

Holywell-cum-Needingworth Parish Council

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

1. Holywell-cum-Needingworth Parish Council have produced this scheme in accordance with the provisions of the Freedom of Information Act 2000. The purpose of the scheme is a means by which the council can make a significant amount of information available routinely, without waiting for someone specifically to request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of awareness and transparency.
2. The scheme specifies the classes of information which the council publishes or intends to publish.
3. The council has adopted the model scheme as produced by NALC for Parish and Town Councils. 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 Data Protection Act 1998.

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.

4. The information contained in each class will be available: -
 - Hard copy upon request from the Clerk.
 - Inspection at the Parish Council Office, Village Hall, Overcote Lane, Needingworth by prior appointment.
 - Some information is available on the website – www.holywell-cum-needingworth-pc.gov.uk
5. Charges will be raised for the provision of copies of the documents or information listed in each of the classes.

Charges: -

10p per A4 photocopy.

£26.25 per hour for detailed research.

Postage charged at current Royal Mail rates.

Publications to be charged at current sale price.

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
Agenda and supporting papers for council, committee and committee meetings, limited in each case to the forthcoming meeting.
Terms of Reference for Committees.

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office
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

Terms & conditions of employment
Job descriptions
Equal Opportunities Policy
Health and Safety Policy,

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
Parish Plan
Village Design Statement.

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

Loan Sanction Approvals

Fees and Charges applied by the Council

Safety Inspection Records

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.

7) DEVELOPMENT AND IMPLEMENTATION OF POLICY.

Complaints Procedure

8) GARDEN PLOTS

Plans

Standard Tenancy Agreements

Exclusions – all documentation relating to individual applications and registration both under privacy and data protection laws.

9) BURIAL GROUNDS.

Plans

General Policies

Exclusions – all documentation relating to individual applications and registrations under both privacy and data Protection laws.

REQUESTS FOR INFORMATION

Requests for information should be made to the Parish Clerk:

Tel: 01480 468451

Post: The Village Hall, Overcote Lane, Needingworth, St Ives, Cambs. PE27 4TU

Email: clerk@holwell-cum-needingworth-pc.gov.uk

Adopted at meeting of Holywell-cum-Needingworth Parish Council held on 5th December 2006.

Last Reviewed 1st April 2025

Signed.....

Miss J Bowd

Parish Clerk