

Bagnall Parish Council

Publication Scheme – Freedom of Information

The purpose of the scheme is to be a means whereby a significant amount of information is available routinely as part of the Freedom of Information Act 2000.

Most of the information contained in each class will be available on our website, where this is not the case information can be obtained upon request to the Clerk of the Parish Council by email or letter. Information provided online or via email carries no charges, but a reasonable charge may be raised for the provision of hard copies of documents/information. If original documents are more readily available from another source, details of that organisation are specified.

In some cases, a class of information sets out a range of information which is excluded from publication; reasons for this are clearly stated. Exclusions are generally related to correspondence sent or received by the parish council and all information relating to private individuals by virtue of it being personal data under the UK Data Protection Legislation. There may also be exclusions based on the age of some documents.

WHO WE ARE AND WHAT WE DO

List of councillors – current only
Responsibilities of each councillor – current only
Details of our representative on Staffordshire Moorlands District Council
Contact details for the Parish Clerk

We do not hold a Parish/Strategic Plan
We are not a Quality Council

COUNCIL'S INTERNAL PRACTICE AND PROCEDURE

Timetable of meetings
Agenda – limited to the last two years
Minutes of all public meetings and summaries of other meetings – limited to the last two years
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure
Council's annual report

CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Gifts and Hospitality
Procedural Standing Orders
Delegated authority in respect of officers
Code of Conduct
Policy statements
Recruitment policies and details of current vacancies

Policies and procedures for handling requests for information
Disclosure log indicating the information provided in response to FOIA and EIR requests
Complaint procedure (including those covering requests for information and operating the publication scheme
Records retention, destruction, and archive policy
Data protection (including data sharing) policy
Asset Register

THE SERVICES WE OFFER

Playing field and recreational facilities
Newsletters

EMPLOYMENT PRACTICES AND PROCEDURES

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.

PLANNING

Responses to planning applications are detailed on Staffordshire Moorlands District Council’s planning portal.

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.

AUDIT AND ACCOUNTS

Annual return form – limited to the last financial year
Annual Statutory report by auditor (internal) – limited to the last financial year
Summary Receipt/Payment report – limited to the last financial year
Precept request – limited to the last financial year
Financial Standing Orders
Regulations Assets Register – this will include details of commons/village greens owned by the council and recreation grounds, together with a smaller assets
Risk Assessments

BYLAWS

To the control of dogs and dog fouling

SCHEDULE OF CHARGES

Provision of a hard copy at 2p per sheet

Postage will be the actual cost of Royal Mail standard 2nd class