

## **Model publication scheme for local councils adopted by Lathom South Parish Council**

Lathom South Parish Council has adopted the model scheme titled Freedom of Information Act 2000 produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The Act gives a general right of access to all types of recorded information, sets out exemptions from that right and places a number of obligations on local authorities.

The information contained in each class may be available in a variety of formats on request from the clerk of the council at [lathomsouthpc.clerk@yahoo.co.uk](mailto:lathomsouthpc.clerk@yahoo.co.uk).

Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

The classes are as follows:-

**CORE CLASSES OF INFORMATION - (Mandatory unless otherwise stated)**

### **1) COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of council, committee and sub-committee meetings - limited to the last 2 years.

Procedural Standing Orders

Councils Annual Report to Parish Meeting

Optional documents: -

Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

Terms of reference for committees

### **2) CODE OF CONDUCT**

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

### **3) PERIODIC ELECTORAL REVIEW**

This is information concerning 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.

Information relating to the last Periodic Electoral Review of the council area

Information relating to the latest boundary review of the council area

#### 4) EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment

Job descriptions

Optional documents: -

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure

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

#### 5) PLANNING DOCUMENTS

Responses to planning applications

Optional Documents

Parish Plan - when adopted by the council

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 (Preston City Council) and/or highway authority respectively (Lancashire County Council).

#### 6) AUDIT AND ACCOUNTS

Annual return form - limited to the last financial year

Annual Statutory report by auditor (internal and external) - limited

to the last financial year

Receipt/Payment 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 - council owned land and properties

Optional documents: -

Fees and charges applied by the council

Register/File of Members Allowances

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