



**Bude-Stratton Town Council**

**Freedom of Information Act 2000**  
**Publication Scheme**

**January 2003**

Adopted 12 December 2002

## **PUBLICATION SCHEME**

Local councils are the first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal.

The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils publish or intend to publish. Attached are the core classes of information which Bude-Stratton Town Council publish and which are available to the public. 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 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 publication scheme.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or other suitable premises by prior appointment. Some of the information may be available soon on the Town Council website : [www.bude-stratton.gov.uk](http://www.bude-stratton.gov.uk) .

Reasonable charges will be made for the provision of copies of the documents/information listed in each of the classes.

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. Minutes are also available in Bude Library.

Procedural Standing Orders

Councils Annual Report to Town Meeting

### **2) CODE OF CONDUCT**

Members Declaration of Acceptance of Office

Members Register of Interests

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

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

Adopted 12 December 2002

## **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

Risk Assessments

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.

Bude-Stratton Town Council adopted the Model Publication Scheme (Core Classes of Information) at the meeting on 12<sup>th</sup> December 2002.