

# **PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000**

## **Hornsea Town Council Freedom of Information Publication Scheme**

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 proactively, and help it to develop a greater culture of openness and transparency.

The Council's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership and focus for the community.

Please note the exempt classes of information at the end of this document.

### **Core Classes of Information**

#### **1. Council Internal Practice and Procedure**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Minutes of council meetings (limited to the last 2 years)	e-mail Hard copy	Free 50p per sheet
Procedural standing orders	As above	As above
Council's annual report to Parish Meeting	As above	As above

#### **2. Code of Conduct**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Member's declaration of acceptance of office	Hard copy	50p per sheet
Member's Register of Interests	Hard copy	50p per sheet
Register of Interests Book	Hard copy	50p per sheet

### 3. Periodic Electoral Review

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Information relating to the last Periodic Electoral Review of the council area	Information available about the recent change in numbers of members from 12 to 14 available in hard copy	50p per sheet
Information relating to the latest boundary review of the council area	County Division and District Ward boundaries available from the relevant principal authority – no recent change in Parish Area	

### 4. Employment Practice and Procedure

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Terms and conditions of employment	e-mail	Free
	Hard copy	50p per sheet
Job Descriptions	As above	As above

### 5. Planning Documents

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Responses to planning applications (last two years)	e-mail	Free
	Hard copy	50p per sheet

### 6. Audit and Accounts

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Annual return form – limited to the last financial year	Hard copy	50p per sheet
Annual statutory report by auditor (internal and external) – limited to the last financial year	Hard copy	50p per sheet

Receipt and payment books, receipt books of all kinds, bank statements from all accounts – limited to last financial year	Available for inspection by appointment, notes may be taken  Summary – email Hard copy	Free  Free 50p per sheet
Precept request - limited to last financial year	e-mail  Hard copy	Free  50p per sheet
VAT records - limited to last financial year	Available for inspection by appointment, notes may be taken  Summary – email Hard copy	Free  Free 50p per sheet
Financial standing orders and regulations	e-mail  Hard copy	Free  50p per sheet
Assets register –	(updated list)  e-mail Hard copy	Free  50p per sheet
Financial risk assessments	e-mail  Hard copy	Free  50p per sheet

### **Optional Documents within Core Classes**

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#### **1. Council Internal Practice and Procedure**

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply (yes/no)</b>
Agendas (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	e-mail  By post	Free  50p per sheet plus cost of postage
Supporting papers for council meetings (Limited to the forthcoming meeting and after publication of summons to meeting)	Available for inspection by appointment, notes may be taken	Free

Terms of reference for committees	No committees operate at the moment	N/A
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## 2. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Equal opportunities policy	e-mail	Free
	Hard copy	50p per sheet
Health and safety policy	e-mail	Free
	Hard Copy	50p per sheet
Staffing structure	e-mail	Free
	Hard Copy	50p per sheet

## 3. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Town Plan	Hard Copy	£20 per copy

## 4. Audit and accounts

Information	Format in which it is available	Charge for supply (yes/no)
Loan sanction approvals	None at present	
Fees and charges applied by the council	e-mail	Free
	Hard Copy	50p per sheet
Safety inspection records	Hard Copy	50p per sheet
Register/file of members' allowances	None claimed	

## OPTIONAL CLASSES OF INFORMATION

### 1. Development and implementation of policy

Information	Format in which it is available	Charge for supply (yes/no)
Policy statements issued by the council	Usually in minutes or in procedures	e-mail free or 50p per sheet
Responses made by council to consultation papers	Usually in minutes	e-mail free or 50p per sheet
Analysis of responses received to public consultations by the	Will be attached to minutes	e-mail free or 50p per sheet

parish council		
Town appraisal	See town plan	
Complaints handling procedure	e-mail Hard Copy	Free 50p per sheet

## 2. Byelaws

No Drinking in Public Places Byelaw currently in force

## 3. Council Circulars/Newsletters

Information	Format in which it is available	Charge for supply (yes/no)
Council quarterly newsletter	Latest edition subject to availability	Free
Town Guide	Hard Copy	Free
History of parish	Not available	

## 4. Arts, Entertainment & Tourist Information (This relates only to information produced by the town council)

**No information produced at present**

## 5. Allotments

**Atwick Road Allotments – Under Management Agreement**

## 6. Burial Grounds

Information	Format in which it is available	Charge for supply (yes/no)
Plans	Hard Copy available for inspection	Free
General policies and fees	e-mail Hard Copy	Free 50p per sheet

## 7. Best value

Information	Format in which it is available	Charge for supply (yes/no)
Best value performance plan	See standing orders and financial regulations	See above

## **EXCLUSIONS**

### **Core classes of Information**

#### **- Employment Practice and Procedure**

“Personal records” ie appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

#### **Planning documents**

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.

#### **Audit and Accounts**

All commercially sensitive information eg 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, ie 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 – general information**

#### **- Allotments**

Individual tenancy agreements and rent payment records both under privacy and data protection laws.

#### **Burial Grounds**

All documentation relating to individual applications and registrations under both privacy and data protection laws.