hard copy	50p per sheet plus cost of postage
Register of Interests Book	Hard copy	50p per sheet plus cost of postage

#### **3. Periodic Electoral Review**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Information relating to the last Periodic Electoral Review of the council area	Information about any change in numbers of members available in hard copy	50p per sheet plus cost of postage
Information relating to the latest boundary review of the council area	County Division and District Ward boundaries available from the relevant principal authority – no recent change	

	in Parish Area	
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#### 4. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of employment	e-mail Hard copy	Free 50p per sheet plus cost of postage
Job Descriptions	e-mail Hard copy	Free 50p per sheet plus cost of postage

#### 5. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications (last year)	e-mail  Hard copy	Free  50p per sheet plus cost of postage

#### 6. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Annual return form – limited to the last financial year	Hard copy	50p per sheet plus cost of postage
Annual statutory report by auditor (internal and external) – limited to the last financial year	Hard copy	50p per sheet plus cost of postage
Receipt and payment books, receipt books of all kinds, bank statements from all accounts – limited to last financial year	Available for inspection by appointment, notes may be taken  Summary – email Hard copy	Free  Free 50p per sheet plus cost of postage
Precept request - limited to last financial year	e-mail Hard copy	Free 50p per sheet plus cost of postage
VAT records - limited to last financial year	Available for inspection by appointment, notes may be taken  Summary – email Hard copy	Free  Free 50p per sheet + postage
Financial standing orders and regulations	e-mail hard copy	Free 50p per sheet plus cost of postage
Assets register – including details of commons/village greens owned by the council including management	(See also Annual Parish Council Meeting Minutes – for updated list)	

schemes for commons as well as village halls, community centres and recreation grounds.	e-mail Hard copy	Free 50p per sheet plus cost of postage
Financial risk assessments	e-mail Hard copy	Free 50p per sheet plus cost of postage

### **Optional Documents within Core Classes**

#### **1. Council Internal Practice and Procedure**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Agendas (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	e-mail By post	Free 50p per sheet plus cost of postage
Supporting papers for council meetings and working party meetings (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	Available for inspection by appointment, notes may be taken	Free
Terms of reference for committees	e-mail Hard copy	Free 50p per sheet plus cost of postage

#### **2. Employment Practice and Procedure**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Equal opportunities policy	e-mail Hard copy	Free 50p per sheet plus cost of postage
Health and safety policy, including risk analysis	e-mail Hard copy	Free 50p per sheet plus postage
Staffing structure	One employee; the clerk	

#### **3. Planning Documents**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Parish Plan	Council does not have one	
Village Design Statement	Hard Copy	50p per sheet plus postage

#### **4. Audit and accounts**

Information	Format in which it is available	Charge for supply (yes/no)
Loan sanction approvals	None required at present	
Fees and charges applied by the council	None required at present	
Safety inspection records	e-mail Hard copy	Free 50p per sheet plus cost of postage
Register/file of members' allowances	None claimed at present	

### **OPTIONAL CLASSES OF INFORMATION**

#### **1. Development and implementation of policy**

Information	Format in which it is available	Charge for supply (yes/no)
Policy statements issued by the council	Usually in minutes or in procedures	e-mail free or 50p per sheet
Responses made by council to consultation papers	Usually in minutes	e-mail free or 50p per sheet
Analysis of responses received to public consultations by the parish council	Will be attached to minutes	e-mail free or 50p per sheet
Village appraisal	The council does not have one	
Complaints handling procedure	e-mail Hard copy	Free 50p per sheet plus cost of postage

#### **2. Byelaws**

There are no local byelaws specific to this parish

#### **3. Council Circulars/Newsletters**

Information	Format in which it is available	Charge for supply (yes/no)
Village newsletter		
Parish guide	N/A	
History of parish	N/A	

#### **4. Arts, Entertainment & Tourist Information** (This relates only to information produced by the parish council) - **No information produced at present**

#### **5. Allotments: None**

#### **6. Burial Grounds**

Information	Format in which it is available	Charge for supply (yes/no)
Plans	Joint burial authority; plans with Brayton	N/A – contact Brayton
General policies and fees	See above	See above

## 7. Best value

Information	Format in which it is available	Charge for supply (yes/no)
Best value performance plan	PC not a best value authority – policy in standing orders and financial regulations	See relevant documents

## EXCLUSIONS

### Core classes of Information

#### **Employment Practice and Procedure**

'Personal records' i.e. appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998 are excluded.

#### **Planning documents**

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.

#### **Audit and Accounts**

All commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies are excluded. 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.

**Optional Classes of Information** – (general information; none provided by Barlow Parish Council.)

#### **Allotments**

None owned by the Parish Council

#### **Burial Grounds**

None owned by the Parish Council.

Agreed by the Council on 28 March 2012; minute no. 031211