

FREEDOM OF INFORMATION ACT 2000

WARBOYS PARISH COUNCIL

PUBLICATION SCHEME

1. INTRODUCTION

- 1.1 The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A 'public' authority' is defined in the Act as including a parish council and the Act therefore applies to Warboys Parish Council. The Act requires each public authority to prepare and maintain a publication scheme.

2. WARBOYS PARISH COUNCIL

- 2.1 Warboys Parish Council is a statutory authority under the Local Government Act 1972. It provides a range of local services to the inhabitants of the Parish of Warboys under the Act of 1972 and other legislation. In addition the Council is entitled under Section 137 of the Act of 1972 to spend an amount equivalent to £7.20 per person listed on the Register of Electors for the Parish on matters which are considered to be in the interests of the whole or part of the area or of the inhabitants of the Parish. This is equivalent to an amount of £22,356 in 2014/15.
- 2.2 The Parish is situated in the District of Huntingdonshire in Cambridgeshire. It comprises an area of 3,611 hectares. Outside the village itself, much of the Parish forms part of the Cambridgeshire Fens, low lying land at about sea level which is intensively farmed for arable crops. The population at the 2011 census was 3,820. The great majority of the population live in the village of Warboys itself which is situated on the edge of the Fens.

3. PURPOSE AND AIM OF THE PUBLICATION SCHEME

- 3.1 Individual members of the public already have a right of access to information about themselves held by the Council under the Data Protection Act 1998. The Freedom of Information Act extends this right to allow public access to all types of information that is held by the Council. Any person who makes a request to the Council for information must be informed whether the Council holds that information and, subject to exemptions, must be supplied with that information.
- 3.2 Under the Act, the Council is required to adopt and maintain a publication scheme setting out the classes of information that it holds, the manner in which it intends to publish the information and whether a charge will be made for the information. The purpose of the publication scheme is to ensure that a significant amount of information is available, without the need for a specific request. Publication schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

4. CONTENT OF THE PUBLICATION SCHEME

- 4.1 The Council has authorised its Clerk as the person who has responsibility for the operation and maintenance of the publication scheme on a day to day basis. Any questions with regard to the scheme or its contents should be addressed to the Clerk, Mr R Reeves at 2 Blenheim Close, Warboys, Huntingdon, Cambs, PE28 2XF (telephone 01487 823562).
- 4.2 Information can be found on the Council's website at www.warboyspc.info Where this is not available, it can be supplied on request to the Clerk in hard copy. All documents can be supplied in this format for which a charge of 5 pence per A4 sheet will be made to cover the Council's copying and postage costs. All of the information can be inspected, free of charge, by prior arrangement with the Clerk. Copies of this publication scheme are available free of charge on the website, on request from the Clerk and may be inspected at the local library situated in the High Street during their normal opening hours.
- 4.3 The information in the publication scheme is divided into a number of separate classes. In some cases a class of information refers to a range of information which is excluded from publication. Where this applies, the reason for the decision to exclude the information is stated. The scheme also does not include general correspondence sent or received by the Council and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.
- 4.4 In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean that information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.
- 4.5 The Council also holds copies of various plans, strategies and policies that have been produced by other organisations, such as Cambridgeshire County Council or Huntingdonshire District Council. Where that is the case, copies of those documents should be sought from those organisations and a person applying to the Council for that information will be referred to the appropriate authority.
- 4.6 The publication scheme will be subject to continuous review and will be added to as other information is developed.
- 4.7 The Council would welcome any comments about the design and content of this publication scheme which should be addressed to the Clerk at the address shown above.

5. REGULATION OF THE ACT

- 5.1 The Act will be enforced by the Information Commissioner, a post that combines regulation of both the Freedom of Information and Data Protection Acts. The Commissioner is also responsible for the approval of publication schemes. Information relating to the role and responsibilities of the Commissioner can be obtained from the Information Commission website on www.informationcommissioner.gov.uk or by writing to the Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone 01625 545827 or fax. 01625 524510).

- 5.2 Any complaint about the actions of the Council in terms of the Act or the publication scheme should be sent to the Information Commissioner using one or other of the above means of communication.

6. CLASSES OF INFORMATION

- 6.1 The information held by the Council has been grouped into the following classes. Where the information can be supplied electronically, it is marked with an asterisk (*) and will be supplied free of charge. Information which is listed on the website is marked with the symbol ^w. Where a hard copy is supplied, a charge will be made of 5 pence per A4 sheet to cover the Council's copying and postage costs.

6.2 Council Internal Practice and Procedure

Minutes of Council and Committee meetings for the previous two years^{*w}
Agenda^{*w} and reports^{*} for Council and Committee meetings for the previous two years
Agenda^{*w} and reports^{*} for the next ensuing meeting of the Council or Committee available five days prior to the meeting^{*}
List of Members of the Parish Council, together with their addresses and telephone numbers^{*w}
Terms of reference of committees^{*w}
List of membership of the Council's Committees^{*w}
Calendar of meetings of the Council and Committees for the current year^{*w}
Standing Orders^{*w}
Chairman's report to Annual Parish Meeting for the previous year^{*}
Summary of attendance by Members for previous year^{*}

6.3 Code of Conduct

Members' Declarations of Acceptance of Office
Members Code Conduct^{*w}
Register of interests declared by Members^{*w}
Applications by Members to speak/vote where interest disclosed
Conflict of Interest policy^{*w}

6.4 Electoral Arrangements

The Register of Electors for the Parish is maintained by and can be inspected at the offices of Huntingdonshire District Council.

6.5 Employment Practice and Procedure

Terms and conditions of employment of the Council's employees
Job descriptions of the Council's employees
Absence policy^{*}
Sickness policy^{*}
Disciplinary policy^{*}
Grievance policy^{*}

This information excludes any information of a personal nature relating to individual employees' salary, sickness and disciplinary records etc.

6.6 **Planning**

Planning applications for development within the Parish for the previous two years, together with the comments of the Council on those applications.
Procedure for speaking at Planning Committee meetings*

This information excludes copies of the Local Plan, other Supplementary Planning Guidance and Definitive Footpath Map, all of which are available from the appropriate local authority.

6.7 **Finance**

Annual Return to the external auditor for the previous year
Annual statutory report by the external auditor for the previous financial year
Final accounts for the Council for the previous financial year*
Budget and precept for the previous/current financial year*
Monthly budgetary control reports for the previous/current year*
Monthly schedule of income received*
Monthly schedule of payments made for the previous/current year*
Quarterly bank reconciliation statements for the previous/current year*
Financial Regulations*
Asset Register*
Fees and charges set by the Council*
Investment Strategy*^w

This information does not include commercially sensitive information or details of insurances held by the Council.

6.8 **Policies Etc.**

Equality Policy*^w
Freedom of Information Publication Scheme*^w
Safeguarding Policy*^w
Complaints Policy*^w
Complaints Form*^w
Safeguarding Policy*^w
Risk Register*

6.9 **Licences**

Public entertainment licence for the Parish Centre, High Street, Warboys owned by the Council.

6.10 **Byelaws**

Byelaws made by the Council for the regulation of the following land in the Council's ownership in the Parish:-
Adams Lyons Recreation Field, Church Road
Heath Pond and Sheepwash, Heath Road
The Weir, High Street.
Orchard Close Playground*

6.11 **Allotments**

Standard tenancy agreements for hire of Council allotments

Plans of allotments owned by the Council.

6.12 Parish Centre (Village Hall)

Application form to hire*^w
Terms and conditions of hire*^w

7. CONCLUSION

- 7.1 This is the publication scheme of Warboys Parish Council approved by the Council on 11th August 2014 and submitted to the Information Commissioner. Any questions with regard to its content and operation should be addressed to the Clerk whose name and contact details are contained in paragraph 4.1 above.