

CROSSWAYS PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

Background The Freedom of Information Act aims to encourage greater openness and less secrecy by public authorities. To comply with this Act the government requires that all Councils adopt and maintain a publication scheme. This publication scheme is required to list details of documents available for inspection, the processes involved, the place documents can be seen and charges made for copies if applicable.

FREEDOM OF INFORMATION ACT 2000 – On the 27th of February 2003, Crossways Parish Council adopted the Model Publication Scheme Core Classes 1 – 6 with the exception of Item 2, Section 2, the Members Register of Interest* A copy of the publication scheme is available from the Clerk to the Council. This and the documents referred to in the Scheme are available from the office of the Clerk to the Council at 79 Dover Road, Wyke Regis, Weymouth, Dorset by appointment at a mutually convenient date and time.. The Council in recognising the address of the Clerk's office and perceived travelling difficulties agree to make documents available on request and by appointment at Crossways Library during opening hours and at a mutually convenient date and time. Copies of the documents can be provided at a cost of 10 pence per A4 sheet plus postage, payable in advance.

* Members Register of Interest will only be made available by application to West Dorset District Council following their accepted procedure.

This scheme is administered by the Clerk to the Parish Council, Stella Wilson, 79 Dover Road, Wyke Regis, Weymouth, Dorset
Tel/Fax (01305) 839384 e-mail clerk.crosswayspc@virgin.net

The Freedom of Information Act is governed by the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Tel: 01625 545 745 Fax: 01625 524 510 e-mail data@dataprotection.gov.uk

NOTES

1. THE FREEDOM OF INFORMATION ACT 2000 DOES NOT MAKE PERSONAL AND PRIVATE INFORMATION AVAILABLE TO THE PUBLIC. ALL OF THE CLASSES WITHIN OUR SCHEME EXCLUDE THE PUBLICATION OF PERSONAL INFORMATION
2. THE SCHEME DOES NOT LIMIT THE STANDING RIGHTS. THE PRACTISE OF PLACING MINUTES AND AGENDA IN THE LIBRARY FOR PUBLIC INFORMATION WILL NOT BE AFFECTED.
3. THE ADOPTION OF A PUBLICATION SCHEME IS A NEW REQUIREMENT ON COUNCILS, THIS SCHEME WILL BE REVIEWED BY THE INFORMATION COMMISSIONER EVERY THREE YEARS. THE COUNCIL WILL REVIEW, RENEW AS REQUIRED.

CORE CLASS 1 – COUNCIL INTERNAL PRACTICE AND PROCEDURE

Agendas
Committee Reports
Minutes of council, committee and sub-committee meetings – limited to the last 2 years.
Standing Orders
Council Annual Report to Parish Meeting

CORE CLASS 2 – CODE OF CONDUCT

Members Declaration of Acceptance of Office
Code of Conduct

CORE CLASS 3 – PERIODICAL ELECTORAL REVIEW

CORE CLASS 4 – EMPLOYMENT PRACTICE AND PROCEDURE

Terms and conditions of employment
Job Descriptions

Exclusions: - 'personal records' inc appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1988

CORE CLASS 5 – PLANNING DOCUMENTS

Responses to planning consultations
Parish Plan (MAD)

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.

CORE CLASS 6 – AUDITS 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
Receipts/Payments 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.
Asset register – this will include details of commons/village greens owned by the Council, including management schemes for commons as well as village hall, community centres and recreation grounds
Risk assessments

Exclusions – all commercially sensitive information for example 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 to ensure that tender information is not released to a third party prior to the end of the tender period therefore allowing submitted tenders to be undercut and/or unfairly disadvantaged.
