

# **KINGSTONE PARISH COUNCIL**

**Clerk: Mrs Karen Pickett**

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## **FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

This is a model publication scheme for parish, town and community councils (known collectively as 'local councils') in England and Wales. Local councils are the first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal.

The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils publish or intend to publish. Bearing in mind local councils are so diverse in size and functions it was decided the most practical approach was that the model scheme should firstly be comprised of a number of core classes of information which are mandatory. However, it also includes a number of optional documents (within these core classes) as well as a group of totally 'new' optional classes. Any optional documents included within a core class of information are clearly specified therein.

The classes are as follows:-

### **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

#### **2. CODE OF CONDUCT**

- Members Declaration of Acceptance 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 creation 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

#### **5. PLANNING DOCUMENTS**

- Responses to planning applications

Optional documents: -

- Parish Plan

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

Optional documents:-

- Safety inspection records for example playgrounds

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.

As was explained earlier, the core information classes are mandatory and any optional areas considered appropriate or applicable can also be included.

Other optional inclusions appropriate to us are shown below:-

### **OPTIONAL CLASSES 8 - BYELAWS**

- The regulation of a pleasure ground or public space
- To control dogs and dog fouling

### **OPTIONAL CLASSES 9**

- Council Circulars/Newsletters

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This scheme will be reviewed periodically and changes may be made to any optional inclusions.

We are required to make information covered by the scheme available to anyone wanting to inspect the documentation. In our case this will usually be in the form of a hard copy available to view. The majority of our information is held by the Parish Clerk at her home address. We will continue to publish new documentation whenever possible on parish notice boards and online. Requested documents will be available to view, usually at the next scheduled Parish Council meeting or at a place of safety at the convenience of the Clerk, who will be accompanied.

Anyone wishing to arrange a viewing must specify the information required beforehand.