

SWAFFHAM BULBECK PARISH COUNCIL

PO Box 330
Ely, Cambridgeshire. CB7 4GF

PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000

Introduction

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities including Parish Councils. The act 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 it holds that information and, subject to exemptions, supplied with that information.

Individuals already have the right to access to information about themselves under the Data Protection Act 1998. For Parish Councils, the Freedom of Information Act 2000 has extended this right to allow public access to all types of information held.

Swaffham Bulbeck Parish Council strives to be as open as possible with local government information and has adopted the model publication scheme for Local Councils (Core classes only) issued by the Information Commissioner. The purpose of this document is to describe the classes of document available and the charges for providing copies of the documents/information listed.

In certain classes a limitation on the age of some documents has also been stipulated. This does not mean information beyond that date cannot be obtained, it simply indicates that it is not available within the model publication scheme.

The Parish Council may withhold any information if it considers the release of the information would not be in the public interest and could cause significant harm. Any confidential and sensitive information is exempt from the publication scheme.

Requests for information

Requests for information must be made in writing and should be sent to:

Mrs Diane Bayliss
PO Box 330
Ely
Cambridgeshire
CB7 4GF

The Parish Council will respond to all requests within 20 days of receipt of the request.

Charging policy

The following administrative charges have been set:

20p per A4 sheet for paper copies plus postage
50p per A3 sheet for paper copies plus postage

Original documents may be viewed by appointment.

Review of policy

This policy was approved by Swaffham Bulbeck Parish Council at its meeting on 16th May 2017 and will be reviewed annually.

1. Council Internal Practice and Procedure

Minutes of council and committee meetings - limited to the last 2 years

Procedural Standing Orders

Councils Annual report to Parish Meeting

2. Code of Conduct

Members Declaration 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 Review of the council area *

Information relating to the latest boundary review of the council area *

** Available only from East Cambridgeshire District Council.*

4. Employment practice and Procedure

Terms and 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 - *please state planning application reference number, property and date*

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/payments, 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

Risk assessments

Exclusions - all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies.