

**PUBLICATION SCHEME  
FREEDOM OF INFORMATION ACT 2000  
Adopted by the Parish Council in May 2016  
Review Date: May 2017**

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. This authority's key responsibility is to represent the electorate of its parish, to take action within the legal framework and to provide a leadership focus for the community.

| <b>CORE CLASSES OF INFORMATION</b>      | <b>OPTIONAL DOCUMENTS WITHIN CORE CLASSES</b> | <b>EXCLUSIONS</b>                 |
|-----------------------------------------|-----------------------------------------------|-----------------------------------|
| Council Internal Practice and Procedure | Council Internal Practice and Procedure       | Core Classes of Information       |
| Code of Conduct                         | Employment Practice and Procedure             | Employment Practice and Procedure |
| Periodic Electoral Review               | Audit & Accounts                              | Planning Documents                |
| Employment Practice and Procedure       | Development and Implementation of Policy      | Audit & Accounts                  |
| Planning Documents                      | Council Newsletters                           |                                   |
| Audit & Accounts                        |                                               |                                   |

**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</b> |
|-----------------------------------|----------------------------------------|--------------------------|
| Minutes (limited to last 2 years) | Website                                | Free                     |
| Standing Orders                   | Website                                | Free                     |
| Council's Annual Report           | Website                                | Free                     |
| Schedule of Council Meetings      | Website                                | Free                     |

**2. Code of Conduct**

| <b>Information</b>                           | <b>Format in which it is available</b> | <b>Charge for supply</b>          |
|----------------------------------------------|----------------------------------------|-----------------------------------|
| Members' Declaration of Acceptance of Office | Website<br>Telford & Wrekin Council    | Free<br>On Telford.gov.uk website |
| Members' Registers of Interest               | Website<br>Telford & Wrekin Council    | Free<br>On Telford.gov.uk website |

**3. Periodic Electoral Review**

| <b>Information</b>                                                     | <b>Format in which it is available</b>    | <b>Charge for supply</b> |
|------------------------------------------------------------------------|-------------------------------------------|--------------------------|
| Information relating to the last Review of the Council area            | Telford & Wrekin Council                  | Not applicable           |
| Information relating to the latest boundary review of the Council area | Telford & Wrekin Council<br>Parish Office | Not applicable           |

**4. Employment Practice and Procedure**

| <b>Information</b>                 | <b>Format in which it is available</b> | <b>Charge for supply</b>        |
|------------------------------------|----------------------------------------|---------------------------------|
| Terms and Conditions of Employment | A4 sheets                              | Yes, 10p per sheet plus postage |
| Job Descriptions                   | A4 sheets                              | Yes, 10p per sheet plus postage |

## 5. Planning Documents

| Information                        | Format in which it is available                                                     | Charge for supply |
|------------------------------------|-------------------------------------------------------------------------------------|-------------------|
| Responses to Planning Applications | Record of comments available within the Minutes Telford & Wrekin e-planning website | Not applicable    |

## 6. Audit & Accounts

| Information               | Format in which it is available    | Charge for supply |
|---------------------------|------------------------------------|-------------------|
| Annual Return             | Website                            | Free              |
| Receipts & Payments       | Website                            | Free              |
| Precept Request           | Available to view at Parish Office | Free              |
| VAT Records               | Available to view at Parish Office | Free              |
| Financial Regulations     | Website                            | Free              |
| Asset Register            | Website                            | Free              |
| Financial Risk Assessment | Website                            | Free              |
| Insurance Documents       | Available to view at Parish Office | Free              |

## OPTIONAL DOCUMENTS WITHIN CORE CLASSES

### 1. Council Internal Practice and Procedures

| Information                       | Format in which it is available | Charge for supply (yes / no) |
|-----------------------------------|---------------------------------|------------------------------|
| Agendas and supporting papers     | Noticeboards and website        | Free                         |
| Terms of Reference for Committees | Website                         | Free                         |

### 2. Employment Practice and Procedure

| Information                 | Format in which it is available | Charge for supply (yes / no) |
|-----------------------------|---------------------------------|------------------------------|
| Health & Safety Policy      | Website                         | Free                         |
| Equality & Diversity Policy | Website                         | Free                         |
| Home Working Policy         | Website                         | Free                         |

### 3. Audit & Accounts

| Information                     | Format in which it is available    | Charge for supply (yes / no) |
|---------------------------------|------------------------------------|------------------------------|
| Loan Sanctions                  | Available to view at Parish Office | Free                         |
| Internal Audit Reports          | Website                            | Free                         |
| Register of Members' allowances | Website                            | Free                         |

### 4. Development and Implementation of Policy

| Information      | Format in which it is available | Charge for supply (yes / no) |
|------------------|---------------------------------|------------------------------|
| Complaint Policy | Website                         | Free                         |

### 5. Council Newsletters

| Information           | Format in which it is available | Charge for supply (yes / no) |
|-----------------------|---------------------------------|------------------------------|
| Regular Newsletters   | Website                         | Free                         |
| Information bulletins | Website                         | Free                         |

## **EXCLUSIONS**

### **Core Classes of Information**

None

### **Employment Practice and Procedures**

Personal / Personnel Records – under the Data Protection Act 1998

### **Planning Documents**

None

### **Audit & Accounts**

Commercially sensitive Information

Loan Documentation

***Information and Documents can be made available in an alternative format or media e.g. Braille, alternative language etc on application. Applicants will be advised of the cost and timescale involved at the time of the request.***

***Appointments can be made to view documents by contacting the Clerk to the Council:***

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***Oaklands***

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***TELFORD***

***TF6 6NP***

***01952 541939***

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**Alternatively, all documents are available in paper copy or by email on request.**