



ST STEPHEN PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME FOR LOCAL COUNCILS

1. CORE CLASSES OF INFORMATION

St Stephen Parish Council will publish the following core classes of information under the Publications Scheme

(a) Organisational information, Council Internal Practice and Procedure

- Agendas, Minutes of Council, Committee and Sub-committee meetings - limited to the last 2 years.
- Timetable of meetings.
- Reports submitted to meetings.
- Procedural Standing Orders and Council, Committee, Sub-Committee and Working Party terms of reference.
- Council's Annual Report to Parish Meeting.
- Details of services provided.

N.B. Exclusions – any confidential matter excluded by law from public disclosure and as described in (f) below.

(b) Code of Conduct

- Members Declaration of Acceptance of Office.
- Members Register of Interests.
- Register of Members Interests Book.
- Register of gifts and hospitality.
- Complaints Procedure.

(c) Periodic Electoral Review

- Changes to the electoral arrangements for parish, town and community councils including 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.

(d) Employment Practice and Procedure

- Terms and conditions of employment.
- Job descriptions.

N.B. 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 and associated regulations.

(e) Planning Documents

- Responses to planning applications.
- Bye laws.

N.B. 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.

(f) Audit, Accounts and Registers

- Annual budget (Precept).
- Annual return form - limited to the financial year.
- Annual Statutory report by auditor (internal and external) - limited to the last financial year.
- Receipts/Payments 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 any commons/village greens owned by the Council including management schemes for commons as well as village halls, community centres and recreation grounds.
- Risk Assessments.
- Grants.
- Councillor's expenses.
- Freedom of information Act requests.

N.B. 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.

2. FORMAT DETAILS AND CHARGES

The Publication Scheme will be advertised on the parish notice boards throughout the Parish. Upon request, and by appointment only, St Stephen Parish Council will provide sight of the relevant documents in the Parish Office. Hard copies of all the above information may be obtained from the Parish Office at a cost of 10 pence per single-side A4 sheet. Such copies will be sent by 2nd class Royal Mail and postage will be charged at that standard rate.

3. CONTACT DETAILS

Information can be requested by writing to:-

Sue Hake
Clerk
St Stephen Parish Council
The Parish Centre
Station Road
Bricket Wood
St Albans
Herts
AL2 3PJ

Telephone: 01923 681443

E-Mail: clerk@ststephenparishcouncil.gov.uk

Scheme approved until 28th February 2007.
Revised January 2006.
Revised and adopted 20 June 2019

June 2019



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PUBLICATION SCHEMES

Declaration Form

Name of Public Authority: St Stephen Parish Council

Address: The Parish Centre
Station Road
Bricket Wood
St Albans
Herts AL2 3PJ

has adopted the scheme titled **Publication Scheme for Local Councils** (Core Classes only) produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature: *S Hake*

Position: Clerk

Date: 20th June 2019, Minute 1920/032

The contact details for the person who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the organisations compliance with the Freedom of Information Act are:-

Name: Sue Hake
Position: Clerk
Address: St Stephen Parish Council
The Parish Centre
Station Road
Bricket Wood
St Albans
Herts AL2 3PJ

Telephone: 01923 681443
E-Mail: clerk@ststephenparishcouncil.gov.uk