

PEWSEY PARISH COUNCIL

Freedom of Information Act Publication scheme

INTRODUCTION

The Freedom of Information Act 2000, makes a provision for members of the public to access information held by public authorities. It is intended to encourage local councils to actively publish more information and to develop a greater culture of openness and transparency.

In accordance with the Act, the publication scheme specifies the classes of information that are available.

These are Council Internal Practice and Procedure, Code of Conduct, Periodic Electoral Review, Employment Practice and Procedure, Planning Documents and Audit and Accounts. There are four optional classes of information that have also been adopted into this scheme. These are Development and Implementation of Policy, Council Circulars/Newsletters, Arts, Entertainment and Tourist Information and Burial Grounds. Exclusions from the publication scheme are clearly specified and reasons provided for that exclusion.

AVAILABILITY AND FORMAT OF INFORMATION

Members of the public can request a hard copy of the information from the Clerk or by personal inspection at the Parish Office which is open every Tuesday morning between 9.30am and 11.30am. Appointments can be made if required. Please contact the Clerk by post at Pewsey Parish Council, Parish Office, Bouverie Hall, Goddard Road, Pewsey, SN9 5EQ, telephone 01672 562014 or e-mail the.clerk@pewsey-pc.gov.uk

CHARGING

In accordance with regulations issued under the Act the inspection and provision of information will be free of charge.

CORE CLASSES OF INFORMATION

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of Council and Committee meetings - limited to the last 2 years
Standing Orders and Committee Terms of Reference
Council's Annual report to Parish Meeting

Optional documents:

Agendas and supporting papers for Council and Committee meetings - limited in each case to the forthcoming/immediate meeting.

2. CODE OF CONDUCT

Members' Declaration of Acceptance of Office
Members' Register of Interests
Registers of Members' Interest 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 and conditions of employment

Job descriptions

Optional documents:

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure

Exclusions

Personal records, ie appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal under the Data Protection Act 2018.

5. PLANNING DOCUMENTS

Responses to planning applications

Optional documents:

Neighbourhood Development Plan

Village Design Statement

Exclusions

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

6. AUDIT AND ACCOUNTS

Annual return form and supporting papers - 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

Financial Regulations

Assets register

Optional documents:

Loan sanction approvals

Fees and charges applied by the Council

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, ie 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

7. DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by Council

Responses made by Council to consultation papers

Analysis of responses received to public consultations by the Council

Complaints handling procedure

8. COUNCIL CIRCULARS/NEWSLETTERS

Town, parish, community guides

History of town, parish or community (or similar commissioned publication)

9. ARTS, ENTERTAINMENT & TOURIST INFORMATION

This relates only to information produced by the Council

10. BURIAL GROUNDS

Plans

General policies

Exclusions

All documentation relating to individual applications and registrations under both privacy and data protection laws.

Information Disclosure

Further Notes

- We may wish to include other legal documents, e.g. Conveyance documents. Care needs to be given when these documents contain sensitive information about other third parties. As these types of documentation are usually drawn up on our behalf by other parties (e.g. Solicitors), it is valid to refer any publication requests back to the document originators.
- Police Record disclosure. At present we don't perform a criminal record assessment of any of our employees. If we were to change this policy we would need to put in place a disclosure policy. This policy can be a "not publish" policy if we so wish, but the policy in itself does need to be published.
- A number of documents referred to in the publication policy do not presently exist (e.g. employee complaints procedure), this is not an issue. We should however have an internal mechanism in place ready draw up policy documentation if it is requested of us.