FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

Pirton Parish Council

Adopted: 28th Dec. 2002
Doc007.

Re-Assessed (date)	Signed (Chairman)
14.08.2014	P. Waters
12.05.2016	R. Diane Bailey
11.05.2017	A. Smither
09.05.2019	J Rogers
06.05.2021	J Rogers
12.05.2022	J Rogers
11.05.2023	J Rogers

Revised	May 2019 updated contact details

Pirton Parish Council

FoI ACT 2000 – PUBLICATION SCHEME

Pirton Parish Council has adopted the Model Publication Scheme (Core Classes only) as set out below. The following information will be available for inspection through contact with the Parish Clerk (telephone 01462 431434), or at 36 Heathfield Road, Hitchin, Hertfordshire, SG5 1TB at a mutually convenient time.

1.   Core Classes of Information

a   COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.
Procedural Standing Orders
Councils Annual Report to Parish Meeting

b   CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Members Interests Book

c   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

d   EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment
Job descriptions

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

e   PLANNING DOCUMENTS

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

f   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 commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.
Risk Assessments

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.

2. Availability of Information

All information will be made available on request to the Parish Clerk. An inspection will be arranged at a mutually agreeable time at the home of the Parish Clerk. Information will be provided promptly but in any event, within 20 days from receipt for information.

3. Charges

Where practical a hard copy will be provided if requested. There will be a minimum administration charge of £5 which will include the first 10 copies of any requested documentation. A further fee of 10p per copy in excess of the first 10 copies will be charged.

4. Review

The publication scheme and charges will be reviewed every three years.