

Sedgefield Town Council

PUBLICATION SCHEME

FREEDOM OF INFORMATION ACT 2000

This document is the information publication scheme for Sedgefield Town Council and was adopted on 21st October 2002 (minute P&R 6.1 refers)
Revised June 06

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Most of the information is available to all members of the public in the Library (LIB) section of the Council Offices during Office Hours as stated above. An exception to this is those records and papers which have been lodged with the County Archivist. These are as indicated.

Exempt Material

Certain information will not be available, *e.g.*: Personal information relating to Councillors (other than required to be declared in Register of Interest) or employees; Tenders and quotations received; general correspondence sent or received. Also, the Data Protection Act 1998 and other legislation prohibit the publication of certain categories of information. Assistance will be provided on request.

Charging Policy

Information can be inspected at the Council Offices, free of charge, by appointment.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at a cost of 10p per sheet.

A detailed search of records may be subject to a charge for staff time, at the Council's discretion

Review of Policy

This Policy was approved by Council at its meeting on 6th March 2002 and will be reviewed periodically. The most recent review was June 2006.

Availability

Under Data Protection legislation, the Council is required to review regularly the information that it keeps and to destroy any which does not form part of its necessary records.

INFORMATION TO BE PUBLISHED METHOD OF PUBLICATION

Section No 1: Council Internal Practice and procedure

Sect	Title	Method	File	Location in Offices
1.1	Minutes of Council, Committees and Sub-Committees	Can be inspected at the Council Offices (1980 -) DCC Archives (Pre 1980) May be on Council's web-site	MINUTE BOOKS	LIB (1980 -) DCCArchives (Pre 1980)
1.2	Procedural Standing Orders	Can be inspected in Council Offices	FOI FILE 1	LIB
1.3	Councils Annual Reports Current Year Prev Years	Can be inspected in Council Offices May be on council's web-site	FOI FILE 1 Annual Reports File	LIB LIB
1.4	Agendas and Supporting papers for Current Year	Displayed on Community Notice board Can be inspected in Council Offices	AGENDAS & INFO	LIB
1.5	Terms of Reference for Committees	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 2: Code of Conduct

Section	Title	Method	Type	Location in Offices
2.1	Members Declaration of Acceptance of Office	Can be inspected in Council Offices	Acceptance of Office File	LIB
2.2	Members Register of Interest	Can be inspected in Council Offices	Register of Interests	LIB
2.3	Register of Members Interest Book	Can be inspected in Council Offices	Register of Members Interests Books	LIB

Section No 3: Periodic Electoral Review

Section	Title	Method	Type	Location
3	Recommendations for the Creation of New Wards etc	Can be inspected in Council Offices	Boundary Committee File	LIB
3	Information relating to last Periodic Review	Can be inspected in Council Offices	Boundary Committee File	LIB
3	Information re latest Boundary Review	Can be inspected in Council Offices	Boundary Committee File	LIB

Section No 4: Employment Practice and Procedure

Section	Title	Method	Type	Location
4.1	Terms and conditions of employment	Can be inspected in Council Offices	FOI FILE 1	LIB
4.2	Job Descriptions	Can be inspected in Council Offices	FOI FILE 1	LIB
4.3	Policies including: - Equal Opportunities Policy Working Alone	Can be inspected in Council Offices Published on Council Web-site	FOI FILE 1	LIB
4.4	Health and Safety Policy	Can be inspected in Council Offices	FOI FILE 1	LIB
4.5	Staffing Structure	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 5: Planning Documents

Section	Title		Type	Location
5.1	Responses to Planning applications (6 months)	Can be inspected in Council Offices	Planning File	LIB
5.2	Parish Plan	Can be inspected in Council Offices	Planning File	LIB
5.3	Copies of Planning consultations:- Development Plan Structure Plan Local Plan and Rights of Way/Footpath maps (all of which are also available from the local planning and/or highway authority respectively	Can be inspected in Council Offices	Planning File	LIB

Section No 6: Audit and Accounts: Last 8 years

Section	Title	Method	Type	Location
6	Annual Return Forms	Can be inspected in Council Offices	Audit File : Annual returns	Lib
6	Annual Statutory Reports by Auditor internal and external	Can be inspected in Council Offices	Audit Files	Finance Cupboard
6	Receipt/Payment Books Receipt Books of all kinds Bank Statements from all accounts	Can be inspected in Council Offices	Audit Files	Finance Cupboard
6	Precept request	Can be inspected in Council Offices	Audit Files	Finance Cupboard

6	VAT records	Can be inspected in Council Offices	Audit Files	Finance Cupboard
6	Financial Standing Orders and regulations	Can be inspected in Council Offices	Audit Files	Finance Cupboard
6	Assets register – including details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds	Can be inspected in Council Offices	Audit File	Finance Cupboard
6	Risk Assessments	Can be inspected in Council Offices	Audit File	Finance Cupboard
6	Loan Sanction Approvals	Can be inspected in Council Offices	Audit File	Finance Cupboard
6	Fees and charges applied by the council	Can be inspected in Council Offices	Audit File	Finance Cupboard
6	Safety Inspection records for example playgrounds	Can be inspected in Council Offices	Playground Files	Finance Cupboard
6	Register/file of members allowances	Can be inspected in Council Offices	Audit File	Finance Cupboard

Section No 7: Development and Implementation of Policy

Section	Title	Method	Type	Location
7	Policy Statements issued by council	Can be inspected in Council Offices May be available on web-site	FOI FILE 1	LIB
7	Responses made by council to consultation papers	Can be inspected in Council Offices	Individual Files as referenced	
7	Analysis of responses received to public consultations by the council	Can be inspected in Council Offices	Individual Files as referenced	
7	Village Appraisal	Can be inspected in Council Offices	FOI FILE 1	LIB
7	Complaints handling procedure	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 8: Town Council Byelaws

Section	Title	Method	Type	Location
8.1	Open Spaces	Can be inspected in Council Offices	On Wall	LIB
8.2	Cemetery	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 9: Council Circulars/Newsletters

Section	Title	Method	Type	Location
9	Town, parish, community guide	Can be inspected in Council Offices	Leaflets / Booklets	LIB
9	Town, parish, community guide (previous years)	Can be inspected in Council Offices	Leaflets / Booklets	LIB
9	History of town, parish or community (or similar commissioned publication) (last twelve months)	Can be inspected in Council Offices	Leaflets / Booklets	LIB
9	History of town, parish or community (or similar commissioned publication) (previous years)	Can be inspected in Council Offices	Leaflets / Booklets	LIB

Section No 10: Arts, Entertainment & Tourist Information

Section	Title	Method	Type	Location
10	Tourist Strategy	Can be inspected in Council Offices	FOI FILE 1	LIB
10	Recreation Strategy	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 11: Allotments

Section	Title	Method	Type	Location
11	Plans	Can be inspected in Council Offices	FOI FILE 1	LIB
11	Standard Tenancy Agreements	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 12: Burial Grounds

Section	Title	Method	Type	Location
12	Plan	Can be inspected in Council Offices	Archive	Archive Office
12	General Policies and procedures	Can be inspected in Council Offices	FOI FILE 1	LIB

Section No 13: Best value (Not Applicable)

Unclassified Miscellaneous: Community buildings

Section	Title	Method	Type	Location
Misc	Parish hall development / refurbishment Ceddesfeld Hall Purchase, works, Planning Application Council Offices Purchase /Development	Can be inspected in Council Offices	Files Parish hall PHDG Refurbishment PH SCA	LIB