



WEST END PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 INFORMATION FOR PARISHIONERS

The Parish Council is striving to make available Parish Council information on written request to people resident in this parish. In so doing, your Council is following the provisions of the Freedom of Information Act 2000. This includes what is called a Publication Scheme for Parish Councils. Copies of the Publication Scheme (A4 sheets with a table showing what information is accessible) will be available on request at monthly Parish Council meetings as soon as the scheme is approved by the Information Commission.

This is a new initiative and as parishioners are aware, your Parish Council has modest resources. We therefore have to charge for this information, to account for some of the costs of production. Our Publication Scheme will be revised from time to time.

West End Parish Council has a policy of accountability to residents and an aim to be as open and transparent in its dealings as possible. We welcome public interest and involvement in our community local government.

(Clerk to the Parish Council)
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20/01/23

**WEST END PARISH COUNCIL
PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION
ACT 2000**

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 of openness and transparency. This authority's key responsibilities are to represent the electorate of its areas, to take action within the legal framework and to provide a leadership focus for the community.

CORE CLASSES OF INFORMATION - Available by written application only from the Clerk or other authorised officer of the Council.

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply
Minutes of Council committee and sub-committee meetings (limited to last 2 years)	Minute book	Yes 20p per A4 sheet plus postage
Procedural Standing Orders	NALC Standing Orders	Yes £7.00 per copy plus postage
Council's annual report to Parish Meeting	Minutes of Annual Parish Meeting (average 4/5 sheets)	Yes £1.00 per copy plus postage

2. Code of Conduct

Information	Format in which it is available.	Charge for supply
Members declaration of acceptance of office	Monitoring Officer at District Council holds this	District Council policy refers
Members register of interests	As above	N/A
Register of interests book	Available to view at the end of every Parish Council meeting	N/A

3. Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish 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.

Information	Format in which it is available.	Charge for supply
Information relating to the last periodic Electoral Review of the council area.	District Council Democratic Services Department holds this information	Not known
Information relating to the latest boundary review of the council area	Ward map of Parish (A4 sheets) available	Yes - 20p per page plus postage

4. Employment Practice and Procedure

Information	Format in which it is available.	Charge for supply
Terms and conditions of employment	A4 sheets, approximately 3 pages	Yes - £5.00 plus postage
Job descriptions	A4 sheets, approximately 2 pages	Yes - £3.00 plus postage

5. Planning Documents

Information	Format in which it is available.	Charge for supply
Responses to planning applications	Record of comments available from Minutes, if relevant. Application Number <i>must</i> be quoted. In large print, braille and audio tape (by written request)	Yes - 20p per page plus postage

6. Audit and Accounts

Information	Format in which it is available.	Charge for supply
Annual return form - limited to the last financial year	A4 Copies - approximately 4 sheets	Yes - £5.00 plus postage
Annual statutory report by auditor (internal and external) - limited to the last financial year	See above (integral)	Yes
Receipt/payment books,	Viewing by appointment	Yes - variable

receipt books of all kinds, bank statement from all accounts - limited to the last financial year	only, at a public place	
Precept request - limited to the last financial year	A4 copies	Yes - £1.00 plus postage
VAT records - limited to the last financial year	A4 copies - approximately 4 pages	Yes - £1.00 plus postage
Financial Standing Orders and regulations	Under development	To be advised
Assets register - includes details of commons/village greens, etc, owned by the council, including management schemes for commons as well as village halls, community centres and recreation grounds	Computerised and updated periodically - approximately 6 pages	Yes 20p per sheet plus postage
Financial risk assessments	Under development	To be advised

OPTIONAL DOCUMENTS WITHIN CORE CLASSES

1. Council Internal Practice and Procedure

Information	Format in which it is available.	Charge for supply
Agendas and supporting papers for council, committee and sub-committee meetings - limited in each case to the forthcoming/immediate committees	Agendas are posted on parish notice boards	Yes - 20p per sheet plus postage
Terms of reference for committees	Not available	N/A

2. Employment Practice and Procedure

Information	Format in which it is available.	Charge for supply
Equal opportunities policy	Hard copy of resolution on Racial Equality only	Yes - 20p per page plus postage
Health and Safety policy	None	-
Staffing Structure	None	-

3. Planning Documents

Information	Format in which it is available.	Charge for supply
Parish Plan	None	-

4. Audit and Accounts

Information	Format in which it is available.	Charge for supply
Loan Sanction approvals	None	-
Fees and charges applied by the council	1 sheet - A4	Yes - 20p plus postage
Safety inspection records	2 sheets weekly	Yes - variable charge
Register/file of members interests	Not applicable	N/A

5. Development and implementation of Policy

Information	Format in which it is available.	Charge for supply
Policy statements issued by council	Recreation Ground users rules	Yes - £1.00
Responses made by council to consultation papers	E.g.: District Local Plan	Yes - 20p per sheet plus postage
Analysis of responses received to public consultations by the council	Not applicable	-
Complaints handling procedure	Dealt with individually as these arise	-

6. Byelaws

Information	Format in which it is available.	Charge for supply
For the regulation of a pleasure ground or public space	?	?
For the regulation of an open space or burial ground/cemetery	?	?
For the control of dogs and dog fouling	?	?

7. Council Circulars/Newsletters

Information	Format in which it is available.	Charge for supply
Parish Council Guide	?	?

8. Arts Entertainment & Tourist Information (relates only to information produced by the Parish Council)

Information	Format in which it is available.	Charge for supply

9. Allotments

Information	Format in which it is available.	Charge for supply
Plans	?	?
Standard Tenancy Agreements	?	?

10. Burial Grounds/Cemeteries

Information	Format in which it is available.	Charge for supply
Plans	?	?
General Policies	?	?

EXCLUSIONS

Core classes of information

Employment Practice and procedure

'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.

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 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 tendered could be undercut and/or unfairly disadvantaged.

Optional Classes of Information

Allotments

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

Burial Grounds

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