

**OVERSEAL PARISH COUNCIL
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

This Publication Scheme was approved by the Information Commissioner and adopted by Overseal Parish Council on 6th February 2003. It will be in force from 28th February 2003 until 28th February 2007.

1 COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Optional documents: -

Agendas and supporting papers for council meetings-limited to the forthcoming/immediate meeting.

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

These documents are all more readily available from South Derbyshire District Council and requests should be addressed to them.

4 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

5 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

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 Regulations

Assets register.

Risk Assessments

Optional documents

Fees and charges applied by the council

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.

7 COUNCIL CIRCULARS/NEWSLETTERS

Occasional Newsletters

8 ALLOTMENTS

Plans

Standard tenancy Agreements

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

For methods of publication and charges, please see overleaf.

METHODS OF PUBLICATION

The information specified above will be made available on reasonable notice

- (a) in printed form from the Clerk to the Parish Council, Mr J E White, 19 Pennine Way, Ashby de la Zouch, Leicestershire, LE65 1EW; or
- (b) by e-mail, where this is practicable, by contacting the Clerk on clerk@oversealpc.eclipse.co.uk; or
- (c) inspected at the Village Hall, Woodville Road, Overseal by prior arrangement with the Clerk, telephone 01530 415289.
- (d) Copies of the previous meeting's Minutes, when approved by the Parish Council, will be published on the web-site of the Overseal Primary School (in the absence of a Parish Council web-site).

CHARGES

Charges will be made where copies of documents are required, rather than simply inspection of documents. The charges will be:

- (a) Copies of documents – 10 pence per single sheet;
- (b) 30 pence postage where the documents are to be sent by post;
- (c) £2.00 where inspection is to be at the Village Hall, Overseal
- (d) No charge where documents can be sent by e-mail