

FREEDOM OF INFORMATION ACT 2000

ADOPTED BY LONG ASHTON PARISH COUNCIL

25th NOVEMBER 2002

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

Declaration Form

Name of Public Authority...Long Ashton Parish Council

Address 45 Long Ashton Road
 Long Ashton
 Bristol BS41 9HW

has adopted the model scheme titled Long Ashton Parish Council
Freedom of Information Act Statement 2002 - produced in accordance
with section 20 of the Freedom of Information Act 2000 and will publish
information in accordance with that scheme.

Signature

Position Clerk to Long Ashton Parish Council

Date Approved by Council on 25th November 2002

These are 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 Mrs Marilyn Addis
Position Clerk to Long Ashton Parish Council
Address 45 Long Ashton Road
 Long Ashton
 Bristol BS41 9HW

Phone* 01275 393551

E-Mail*

Those fields with a * are optional.

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS
Model Publication Scheme for Parish, Town and Community Councils

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.

Fees

It is important that users of the scheme are made aware of any fees that will be charged for any particular piece of information that they wish to access under the publication scheme. *It is intended FEES will be reviewed annually and decisions minuted. A copy of the minutes are lodged in Long Ashton Library.*

- ✓ Denotes this option is applicable to Long Ashton Parish Council
- × Denotes this option is NOT applicable to Long Ashton Parish Council and not necessarily available from the Clerk

CORE CLASSES OF INFORMATION

1) 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 (*limited to the last 2 years*) ✓
Optional documents: -
Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting. ✓
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 (*limited to last 3 years*) ✓

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) – 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 ✓

Optional documents: -

Loan sanction approvals (*limited to last 2 years*) ✓
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

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 Appraisal	✓
Complaints handling procedure	✓

8) BYELAWS

Made for any of the following purposes: -

The regulation of a mortuary and post mortem room	×
The regulation of a pleasure ground or public space	
The regulation of an open space or burial ground (<i>open space only</i>)	✓
The regulation of any baths, swimming pool, bathing place or wash-house	
The regulation of the hiring of pleasure boats in a park or pleasure ground provided by a council	×
To control dogs and dog fouling	×

9) COUNCIL CIRCULARS/NEWSLETTERS

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

10) ARTS, ENTERTAINMENT & TOURIST INFORMATION –

This relates only to information produced by the council..	×
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11) ALLOTMENTS (*no allotments currently managed*)

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.

Best Value Statement	✓
Best Value Performance Plan	x
Best Value Inspection reports	x

The Freedom of Information Act 2000 has a major impact on the dissemination of the Councils information into the public domain with the requirement to “make a significant amount of information available routinely, without waiting for someone to specifically request it.”

