

*General Information*  
**Freedom of Information Act 2000**

The Freedom of Information Act 2000 (FOIA) has been amended and as of 1 January 2009 all authorities are required to adopt and maintain a standard publication scheme. Any person who makes a request in writing (includes email) giving an address for correspondence to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Every public authority is required to adopt and maintain the same publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information for example online or in hard copy, and whether a charge will be made for the information.

A scheme is a means by which a significant amount of information is made available, without the need for a specific request. Schemes provide an opportunity for organisations to publish more information pro-actively and to develop a greater culture of openness

**Action taken on October 30th 2002 – to be reviewed Annually**

**Resolutions**

**a) It was resolved that the St Leonards and St Ives Parish Council acknowledges the duty placed upon it by the Freedom of Information Act 2000 to adopt and maintain a publication scheme.**

**b) This Council resolves to accept the model scheme for Local Councils.**

## **Freedom of Information - Guide to Access**

In accordance with the Freedom of Information Act 2000 with effect from 28<sup>th</sup> January 2009, the St Leonards and St Ives Parish Council has adopted the standard Model Publication Scheme for Local Councils. A copy of the adopted scheme is available from the Clerk on 01425 482727, at the Parish Office (rear of the Village Hall) or online on [www.stleonardspc.org.uk](http://www.stleonardspc.org.uk). Requests for information should be put in writing. The documents referred to in the scheme can be inspected at a mutually convenient date, time and place by contacting the Clerk or available as follows:-

<b>Information</b>	<b>Format</b>	<b>Charge</b>
Minutes and Agendas of meetings	Online (last 12 months)	Free
	Hard copy on request	10p per sheet plus postage
All other documents listed in the Publication scheme (Note: Some documents are difficult to copy, you will be advised and requested to call and view if this is the case or provided with a quotation)	Where physically possible a hard copy will be provided.	10p per sheet plus postage or Viewed for free by appointment subject to 20 working days notice in writing

## Freedom of Information Act Model Publication Scheme

Adopted by St Leonards and St Ives Parish Council by Resolution of the Council on  
28<sup>th</sup> January, 2009 – Reviewed 30<sup>th</sup> September 2009 & 25.08.10 30.01.13; May 14  
Review May 2015 no changes recommended.

### 1. Authority

- 1(a) The Authority is: St Leonards and St Ives Parish Council
- 1(b) The Clerk, Mrs Ann E Jacobs is responsible for the scheme on behalf of the Parish Council.
- 1(c) The Clerk, Mrs Ann E Jacobs is responsible for maintaining the scheme on a day to day basis.

### **2. The Classes of Information under the scheme can be accessed through the following documents:-**

- (i) Council Internal, Practice and Procedure**
  - Agendas (last 12 months available free online)
  - Minutes of Parish Council and Committee and Sub Committee meetings. (Excludes confidential minutes which detail matters within the exemptions under the Act.) (last 12 months available free online)
  - Annual Parish Assembly Minutes - (Limited to the last two years)
  - Standing Orders
  - Supporting papers for meetings
  - Terms of reference for Committees
- (ii) Code of Conduct**
  - Members Declaration of Acceptance
  - Members Register of Interests
  - Register of Members Interests Book
- (iii) Periodic Electoral Review**
  - Documentation relating to consultation by District Council with the Parish Council and any responses.
- (iv) Employment Practice and Procedure**
  - Terms and Conditions
  - Job description
  - 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)*
- (v) Planning Documents**
  - Responses to planning applications
  - Exclusions - copies of planning consultations, The development Plan, Structure Plan, Local Plan and Rights of Way maps all of which are available from the local planning and /or highways authority respectively)*
- (vi) 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 - this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.
  - Risk Assessments

*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 have initially submitted tenders could be under cut and /or unfairly disadvantaged.*

**(vii) Council Circulars/ Newsletters**

**All the documents referred to in the Scheme are held by the Clerk at the Parish Council Office and can be inspected at a mutually convenient date, time and place. Copies of the documents can be provided at a cost of 10p per A4 sheet.**

**All the information listed may be inspected at: -**

**The Parish Council Office**

**The Village Hall**

**Braeside Road**

**St Leonards**

**Ringwood**

**Hants**

**BH24 2PJH**

**Office hours 10.30am to 12.30pm Tuesday to Thursday**

**Telephone 01425 482727**

**email [office@stleonardspc.org.uk](mailto:office@stleonardspc.org.uk)**

**[www.stleonardspc.org.uk](http://www.stleonardspc.org.uk)**