STAFF AT NEW BRADWELL PARISH COUNCIL

FREEDOM OF INFORMATION PROCEDURE

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Staff at New Bradwell Parish Council have formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Staff at New Bradwell Parish Council is made readily available to the public, either free of charge or on payment.

The information maintained by the Staff at New Bradwell Parish Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

For clarity,

- mandatory documents are shown in **bold** to distinguish them from optional documents of available information

Information is available for inspection at the Staff at New Bradwell Parish Council Offices, Unit 10, New Bradwell Workspace, St James Street, New Bradwell, MK13 0BL (excluding Bank Holidays) from 10 am to 2 pm, Monday to Friday. As the Parish Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Parish Council provides agendas for the Parish Councilllors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act

1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.

The agenda and public minutes are available on the New Bradwell Parish Council's website. Supporting documents can be requested at the Office of New Bradwell Parish Council.

INFORMATION AVAILABLE

1. Council Internal Practice and Procedure

Document	Where to source Information	Fee/charges for hard copies. Note there is no charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Agendas, minutes, reports and supporting papers of all Council and committee meetings*	Parish Council office	No fee for current meetings 10 pence/page for past meetings
Standing Orders	Parish Council office /website	10 pence/page
Council Annual Report to Parish Meeting	Parish Council office	10 pence/page
Terms of reference of New Bradwell Parish Council's committees	Parish Council office	10 pence/page

*Note : Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

2. Code of Conduct

Document	Where to source Information	Fee/charges

Members' Declaration of Acceptance of Office	Parish Council office	10 pence/page
Members' Register of Interests	Parish Council office /website	Inspection only
Register of Gift's Book	Parish Council office	Inspection only

3. Periodic Electoral Review

This information relates to 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.

Document	Where to source Information	Fee/charges
Information relating to the last periodic Electoral Review of the Council	Parish Council office	10 pence/page
Information relating to the latest boundary review of the Council area	Parish Council Offices	10 pence/page

Note: The public are reminded that detailed information is available from Milton Keynes City Council as appropriate.

4. Employment Practice and Procedure

Document	Where to source Information	Fee/charges
Terms and conditions of employment	Parish Council office	Inspection only
Job descriptions/Key performance areas	Parish Council office	10 pence/page
All Employment Policies approved by the	Parish Council	10 pence/page

Parish Council	office	
Staffing structure	Parish Council office	10 pence/page

Note: Exclusions – 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

5. Planning Documents

Document	Where to source Information	Fee/charges
Responses to planning applications	Parish Council office	10 pence/page
~~Neighbourhood Plan and appendices~~	N/A	

Note: Exclusions –Copies of planning consultations, the Development Plan, the Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from Milton Keynes Council Offices.

6. Audit and Accounts

Document	Where to source Information	Fee/charges
Annual return form	Parish Council office /website	10 pence/page
Annual statutory report by auditor(internal & external)	Parish Council office /website	10 pence/page
Receipt – payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	Parish Council office	Inspection only
Precept request – limited to last financial year	Parish Council office	10 pence/page
VAT records – limited to last financial year	Parish Council office	Inspection only
Financial Standing Orders and	Parish Council	Inspection only

Regulations	Offices/website	
Asset Register	Parish Council office /website	Inspection only
Risk Assessments and safety checks	Parish Council office	Inspection only
~~Loan applications~~	N/A	
Fees and charges applied by the Parish Council	Parish Council office	10 pence/page

Note: Exclusions – commercially sensitive information e.g. quotations and tenders, loans 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.

7. Development and Implementation of Policy

Document	Where to source Information	Fee/charges
Policy statements issued by New Bradwell Parish Council	Parish Council office	10 pence/page
Responses to consultation documents	Parish Council office	10 pence/page
Analysis of responses received to public consultations by the council	Parish Council office	10 pence/page
Complaints handling procedure	Parish Council office /website	10 pence/page

Note: Exclusions – Good Practice/Advice Circulars issued by The National Association of Local Council and the Society of Local Council Clerks on the basis that these are member subscribing organisations.

8. Council circulars/newsletters/publications/grants

Document	Where to source Information	Fee/charges
Grant application policy and grant application forms.	New Bradwell Parish Council website or office	No fee
Newsletters	New Bradwell Parish Council website	No fee

9. Allotments

Document	Where to source Information	Fee/charges
Allotment Charges	New Bradwell Parish Council office/website	No Fee
Terms and Conditions of Allotment Hire	New Bradwell Parish Council office	No fee

10. Community Centre

Document	Where to source Information	Fee/charges
Regular Booking and Hall Hire fees	New Bradwell Parish Council office/website	No Fee
Conditions of Hall Hire	Town Council Offices	No fee

Note: Exclusions – all documentation relating to individual applications and registrations in accordance with the Data Protection Act 1998.

Germaine Newnham Clerk New Bradwell Parish Council