

Ecchinswell, Sydmonton and Bishops Green Parish Council

Publication Scheme under the Freedom of Information Act

The purpose of this Publication Scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information pro-actively and help it to develop a greater culture and transparency. This authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

All information is available at a charge of 20p per printed sheet, plus postage where applicable.

Note: all documents are available on application to the Parish Clerk at 5 Queens Cottages, St Mary Bourne, Andover, SP11 6EG

Core classes of information

Council internal practice and procedure

Information	Format in which it is available	Charge applied
Minutes of Council meetings (limited to last two years)	Printed	Yes
Procedural and Financial Standing Orders	Printed	Yes
Council's Annual Report to the parish meeting	Printed	Yes

Code of Conduct

Information	Format in which it is available	Charge applied
Members' Declaration of Acceptance of Office	Printed	Yes
Members' Register of Interests	Monitoring Officer at Borough Council holds this information	Refer to the Borough Council
Register of Members' Interests Book	Monitoring Officer at Borough Councils holds this information	Refer to the Borough Council

Periodic Electoral Review

Information	Format in which it is available	Charge applied
Information relating to the last periodic Electoral Review of the Council	Borough Councils holds this information	Refer to the Borough Council
Information relating to the last boundary change for the electoral area	Borough Council holds this information	Refer to the Borough Council

Employment Practice and Procedure

Information	Format in which it is available	Charge applied
Terms and conditions of employment	Printed	Yes
Job descriptions	Printed	Yes

(Exclusions – personal records i.e appraisals, employee specific salary details, disciplinary records and the like, by virtue of being personal data under the Data Protection Act, 1983)

Planning Documents

Information	Format in which it is available	Charge applied
Responses to planning consultations	Printed	Yes

(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 Rights of Way authorities respectively)

Audit and Accounts

Information	Format in which it is available	Charge applied
Annual Return Form, limited to last financial year	Printed	Yes
Annual statutory report by internal and external auditors, limited to last financial year	Printed	Yes
Receipts/Payments accounts, bank statements, limited to last financial year	Printed	Yes
Precept request, limited to last financial year	Printed	Yes
VAT records, limited to last financial year	Printed	Yes
Assets register	Printed	Yes
Financial Risk Assessment	Printed	Yes

(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 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)

Signed: *Tim Hall*.....

Date: ...08/03/2017.....

(Tim Hall, PC Chairman)