

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS

1. This is a model publication scheme for parish, town and community councils (known collectively as 'local councils') in England and Wales. Local councils are the first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal.

The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

2. In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils publish or intend to publish. Bearing in mind local councils are so diverse in size and functions it was decided the most practical approach was that the model scheme should firstly be comprised of a number of core classes of information which are mandatory. However, it also includes a number of optional documents (within those core classes) as well as a group of totally 'new' optional classes. Any optional documents within a core class of information are clearly specified therein. The idea behind such an approach is that councils can incorporate the optional documents and classes as they see fit to reflect the information they provide to the general public on a local basis. It is not however, a prerequisite that a council adopts any of the optional documents or classes. The intention behind the inclusion of optional classes and documents is to add a degree of choice and flexibility in the scheme.

In some cases a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. 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 UK Data Protection Legislation .

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.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

3. The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or other suitable premises by prior appointment or, where a council has a website some of the information may be available thereon.

4. Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes. The classes are as follows:-

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

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

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) – 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

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

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

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.

Best Value Performance Plan

Best Value Inspection reports

Model Publication Scheme for Parish, Town and Community Councils Explanatory Notes

A model publication scheme has been approved by the Information Commissioner for parish, town and community councils (known collectively as local councils) in England and Wales.

These notes are aimed to help you when deciding whether the model scheme is appropriate for your organisation and if so it will explain the steps you need to take in order to adopt the scheme. Having adopted the model scheme your organisation will then be obliged to publish the information set out in it.

The model scheme is endorsed by

1. The National Association of Local Councils (NALC) whose address is 109 Great Russell Street, London, WC1B 3LD (Telephone 0207 637 1865) and

2. The Wales Association of Community and Town Councils whose address is Unit 5, Betws Business Park, Ammanford, Carmar, SA18 2ET (Telephone 01269 595400)

The author of the model scheme is Ian Mark, Senior Legal Executive at NALC.

Declaration Form

IRBY UPON HUMBER PARISH COUNCIL

Hilltop House,
Walk Lane,
Irby,
North East Lincs,
DN37 7LA

has adopted the model scheme titled MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature *E Cole*

Position Clerk to the Council

Date 17th May 2019

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 Emma Cole

Position Clerk to the Council

clerk.irbyparish@gmail.com

Version 2 : 03/10/02 Version 2 : 03/10/02