

PENKRIDGE PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Penkridge Parish Council acknowledges the duty placed upon it by the Freedom of Information Act 2000 to adopt and maintain a publication scheme. The Council resolved to adopt the Model Publication for Local Council [Core Classes, plus optional classes of information] at a meeting of the Council held on 12th December 2002.

The purpose and aims of this Council's scheme is to ensure that its decision making is more open and accountable. Additionally, to make the information available to its parishioners in as many varied formats as possible and that it be easily accessible. The decision making as to which classes of information should be included in the scheme was shared between:

Councillors with specialist knowledge
Councillors who are involved in charity/voluntary/community work
Councillors whose daily work involves meeting with all mixes of people
Parish Administrator who deals with local enquiries on a daily basis

The thoughts and ideas of these people were then pooled to make up the Publication Scheme as attached.

Unless otherwise stated documents are available for inspection at the Council Offices between the hours 10.00 am – 1.00 pm and 2.00 pm - 4.00 pm.

- ❖ The Parish Administrator is the responsible officer for the scheme on behalf of Penkridge Parish Council.
- ❖ The Council's Secretariat is the responsible officer for maintaining the scheme on a day to day basis.
- ❖ Where reference is made to the Council Offices this means the Haling Dene Centre, Cannock Road, Penkridge, Stafford, ST19 5DT.
- ❖ Where reference is made to the Library this means Penkridge Library, Bellbrook, Penkridge.
- ❖ Where reference is made to the Planning Office, Codsall, this means the South Staffordshire Council, Council Offices, Codsall, South Staffordshire.
- ❖ Where reference is made to the Highways Authority, this means the Staffordshire County Council, Development Services Department, Riverway, Stafford.
- ❖ Where reference is made to the website this means www.penkridge.org.uk.
- ❖ Where reference is made to Member of Parliament this means David Kidney MP.
- ❖ Where reference is made to The Police this means Staffordshire Police Post, Haling Dene Centre, Cannock Road, Penkridge.
- ❖ Where reference is made to local Newspapers this means, The Chase Post, Chronicle, & Advertiser, The Stafford Newsletter and The Express & Star.
- ❖ Where reference is made to Noticeboards these are located at: Haling Dene Centre Reception and Entrance; Crown Bridge; A449 Bus Stop and the Church Reading Room in Market Street.

The current Council charges for photocopying of paperwork will be applied for the provision of copies of the documents/information listed in each of the classes.

Penkridge Parish Council – Publication Scheme

The classes are as follows:~

CORE CLASSES OF INFORMATION

1. COUNCIL INTERNAL PRACTICE AND PROCEDURES

Minutes of Council, Committee and Sub-Committee Meetings – All minutes in the possession of the Parish Council are available for inspection at the Council Offices. Copies of recent minutes are also available at Library/Noticeboards/Website. Copies of current minutes are forwarded to local Newspapers, Member of Parliament & The Police.

Procedural Standing Orders are available to view at the Council Offices.

Council's Annual Report to Parish Meeting is available for inspection at the Council Offices and Website.

1.1 Optional Documents

Agendas [excluding supporting papers and copies of correspondence] will be made available on the Parish website. This will be limited in each case to the forthcoming meeting. Copies will be posted on the Parish Noticeboards and also made available at the Council Offices and Penkridge Library. Additionally copies of the Agenda are forwarded to local Newspapers, Member of Parliament and The Police. The Agenda and supporting papers will be made available to members of the public attending any meeting of the Council.

Terms of Reference for Committees.

Available to view at the Council Offices

Exclusions – All information will be contained within the above paperwork apart from 'exempt information' as specified in Section 100A [3] of the Local Government Act 1972 and Schedule 12A of the same Act.

2. CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interest Books

List of Members Names/Addresses & Contact Numbers

Available to view at the Council Offices.

3. PERIODIC ELECTORAL REVIEW

Information concerning changes to the electoral arrangements for Parish together with recommendations for the creation of new wards, the amendment of existing wards, proposals of names 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

Available to view all the above at the Council Offices.

Penkridge Parish Council – Publication Scheme

4. EMPLOYMENT PRACTICE AND PROCEDURE

Terms of conditions of employment for the Council's twelve employees are available for inspection at the Council Offices by prior arrangements with the Clerk.

Job Descriptions for the Council's twelve employees are available for inspection by prior arrangement with the Clerk.

- 4.1 Optional Documents
Equal Opportunities Policy
Health and Safety Policy
Staffing Structure
Grievance Procedures
Disciplinary Procedure
Available to view at the Council Offices.

Exclusions – 'personal records' ie 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

Response to Planning Applications can be inspected at the Council Offices. The responses may also be found on the Parish website [limited to the current month only].

- 5.1 Optional Documents
Parish Plan
Available for inspection at the Council Offices and the Website.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps are available to view at the Planning Office, Codsall and/or Highway Authority, Stafford 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 Council owned property and land.
Risk Assessment
Available to view at the Council Offices by prior arrangement with the Clerk.

- 6.1 Optional Documents
Loan sanction approvals
Fees and charges applied by the Council
Safety inspection records
Register/file of members allowances

Penkridge Parish Council – Publication Scheme

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, 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.

7. DEVELOPMENT AND IMPLEMENTATION OF POLICY

7.1 Optional documents

Analysis of responses received to public consultations by the Council
Village Appraisals
Complaints Handling Procedure
Available to view at the Council Offices by prior arrangement with the Clerk.

8. BYELAWS

8.1 Optional documents

The regulation of the Haling Dene Grounds
Available to view at the Council Offices' Noticeboard in Reception.

9. COUNCIL CIRCULARS/NEWSLETTERS

9.1 Optional documents

Parish Newsletter – The Council will continue to circulate a Parish Newsletter to the majority of households in the Parish and will strive to do this on a bi-monthly basis. Additional copies will be made available at the Council Offices/ Website.

9.2 Books published by Penkridge Parish Council.
Available to view/purchase at the Council Offices.

10. ARTS, ENTERTAINMENT AND TOURIST INFORMATION

This Council does not publish information leaflets at present.

11. ALLOTMENTS

11.1 Optional documents

Plans of the Council's Allotment sites at Francis Green Lane and Wolgarston Way.
Standard Tenancy Agreements for the allotments
List of Allotment Holders' names and addresses
Available to view at the Council Offices by prior arrangement with the Clerk..

Exclusions – individual tenancy agreements and rent payment records under both Privacy and Data Protection Laws.

Penkridge Parish Council – Publication Scheme

12. BURIAL GROUNDS

12. Optional documents

Plans

Available to view at the Council Offices by prior arrangement with the Clerk.

Exclusions – individual tenancy agreements and rent payment records under both Privacy and Data Protection Laws.

13. BEST VALUE

Not deemed necessary for this Council.