

NUTHALL PARISH COUNCIL

PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000

Title – Nuthall PC FOI Publication Scheme

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information proactively, and help it to develop a greater culture of openness and transparency.

The authority's key responsibilities are to represent the electorate of it's area, to take action within the legal framework and to provide leadership and focus for the community.

Please note the exempt classes of information at the end of this document.

Core Classes of Information

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of council meetings and working parties (limited to the last 2 years)	Website	Free
	Hard copy	50p per sheet
Procedural standing orders	As above	As above
Council's annual report to Parish Meeting	As above	As above

2. Code of Conduct

Information	Format in which it is available	Charge for supply (yes/no)
Member's declaration of acceptance of office	Hard copy	50p per sheet
Member's Register of Interests	Hard copy	50p per sheet
Register of Interests Book	Hard copy	50p per sheet

3. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of	Hard copy	50p sheet

employment		
Job Descriptions	As above	As above

4. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications (last two years)	Hard copy	50p per sheet

5. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Annual return form – limited to the last financial year	Hard copy	50p per sheet
Annual statutory report by auditor (internal and external) – limited to the last financial year	Hard copy	50p per sheet
Receipt and payment books, receipt books of all kinds, bank statements from all accounts – limited to last financial year	Available for inspection by appointment, notes may be taken Hard copy	Free 50p per sheet
Precept request - limited to last financial year	Hard copy	50p per sheet
VAT records - limited to last financial year	Available for inspection by appointment, notes may be taken Hard copy	Free 50p per sheet
Financial standing orders and regulations	Website Hard copy	Free 50p per sheet
Assets register	(See also Annual Parish Council Meeting Minutes – for updated list) Hard copy	 50p per sheet
Financial risk assessments	Hard copy	50p per sheet

Optional Documents within Core Classes

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Agendas (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	e-mail	Free
	By post	50p per sheet plus cost of postage
Supporting papers for council meetings and working party meetings (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	Available for inspection by appointment, notes may be taken	Free

2. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Equal opportunities policy	Hard copy	50p per sheet
Health and safety policy	Hard copy	50p per sheet
Staffing structure	Hard copy	50p per sheet

3. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Parish Plan	Not available at present	

OPTIONAL CLASSES OF INFORMATION

1. Development and implementation of policy

Information	Format in which it is available	Charge for supply (yes/no)
Policy statements issued by the council	Usually in minutes or in procedures	e-mail free or 50p per sheet
Responses made by council to consultation papers	Usually in minutes	e-mail free or 50p per sheet
Analysis of responses received to public consultations by the parish council	Will be attached to minutes	e-mail free or 50p per sheet
Village appraisal	See parish plan	
Complaints handling procedure	e-mail	Free
	Hard copy	50p per sheet

2. Byelaws

There are no local byelaws specific to this parish

3. Council Circulars/Newsletters

Information	Format in which it is available	Charge for supply (yes/no)
Village newsletter	Latest edition subject to availability	Free

4. **Arts, Entertainment & Tourist Information** (This relates only to information produced by the parish council)
No information produced at present

5. Allotments

No allotments in Parish Council ownership

6. Burial Grounds

Information	Format in which it is available	Charge for supply (yes/no)
Plans	Available for inspection by appointment, notes may be taken	Free
General policies and fees	e-mail Hard copy	Free 50p per sheet

EXCLUSIONS

Core classes of Information

Employment Practice and Procedure

“Personal records” ie appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning documents

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.

Audit and Accounts

All commercially sensitive information eg 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 – (general information (no facilities in Chapel Haddlesey)

Burial Grounds

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