

# Ribchester Parish Council

## COUNCIL STANDING ORDERS: NO. 2 FREEDOM OF INFORMATION

### **General**

The Freedom of Information Act 2000 was passed on 30 November 2000. The Act provides a general right of access to all types of recorded information. In line with Section 20 of the Act the Information Commissioner has approved a new model publication scheme to be adopted by all public authorities as from 1 January 2009.

To comply with the Act the Parish Council has adopted the Model Scheme for Parish Councils prepared by the Information Commissioner. Details of the Scheme are as follows.

### **Ribchester Parish Council Scheme for Information**

#### **1. Who we are and what we do**

Who's who on the Council  
Contact details for Parish Clerk and members  
Staffing structure

#### **2. What we spend and how we spend it**

Annual return form and audit report  
Finalised budget  
Precept  
Borrowing approvals  
Financial Standing Orders and regulations  
Grants given and received  
List of current contracts and value of contracts

#### **3. What our priorities are and how we are doing**

Parish Plans  
Annual report to Parish meeting  
Quality status

#### **2. How we make decisions**

Meeting timetables  
Agendas of meetings  
Minutes of meetings  
Reports presented to council meetings  
Responses to consultation papers  
Responses to planning applications  
Bye-laws

#### **3. Our policies and procedures**

Procedural standing orders  
Terms of reference for any sub committee  
Delegated authority in respect of officers  
Code of conduct  
Policy statements  
Equality and diversity policy  
Health and safety policy

Recruitment policy  
Policies for handling requests for information  
Complaints procedures  
Information security policy  
Records management policies  
Data protection policies  
Schedules of charges (for the publication of information)

**6. Lists and Registers**

Assets register  
Register of Members interests  
Register of gifts and hospitality

**7. The services we offer**

Allotments

Issued under resolution of the Council on 19 January 2009