

FREEDOM OF INFORMATION ACT 2000
MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS ADOPTED BY
AMERSHAM TOWN COUNCIL
Adopted 29 October 2002

1. In accordance with the provisions of the Freedom of Information Act 2000 this model scheme adopted by Amersham Town Council specifies the classes of information which local councils publish or intends to publish. The model scheme comprises a number of core classes of information which are mandatory. It also includes a number of optional documents (within those core classes) as well as a group of totally optional classes. Any optional documents within a core class of information are clearly specified therein. It is not a prerequisite that a council adopts any of the optional documents or classes. The intention behind the inclusion of optional classes and documents is to add a degree of choice and flexibility in the scheme to accommodate the wide range of activities carried out by local councils.

In some cases a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the model scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

2. The information contained in each class may be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or on the Council web site at www.amersham-tc.gov.uk.
3. Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

The classes are as follows:-

**CORE CLASSES OF INFORMATION
(Mandatory unless otherwise stated)**

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 Town Meeting

Optional documents: -

Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

3) PERIODIC ELECTORAL REVIEW

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

Optional documents: -

Health & Safety Policy

Staffing Structure

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

Optional documents: -

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 (Chiltern District Council) and/or highway authority respectively (Bucks County Council).

6) AUDIT AND ACCOUNTS

Statement of Accounts – 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 – council owned land and properties

Optional documents: -

Loan sanction approvals
Fees and charges applied by the council
Safety inspection records for example for playgrounds

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.

OPTIONAL CLASSES OF INFORMATION

7) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by council
Responses made by council to consultation papers

8) BYELAWS

Made for any of the following purposes: -

The regulation of a pleasure ground or public space
The regulation of an open space or burial ground
To control dogs and dog fouling

9) COUNCIL CIRCULARS/NEWSLETTERS

Town guide
Town maps

10) ARTS, ENTERTAINMENT & TOURIST INFORMATION –

Nil

11) ALLOTMENTS

Plans
Standard tenancy Agreements

Exclusions – individual tenancy agreements and rent payment records
under both privacy and data protection laws

12) BURIAL GROUNDS

Plans
General policies

Exclusions – all documentation relating to individual applications and
registrations under both privacy and data protection laws

13) BEST VALUE

As Amersham Town Council is not a statutory Best Value authority
this information is optional and excludes Best Value Inspection
Reports since such inspections do not take place.

This is information which encompasses the duty owed by a council to the
local people, to provide good quality services at an acceptable cost, to
continually improve the delivery of public services and to marshal such
services across its entire area.

Best Value Performance Plan

OPTIONAL DOCUMENTS WITHIN CORE CLASSES:

AMERSHAM TOWN COUNCIL

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

Class 1

COUNCIL INTERNAL PRACTICE AND PROCEDURE

Agendas and supporting papers for council, committee and committee meetings, limited in each case to the forthcoming meeting. (✓)
Terms of reference for Committees ()

Class 4

EMPLOYMENT PRACTICE AND PROCEDURE

Equal Opportunities Policy ()
Health & Safety Policy (✓)
Staffing Structure (✓)

Class 5

PLANNING DOCUMENTS

Parish Plan ()

Class 6

AUDIT AND ACCOUNTS

Loan sanction approvals ()
Fees and charges applied by the council (✓)
Safety inspection records for example for playgrounds (✓)
Register/file of members allowances ()

Class 7

DEVELOPMENT AND IMPLEMENTATION OF POLICY ()

Class 8

BYELAWS

The regulation of a mortuary and post mortem room ()
The regulation of a pleasure ground or public space (✓)
The regulation of an open space or burial ground (✓)
The regulation of any baths, swimming pool, bathing or wash- house ()
The regulation of the hiring of pleasure boats in a park or pleasure ground provided by the council ()
To control dogs and dog fouling (✓)

Class 9		
COUNCIL CIRCULARS/NEWSLETTERS	– Town Guide	(✓)
	Maps	(✓)
Class 10		
ARTS, ENTERTAINMENT & TOURIST INFORMATION		()
Class 11		
ALLOTMENTS	- Plans	(✓)
	Standard Tenancy Agreement	(✓)
Class 12		
BURIAL GROUNDS	- Plans	(✓)
	General Policies	(✓)
Class 13		
BEST VALUE	- Performance only	(✓)

Signature D Knowles

Position Town Clerk

Date 29 October 2002