

FREEDOM OF INFORMATION ACT 2000

Under the terms of the Freedom of Information Act 2000, all local councils are required to set up a Publication Scheme under which certain categories of information will be made available to ratepayers. At their meeting on 20th November 2002, the Parish Council adopted a model scheme which came into effect on 28th February 2003. This scheme was formally approved by the Information Commissioner on 3rd December 2002.

Many of the items covered by the Scheme are regularly published on the notice board and via Octave, the Parish Magazine. The terms under which other items of information may be viewed were approved by the Parish Council at their meeting on 29th January 2003 and are set out below. The categories of information covered by the Scheme, and the terms pertaining to each, are listed in the schedule below.

TERMS UNDER WHICH ITEMS MAY BE INSPECTED

1. Items will be available for inspection only to Elston Parishioners unless the Parish Council agrees that an exception should be made.
2. Where items are not freely available on the notice board or published in the Parish Magazine, a copy may be requested in writing at two week's notice from the Clerk (Dave Sankey, Old Church Barn, Top Street, Elston, NG23 5NP) and a charge of £5 will be made to cover the cost of the photocopy, the Clerk's time in dealing with the request, and the postage and packing. The charge is to ensure that ratepayers do not have to pay collectively for the added legal requirement but so that it shall fall on the individuals who exercise the right. It is also intended to act as a deterrent to frivolous or mischievous requests.
3. Where the items are bulky e.g. payment and receipt books, financial standing orders etc, photocopying will not be an option. Such documents will need to be inspected. In such cases written application should be made at two week's notice to the Clerk for an appointment for viewing at a suitably convenient location (which will not include the Clerk's home) e.g. the Village Hall. A reasonable time will be allowed for viewing and the taking of notes. A charge will be made not exceeding £10 plus the hire of the Hall for the period required.
4. Information will not be made available where it is readily available elsewhere e.g. at the District Council's Offices under existing arrangements.
5. These arrangements will be reviewed after three months and annually thereafter.

CATEGORIES OF INFORMATION COVERED BY THE PUBLICATION SCHEME AND HOW THEY WILL BE MADE AVAILABLE

CLASS 1 -- COUNCIL INTERNAL PRACTICE AND PROCEDURE

1.1 Minutes of meetings

Published on notice board and on NSDC website, with significant points mentioned in Octave (Parish Magazine)

1.2 Procedural Standing Orders

Available for inspection by prior written notice to the Clerk

1.3 Council's Annual Report to Parish Meeting

Published on notice board, with significant points mentioned in Parish Magazine and NSDC website

CLASS 2 -- CODE OF CONDUCT

2.1 Members' Declaration of Acceptance of Office

Available for inspection by prior written notice to the Clerk

2.2 Members' Register of Interests

Available at the District Council's Offices

2.3 Register of Member's Interests Book

Available at the District Council's Offices

CLASS 3 -- PERIODIC ELECTORAL REVIEW

3.1 Information relating to the last Periodic Electoral Review of the council

3.2 Information relating to the latest boundary review of the council area

All of the above available for inspection by prior written notice to the Clerk

CLASS 4 -- EMPLOYMENT PRACTICE AND PROCEDURE

4.1 Terms and conditions of employment

4.2 Job descriptions

All of the above available for inspection by prior written notice to the Clerk

CLASS 5 -- PLANNING DOCUMENTS

5.1 Responses to planning applications

Available for inspection by prior written notice to the Clerk or to the NSDC Planning Dept

CLASS 6 -- AUDIT AND ACCOUNTS

6.1 Annual Return Form (limited to last Financial Year)

6.2 Annual Statutory Reports by internal and external auditors (limited to last Financial Year)

6.3 Receipt / payment books of all kinds and bank statement from all accounts (limited to last Financial Year)

6.4 Precept request (limited to last Financial Year)

6.5 VAT Records(limited to last Financial Year)

6.6 Financial Standing Orders and Regulations

6.7 Assets Register

6.8 Risk Assessments

All of the above available for inspection by prior written notice to the Clerk