

SHIPDHAM PARISH COUNCIL REFERENCE DOCUMENT

PUBLICATION SCHEME FOR LOCAL COUNCILS

CORE CLASSES & DOCUMENTS

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Agendas
Committee Reports
Minute Books
Standing Orders
Councils Annual Report to Parish Meeting

2) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by council
Responses to consultation Documents (excluding planning consultations)

Exclusion – Good Practice/Advice Circulars issued by The National Association of Local Councils and County Associations on the basis both are member subscribing organisations

3) CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of interests
Register of Members Interests Book

4) PERIODIC ELECTORAL REVIEW

5) 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 under both privacy and data protection laws

6) PLANNING DOCUMENTS

Responses to planning consultations

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.

7) AUDIT AND ACCOUNTS

Annual return form

Annual Statutory report by auditor (internal or external)

Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts. Precept request

VAT records

Financial Regulations and Standing Orders including those dealing with the award of contracts.

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, under data protection law (and in some cases standing orders) 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.

General exclusion throughout – general correspondence due to third party rights under the Data Protection Act 1998