

# **BADSWORTH PARISH COUNCIL**

## **Introduction**

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities including Parish Councils. The Act sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether it holds that information and, subject to exemptions, supplied with that information.

The act adds to existing rights under the Data Protection Act 1998 which gave individuals the right of access to information about themselves. For Parish Councils, the Freedom of Information Act extended this right to allow public access to all types of information held.

Badsworth Parish Council has adopted the model publication scheme for Local Councils (core classes only) issued by the Information Commissioner. The purpose of this document is to describe the classes of document available and the costs for providing them.

## **Requests for Information**

Requests for information must be made in writing and, should be sent to The Parish Council Clerk, 26, Excalibur Drive, South Elmsall WF9 2WQ.

## **Options**

Where documents are not already freely accessible on the web pages, copies may be purchased or original documents viewed by appointment.

## **Charges**

The following charges have been set:  
50p per A4 sheet for paper copies

## **Information available**

The remainder of this document outlines the class of information available under the scheme.

## **CORE CLASSES OF INFORMATION FROM THE MODEL SCHEME**

### **COUNCIL INTERNAL PRACTICE AND PROCEDURE**

- Minutes of Council and Committee meetings – limited to the last two years
- Procedural Standing Orders
- Agendas and supporting papers for Council and Sub-Committee meetings – limited in each case to the forthcoming/immediate meeting

### **CODE OF CONDUCT**

- Members declaration of Acceptance of Office
- Members Register of Interest
- Register of Members Interest Book

## **PERIODIC ELECTION REVIEW**

This information concerning charges to the electoral arrangements for Parish, Town and Community Councils. It includes recommendations for the creation of new ward, the amendment of existing wards, proposals for the names of new wards and attention 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

## **EMPLOYMENT PRACTICE AND PROCEDURES**

- Terms and conditions of employment
- Job Descriptions

Exclusions – ‘personal records’ i.e appraisals, employment specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

## **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.

## **AUDIT AND ACCOUNTS**

- Annual Return form – limited to the last financial year
- Annual Statutory report by Auditor both internal and external – limited to the last financial year
- Receipt/Payment books, receipts of all kinds, Bank Statements from all accounts – limited to the last financial year
- Precept requests – limited to the last financial year
- VAT records – limited to the last financial year
- Financial standing orders and regulations
- Risk Assessments
- Assets register, this will include village greens and commons owned by the Council including management schemes for commons as well as village halls, community centres and recreation grounds.

Exclusions – all commercially sensitive information e.g. quotation and tenders, loan documentation and insurance policies. With regard to quotation 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.

Personal salary details also to be excluded.

## **BADSWORTH PUBLICATION POLICY**

That members of the public may make requests for information regarding Parish/Town Council owned document(s), this (where possible) must be in writing. The request will specify the legislation under which the enquirer is making the request, e.g publication scheme, Freedom of Information Act or any other legislation.

The Clerk will acknowledge the written request and inform the enquirer that it will be dealt with as soon as possible. If it is a request under the Freedom of Information Act the Clerk will inform the enquirer that the information will be supplied within 20 days in accordance with the Act.

Where a number of the public wishes to inspect a document(s) in the possession of the Council, and he/she has made a request in writing clearly specifying the documents to be inspected. The Clerk will make an appointment accordingly and advise the member of the public of the date and time in writing. The Clerk will be accompanied by a Councillor of their choice during the inspection and will not answer questions on the document being inspected. The inspector can be advised that any questions for the Council on the document shall be put in writing. Any questions to the Council, about its procedures or justification for a decision are received; these shall be dealt with by the Clerk or the Chairman. Where the Council receives a repeat request for information already provided to the enquirer and both the Chairman and the Clerk believes that a full answer has already been given, it will instruct the Clerk accordingly who will then advise the enquirer of the situation. Any repeat requests received will not be dealt with by the Council.

The Council acknowledges that not all members of the public are able to put requests in writing and where reasonable it will accept telephone requests. The Clerk will use their discretion with such requests.

If copies of any documentation have been requested, depending upon the amount of any information, the clerk will advise the enquirer in writing of a suitable time that the documents can be collected. If it is not cost prohibitive to post the documents the Clerk will advise that this will be the method used.

The Council will make a charge for providing photocopies of documents. These charges will be in line with those specified in its publication scheme.

Where a number of requests from member of the public becomes so many as to become unmanageable or disrupt the work of the Clerk, the Clerk will advise the enquirer in writing that his/her requests will be dealt with as soon as practicably possible. Requests under the Freedom of Information Act will receive priority due to the time limit response period.