

Abbots Bromley Parish Council: Publication Scheme – Guide to information

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.

The act adds to existing rights under the Data Protection Act 1998 which gave individuals the right of access to information about themselves. For Parish Councils, the Freedom of Information Act extended this right to allow public access to all types of information held.

On 1st January, 2009 a new model publication scheme came into force which applies to all public authorities. Abbots Bromley Parish Council adopted this model publication scheme. The purpose of this document is to describe the classes of document available and the costs for providing them. Items marked * are available on the web pages and can be reached starting from the Parish Council introduction page at www.abbotsbromley.com/pc

Requests for information

Requests for information must be made by email to:-

parish.council@abbotsbromley.com

or in writing and should be sent to:-

The Parish Clerk, Abbots Bromley Parish Council, The Hayloft, Marsh Farm,
Uttoxeter Road, Abbots Bromley, Staffordshire, WS15 3EJ

Options

Where documents are not already freely accessible on the web pages, copies may be purchased or original documents viewed by appointment

Charges

The following charges have been set:

- 10p per A4 sheet for paper copies plus postage

Information available

The remainder of this document outlines the classes of information covered by the scheme.

CORE CLASSES OF INFORMATION FROM THE MODEL SCHEME

1: Who are we and what do we do?

- Members' of the parish council*
- Contact details for the Parish Clerk, including location of Council premises and accessibility*
- Contact details for Council Members
- Staffing structure

2: What we spend and how we spend it?

- Audit Commission Annual Return – *limited to the last financial year*
- Precept Request and finalised budget – *limited to the last financial year*
- Borrowing approval
- Financial Regulations*

- Grants given and received
- Current contracts awarded
- Business Risk Assessment

3: What are our priorities?

- Current contracts awarded
- Parish Plan*
- Annual Report* - *limited to current and previous year*
- Quality Status

4: How we make decisions?

- Timetable of Council Meetings*
- Agendas of Council Meetings* – *limited to the forthcoming/immediate meeting*
- Minutes of Council Meetings* – *limited to the last 2 years and excluding information that is properly regarded as confidential to the meeting*
- Responses to Planning Applications

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

- Responses to Consultation Papers

5: Our policies and procedures

- Procedural Standing Orders*
- Delegated authority – *contained in Procedural Standing Orders*
- Code of Conduct
- Policies and Procedures – to include Equality and Diversity Policy; Health and Safety Policy; Recruitment Policies; Policies/procedures for requests for information; Complaints Procedure; Information security/data protection policy; Records management policies

6: Lists and Registers

- Any publicly available register or list
- Asset register
- Register of Members' Interests
- Register of gifts and hospitality

7: The services we offer

- Provision of play equipment
- Maintenance of Millennium Green
- Open spaces
- Seating, litter bins, bus shelter
- War Memorial

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.