

PUBLICATION SCHEME FOR CALNE TOWN COUNCIL

1. This Publication Scheme was adopted by Calne Town Council on 2 December 2002. It is based on a model scheme produced by the National Association of Local Councils, which has been approved by the Information Commissioner under the Freedom of Information Act 2000. The purpose of Publication Schemes is to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.
2. This publication scheme defines the information that Calne Town Council will make available routinely, without waiting for someone to specifically request it
3. In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which Calne Town Council will publish or intends to publish.
4. 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 Calne Town Council and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.
5. 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.
6. If original documents are more readily available from another source, details of that organisation are again specified in the scheme.
7. The information contained in each class will be available in a variety of formats:
 1. Hard copy on request from the Town Clerk
 2. By inspection at the Town Council's offices (Bank House)
 3. On the Town Council website – calne.gov.uk
8. Charges will be made for the provision of copies of the documents/ information listed in each of the classes as follows:

10p per A4 sheet
25p per A3 sheet

It is not possible to produce copies of documents in any other size but those above.

Guidance notes for dealing with requests for information under the Act are attached to this publication scheme. Staff will deal with requests for information in accordance with this Guidance.

CORE CLASSES OF INFORMATION AVAILABLE UNDER THIS PUBLICATION SCHEME

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

Optional documents: -

Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

Terms of Reference for Committees

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

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

Optional documents: -

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure

Exclusions - 'personal records' i.e. appraisals, employee specific salary details, grievance and 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

Optional documents: -

Parish Plan

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 accounts — 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

Optional documents: -

Loan sanction approvals

Fees and charges applied by the council

Safety inspection records for example for playgrounds

Register/file of members allowances

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.

OPTIONAL CLASSES OF INFORMATION

7) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by council

Responses made by council to consultation papers

Analysis of responses received to public consultations by the council

Village Appraisal

Complaints handling procedure

8) BYELAWS

Made for any of the following purposes: -
The regulation of a mortuary and post mortem room
The regulation of a pleasure ground or public space
The regulation of an open space or burial ground
The regulation of any baths, swimming pool, bathing place or wash-house
The regulation of the hiring of pleasure boats in a park or pleasure ground provided by a council
To control dogs and dog fouling

9) COUNCIL CIRCULARS/NEWSLETTERS

Town, parish, community guide
History of town, parish or community (or similar commissioned publication)

10) ARTS, ENTERTAINMENT & TOURIST INFORMATION -

This relates only to information produced by the council.

11) ALLOTMENTS

Plans
Standard tenancy Agreements

Exclusions - individual tenancy agreements and rent payment records under both privacy and data protection laws

12) BURIAL GROUNDS

Plans
General policies

Exclusions — all documentation relating to individual applications and registrations under both privacy and data protection laws

13) BEST VALUE

This is information which encompasses the duty owed by a council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

Best Value Performance Plan
Best Value Reviews