



HOOK PARISH COUNCIL

Freedom Of Information Policy in Support Of Freedom Of Information Act 2000

CORE CLASSES OF INFORMATION

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

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

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

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 and/or highway authority respectively

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 – 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 initially submitted tenders could be undercut and/or unfairly disadvantaged.

Hook Parish Council has selected the following options within the model publication scheme for local councils.

OPTIONAL DOCUMENTS WITHIN CORE CLASSES;

Class 12

BURIAL GROUNDS

(X)

Signature

Position

Date

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

Declaration Form

Name of Public Authority

Hook Parish Council
Hook Community Centre
Ravenscroft
Hook
Hampshire
RG27 9NN

has adopted the model scheme title produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature

Position

Date

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Mrs A Atkins
Parish Clerk
Hook Community Centre
Ravenscroft
Hook
Hampshire
RG27 9NN

Phone: 01256-768687
E-Mail: clerk@hook.gov.uk