

Swanland Parish Council 2009

Publication Scheme under the Freedom of Information Act 2000

The purpose of this publication is to provide a means by which Swanland Parish Council can routinely make a significant amount of information available. The scheme will help it to increase openness and transparency and ensure that the publication of information is easily accessible to all. Swanland Parish Council represents the electorate of the Parish and takes actions within the legal framework in order to provide a leadership focus for the community of Swanland. Model Publication Scheme adopted by Swanland Parish Council from January 2009.

CORE CLASSES OF INFORMATION	Available format	Cost Yes/No
Class1 - Organisational information, structures, locations and contacts – current information only.		
Contact details of Councillors and Clerk including telephone numbers, address and email contact. Inspection of documents to be arranged by appointment with clerk. Staffing structure.	Website Hard Copy	No Yes
Class 2 -Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum		
Annual return form and report by auditor - limited to last financial year	Website Hard Copy	No Yes
Finalised budget and precept – limited to last financial year	Website Hard Copy	No Yes
Borrowing Approval letter where applicable	Website Hard Copy	No Yes
Financial Standing Orders and Regulations	Hard Copy Inspection by appointment with clerk	Yes No
Grants given and received where applicable	Hard Copy Inspection by appointment with clerk	Yes No
List of current contracts awarded and value of contract where applicable	Hard Copy Inspection by appointment with clerk	Yes No
Members' allowances and expenses where applicable	Hard Copy Inspection by appointment with clerk	Yes No
Receipt/payment information, receipt books of all kinds, bank statements from all accounts – limited to last financial year	Hard Copy Inspection by appointment with clerk	Yes No
VAT records – limited to last financial year	Hard Copy Inspection by appointment with clerk	Yes No
Borrowing approval letter where applicable	Hard Copy Inspection by appointment with clerk	Yes No
Grants given and received	Hard Copy Inspection by appointment with clerk Website	Yes No No
Asset register	Hard Copy Inspection by appointment with clerk	Yes No

Risk assessment	Hard Copy Inspection by appointment with clerk	Yes No
Class 3 Strategies and plans, performance indicators, audits, inspections and reviews		
Design Statement	Website Publication Copy	No Yes
Local charters drawn up in accordance with DCLG	N/A	
Quality Status	N/A	
Class 4 Decision making processes and records of decisions		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy Inspection by appointment with clerk Website	Yes No No
Agendas of meetings (as above)	Hard Copy Inspection by appointment with clerk Website	Yes No No
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Inspection by appointment with clerk Website	Yes No No
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Inspection by appointment with clerk Website	Yes No No
Responses to consultation papers	Hard Copy Inspection by appointment with clerk	Yes No
Responses to planning applications	Hard Copy Inspection by appointment with clerk Website	Yes No No
Bye-laws	N/A	
Class 5 - Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers where applicable Code of Conduct Policy statements	Hard Copy Inspection by appointment with clerk	Yes No
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Inspection by appointment with clerk	Yes No

Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard Copy Inspection by appointment with clerk	Yes No
Schedule of charges (for the publication of information)	Hard Copy Website	Yes No
Class 6 - Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only	No
Assets Register	Inspection only	No
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	
Register of members' interests	Inspection only	No
Register of gifts and hospitality	N/A	No
Class 7 – Current information only about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Allotments Plan and tenancy agreement	Hard copy Inspection by appointment with clerk	Yes No
Burial grounds and closed churchyards - Maintenance fee only to North Ferriby	N/A	
Community centres and village halls – Delegated to Swanland Village Hall Committee	Website link	No
Parks, playing fields and recreational facilities – Delegated to Swanland Playing Fields Association	Website link	No
Seating, litter bins, clocks, memorials and lighting	Partial information may only be available	No
Bus shelters	Partial information may only be available	No
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information:		
Periodic Electoral Review – This is information concerning changes to the electoral arrangement for parish councils when applicable. 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. For inspection and by appointment with clerk when applicable.		

Exclusions:**1. Exclusions to core classes of information**

- i. Personal records such as appraisals, employee specific salary details, disciplinary records, sickness records and similar by virtue of being personal data under the Data Protection Act 1998.
- ii. Planning documents – copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available for the local planning and/or highway authority respectively.
- iii. Audit and accounts – All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With reference to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair (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).
- iv. Allotments – Individual tenancy agreements and payment records under both privacy and data protection laws.

Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
		* the actual cost incurred by the public authority