BOURTON PARISH COUNCIL

PUBLICATION SCHEME GUIDE TO INFORMATION

1. THE FREEDOM OF INFORMATION ACT 2000.

Under The Freedom of Information Act 2000 it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

In line with section 20 of the Act the Information Commissioner has approved a new model publication scheme which should be adopted by all public authorities and will be effective from 1st January 2009. A copy of this model scheme can be found at the Parish Council website and more information can be found at www.ico.gov.uk.

Public authorities are also required to have a Guide to Information to explain what information is available to the public and how this is routinely available or can be accessed.

Note that Parish Councils have for many years had an obligation to make available to the Public, by publication or on request, much of the information which they hold.

2. THE GUIDE TO INFORMATION.

Name of the authority. BOURTON Parish Council.

Contact person.
The Clerk,
St Anthonys House, Bourton SP85AP
Telephone: 07850311900 (Mon-Fri 0900-1700)
Email: parishclerk@bourtondorset.org

Classes of information to be published

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE.
   Minutes of council, committee and sub-committee meetings – limited to the last 2 years.
   Standing Orders
   Councils Annual Report to Parish Meeting
   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 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 on the last Periodic Electoral Review of the council area.
   Information on the latest boundary review of the council area.

4. EMPLOYMENT PRACTICE AND PROCEDURE
   Terms & conditions of employment.
   Job descriptions.

   Exclusions – 'personal records' 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 *.
   Annual Statutory report by auditor (internal and external) *.
   Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts *.
   Precept request *.
   VAT records *.
   * - limited to the last financial year.
   Financial 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.
   Fees and charges applied by the council.
   Safety inspection records for the playground.

   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.

Formats in which information is available.

Printed documents

Current Agendas and Minutes are displayed on the Parish Notice boards from the time they are available until they are replaced by those for the next meeting.
Accounts for the year just ended (but not the underlying documents) are made available at the Parish Meeting; they are also displayed as part of the Minutes of the Council meeting at which they are adopted. The Annual Return is displayed in accordance with the Annual Audit procedures.
The Council's Annual Report to the Parish Meeting is displayed as part of the Minutes of the Parish Meeting.

All the documentation (including that which has already been displayed) may be consulted by appointment with the Clerk, preferably, but not necessarily, during working hours.

Parish Council Web site

Bourton Parish Council maintains a web site http://www.bourtondorset.org/

The following information is available on the web site and is regularly updated.

- List of Councillors.
- Councillors Declarations.
- Agendas and Minutes of Parish Council Meetings from 2012 onwards.

- Financial Records including Annual Audits from 2007 onwards.
- Key Documents;
    - Burial Ground fees list;
    - Standing Orders and Financial Regulations;
- Freedom of Information – Publication Scheme and Guide to Information

Bourton Parish Council also maintains a web site hosted by N.D.D.C. its address is:

http://www.dorsetforyou.com/bourton-pc

The following information is available on the web site and is regularly updated.

- List of Councillors;
- Councillors Declarations;
- Key Documents;
    - Burial Ground fees list;
    - Standing Orders and Financial Regulations;
    - Freedom of Information – Publication Scheme and Guide to Information;
    - Village Plan

Fees payable.

There is no fee for consulting printed documents.
The Council itself has no means of making copies but can arrange for copies to be provided at 10p per A4 copied side (not colour).

Bourton Parish Council.

2nd January 2014