

BESTWOOD VILLAGE PARISH COUNCIL

PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000

Title – BESTWOOD VILLAGE PC FOI Publication Scheme

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information proactively, and help it to develop a greater culture of openness and transparency.

The authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership and focus for the community.

Please note the exempt classes of information at the end of this document.

Core Classes of Information

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of council meetings and working parties (limited to the last 2 years)	Website	Free
	Hard copy	50p per sheet
Procedural standing orders	As above	As above
Chairman's annual report to Parish Meeting	As above	As above

2. Code of Conduct

Information	Format in which it is available	Charge for supply (yes/no)
Member's declaration of acceptance of office	Hard copy	50p per sheet
	Website	Free
Member's Register of Interests	Hard copy	50p per sheet
	Broxtowe BC website	Free
Register of Interests Book	Hard copy	50p per sheet

3. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of employment	Hard copy subject to Council approval	50p sheet
Job Descriptions	As above	As above

4. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications (last two years)	Via District Council website	N/A

5. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
AGAR (Annual return)	Hard copy On Website	50p per sheet Free
Annual statutory report by auditor (internal and external)	Hard copy On Website	50p per sheet Free
Receipt and payment books, receipt books of all kinds, bank statements from all accounts – limited to last financial year	Available for inspection by appointment, notes may be taken Hard copy	Free 50p per sheet
Precept request - limited to last financial year	Hard copy Website	50p per sheet Free
VAT records - limited to last financial year	Available for inspection by appointment, notes may be taken Hard copy	Free 50p per sheet
Financial standing orders and regulations	Website Hard copy	Free 50p per sheet
Assets register	 Hard copy	 50p per sheet
Financial risk assessments	Hard copy	50p per sheet

Optional Documents within Core Classes

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Agendas	On Website By post	Free 50p per sheet plus cost of postage
Supporting papers for council meetings and working party meetings	Available for inspection by appointment, notes may be taken Via Website (except Confidential papers) By post	Free 50 per sheet plus postage

2. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Equal opportunities policy	Hard copy Website	50p per sheet Free
Health and safety policy	Hard copy	50p per sheet
Staffing structure	Hard copy	50p per sheet

OPTIONAL CLASSES OF INFORMATION

1. Development and implementation of policy

Information	Format in which it is available	Charge for supply (yes/no)
Policy statements issued by the council	Hard copy Website	50p per sheet Free
Responses made by council to consultation papers	Website	Free
Analysis of responses received to public consultations by the parish council	Attached to minutes Hard copy Website	50p per sheet Free
Complaints handling procedure	On Website Hard copy	Free 50p per sheet

2. Byelaws

There are no local byelaws specific to this parish

3. Council Circulars/Newsletters

Information	Format in which it is available	Charge for supply (yes/no)
Village newsletter	Not produced at present	

4. Arts, Entertainment & Tourist Information (This relates only to information produced by the parish council)
No information produced at present

5. Allotments
No allotments in Parish Council ownership

6. Burial Grounds

Information	Format in which it is available	Charge for supply (yes/no)
General policies and fees	Website	Free
	Hard copy	50p per sheet

EXCLUSIONS

Core classes of Information

Employment Practice and Procedure

"Personal records" ie appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning documents

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.

Audit and Accounts

All commercially sensitive information eg 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, ie 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.