

NORTH FERRIBY PARISH COUNCIL – PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. This scheme (which became effective on the 1st January 2009) will ensure that the Council publish more information proactively and help it to develop a greater culture of openness and transparency.

CORE CLASSES OF INFORMATION

1. Council Internal Practice & Procedure

Information	Format in which it is available	Charge
Minutes of Council and Trustee Meetings (limited to last 2 years)	Electronic	No
	Photocopy	Yes
	Inspection at Parish Office	No
Procedural standing orders	Photocopy	Yes
	Inspection at Parish Office	No
Council's annual report to Parish Meeting	Electronic	No
	Photocopy	Yes
	Inspection at Parish Office	No

2. Code of Conduct

Information	Format in which it is available	Charge
Members declaration of acceptance of office	Inspection at Parish Office	No
Members' register of interests file	Inspection at Parish Office	No

3. Employment Practice & Procedure

Information	Format in which it is available	Charge
Terms and conditions of employment	Photocopy	Yes
	Inspection at Parish Office	No
Job Description	Photocopy	Yes
	Inspection at Parish Office	No
Employment policies issued by the Council	Photocopy	Yes
	Inspection at Parish Office	No

4. Planning Documents

Information	Format in which it is available	Charge
Responses to planning applications/appeal decisions	Photocopy	Yes
	Inspection at Parish Office	No
Village Design Statement which will be replaced with Parish Plan	Publication	Yes

5. Audit and Accounts

Information	Format in which it is available	Charge
Annual return form – limited to last financial year	Photocopy	Yes
	Inspection at Parish Office	No
Annual statutory report by auditor (internal and external) – limited to last financial year	Photocopy	Yes
	Inspection at Parish Office	No
Receipt/payment books, bank statements from all accounts – limited to last financial year	Photocopy	Yes
	Inspection at Parish Office	No
Precept request – limited to last financial year	Photocopy	Yes
	Inspection at Parish Office	No
VAT records – limited to last financial year	Photocopy	Yes
	Inspection at Parish Office	No
Financial/Standing orders and regulations	Photocopy	Yes
	Inspection at Parish Office	No
Assets register – this will also include details of land/allotments owned by the Council	Photocopy	Yes
	Inspection at Parish Office	No
Risk assessment	Photocopy	Yes
	Inspection at Parish Office	No
Safety inspection records – Playing Fields	Photocopy	Yes
	Inspection at Parish Office	Yes

6. Internal Practice & Procedure

Information	Format in which it is available	Charge
Agendas and supporting papers for council and trustee meetings – limited in each case to the forthcoming/immediate meeting	Photocopy	Yes
	Inspection at Parish Office	No
Terms of reference for committees	Photocopy	Yes
	Inspection at Parish Office	No

EXCLUSIONS:

Employment Practice & Procedure – Personal records i.e. salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

Terms and Conditions – Photocopies are available at a cost of 10p per A4 sheet and subject to 2nd class postage charge if required.

Documents are available for inspection (by appointment only) at the Parish Office - Telephone 631822.