

Woolsington Parish Council

13th December 2006

Freedom Of Information Act 2000

Report Of The Clerk To The Council

Under the Freedom of Information Act 2000 all local authorities are required to prepare a "Publication Scheme for Local Councils"

A copy of the proposed scheme is attached for approval by the Parish Council.

Woolsington Parish Council

Freedom Of Information Act 2000

Publication Scheme For Local Councils

The purpose of this publication scheme is to be a means what classes of Council information is available routinely. This scheme was approved by the Woolsington Parish Council on the 13th December 2006.

In some cases a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

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

Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

Core Classes Of Information

1) Council Internal Practice And Procedure

Information	Format in which it is available	Charge for supply
Minutes of council, committee and sub-committee meetings – limited to the last 2 years	By appointment with Clerk	Yes
Procedural Standing Orders	By appointment with Clerk	Yes
Council's Annual Report to Parish Meeting	By appointment with Clerk	Yes

2) Code Of Conduct

Information	Format in which it is held	Charge for supply
Members Declaration of Acceptance of Office	By appointment with Clerk	Yes
Members' Register of Interests	Held by Newcastle City Council	-
Declaration of members' interests	Contained within Minutes – see item 1	Yes

3) Periodical 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	Format in which it is available	Charge for supply
Information relating to the last Periodic Electoral Review of the council area	Held by Newcastle City Council	-
Information relating to the latest boundary review of the council area	Held by Newcastle City Council	-

4) Employment Practice And Procedure

Information	Format in which it is available	Charge for supply
Terms and conditions of employment	By appointment with Clerk	Yes
Job Description	By appointment with Clerk	Yes

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

Information	Format in which it is available	Charge for supply
Responses for planning applications	Contained within minutes – see item 1	Yes

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

Information	Format in which it is available	Charge for supply
Annual return form – limited to last financial year	By appointment with Clerk	Yes
Annual statutory report by auditor – limited to the last financial year	By appointment with Clerk	Yes
Receipts/Payment books, Receipts books of all kinds, Bank Statements from all accounts – limited to the last financial year	By appointment with Clerk	Yes
Precept request – limited to last financial year	Contained within minutes – see item 1	Yes
VAT records – limited to last financial year	By appointment with Clerk	Yes
Financial standing orders and regulations	Contained with Procedural Standing Orders – see item 1	Yes
Assets Register	By appointment with Clerk	Yes
Risk Assessments	By appointment with Clerk	Yes

Exclusions: 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 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.

Charges

Simple search	£2 search fee per item, plus 50p per page copy fee and where applicable postage
Detailed search (eg multiple extracts from Council minutes)	£5 search fee per search, plus 50p per page copy fee and where applicable postage.

Contact Details

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