South Wootton Parish Council

Freedom of Information Act 2000

Model Publication Scheme for Local Councils (Core Classes Only)

The Freedom of Information Act allows any member of the public to easily access information about the parish and how it operates. Full details of the scheme and a list of the information you may access together with any relevant charges are listed below. Information you require which is not published on the website may be obtained from the Parish Clerk and a small charge will be made for this service. (See Contacts)

The Freedom of Information Act 2000 defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defines a local authority within the meaning of the Local Government Act 1972 as a public authority. This includes a parish, town and community council in England and Wales.

The Classes of information

Local councils vary in the functions that they perform. The model scheme recognises this. It therefore identifies six core classes of information which it is anticipated will cover the core functions that are carried out by all local councils. The core classes covering these functions contain a list of document types that all local councils adopting the scheme will be obliged to publish. However even within these core functions different local councils may have developed different levels of responsibility. In order to reflect this some of the core classes contain optional material. This provides the local council with the opportunity to expand the range of information made available under the core classes by selecting the appropriate optional material.

As well as the core classes there are a further seven optional classes.

Model Publication Scheme for Local Councils (Core Classes Only)

South Wootton Parish Council will publish information in accordance with the Model Publication Scheme. As new information is produced which falls within a class, it will be prepared for publication and made available.

Excluded throughout the model 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.

Format in which information is provided

A hard copy is available on request from the clerk to the council, or the information will be made available for inspection as described in section 3 of the model scheme. Where available the parish council will publish the information on their website. However, even where this option is available, hard copies will be made available if requested.

Fees

Paper copies - Minimum charge £5.00 for up to 5 pages plus 20p per sheet over 5 pages  
Website – Free

CORE CLASSES OF INFORMATION

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings.  
Procedural Standing Orders  
Councils Annual Report to Parish Meeting

Optional documents: -  
Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

[**Child Protection Policy**](http://www.cringlefordparishcouncil.gov.uk/whitedragon/documents/file/Child%20Protection%20Policy%20July%2012.pdf)  
Terms of Reference for Committees

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 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

4) EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment  
Job descriptions

Optional documents: -  
Equal Opportunities Policy  
Health & Safety Policy  
Staffing Structure

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

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)  
Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts  
Precept request - limited to the last financial year  
VAT records  
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: -  
Fees and charges applied by the council  
Safety inspection records for example for playgrounds  
Register/file of members allowances

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.

OPTIONAL CLASSES OF INFORMATION

The following information is not included in the scheme but will be made available where it exists and upon request.

7) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by council  
Responses made by council to consultation papers  
Analysis of responses received to public consultations by the council   
Village Design Statement  
Complaints handling procedure

8) BYELAWS

Made for any of the following purposes: -  
The regulation of a pleasure ground or public space  
The regulation of an open space or burial ground  
To control dogs and dog fouling

9) COUNCIL CIRCULARS/NEWSLETTERS

Town, parish, community guide  
History of town, parish or community (or similar commissioned publication)  
Parish Plan

10) ARTS, ENTERTAINMENT & TOURIST INFORMATION - This relates only to information produced by the council.

11) ALLOTMENTS

Plans  
Standard tenancy Agreements

Exclusions - individual tenancy agreements and rent payment records under both privacy and data protection laws

12) BURIAL GROUNDS

Plans  
General policies

Exclusions - all documentation relating to individual applications and registrations under both privacy and data protection laws

13) BEST VALUE

This is information which encompasses the duty owed by a council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

**Declaration Form**

Name of Public Authority\_\_\_\_South Wootton Parish Council\_\_\_\_\_\_\_  
Address \_\_\_\_24 Church Lane\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_\_South Wootton\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_\_Kings Lynn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_ PE30 3LJ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
has adopted the model scheme titled…Model Publication Scheme for Local Councils (Core Classes Only).... produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.  
  
Signature \_\_\_Tracey Cornwell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position \_\_\_\_\_Clerk to South Wootton Parish Council\_\_\_\_\_\_\_\_\_\_\_  
Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation’s compliance with the Freedom of Information Act are:  
  
Name \_\_\_\_\_Tracey Cornwell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position \_\_\_Clerk to South Wootton Parish Council\_\_\_\_\_\_\_\_\_  
Address \_\_\_24 Church Lane\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_South Wootton\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_Kings Lynn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_PE30 3LJ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Phone \_\_\_\_01553 671692\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
E-Mail \_\_\_\_swpc@hotmail.co.uk\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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