



## **LEIGHTON-LINSLADE TOWN COUNCIL**

### **PUBLICATION SCHEME**

1. This is a publication scheme for Leighton-Linslade Town Council which has been approved by the Information Commissioner for Leighton-Linslade Town Council
2. The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.
3. In accordance with the provisions of the Freedom of Information Act 2000, the scheme specifies the classes of information which local councils publish or intend to publish.

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.

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 publication scheme.

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

4. The information contained in each class will be available in a variety of formats namely in hard copy on request from the Assistant Town Clerk, by inspection at the Council offices or other suitable premises by prior appointment or, where a Council has a website some of the information may be available thereon.
5. Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

## **CLASSES OF INFORMATION**

### **1) COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders

Council's Annual Report to Parish Meeting

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

Terms of Reference for Committees

### **2) CODE OF CONDUCT**

*Members Declaration of Acceptance of Office*

*Members' Register of Interests*

*Register of Members' Interests Book*

### **3) PERIODIC ELECTORAL REVIEW**

*This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.*

*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

Equal Opportunities Policy

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*

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

#### **6) AUDIT AND ACCOUNTS**

Annual statement of accounts

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 – 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

Loan sanction approvals

Fees and charges applied by the Council

Safety inspection records for example for playgrounds

Register/file of members' allowances

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.

## **7) DEVELOPMENT AND IMPLEMENTATION OF POLICY**

Policy Statements issued by Council

Responses made by Council to consultation papers

Analysis of responses received to public consultations by the Council

Complaints handling procedure

## **8) BYELAWS**

For the following purposes :

The regulation of a pleasure ground or public space

The regulation of an open space or burial ground

## **9) COUNCIL CIRCULARS/NEWSLETTERS**

Town Guide

## **10)ARTS, ENTERTAINMENT & TOURIST INFORMATION**

This relates only to information produced by the Council.

## **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**

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

Best Value Inspection reports

The Town Clerk will be responsible for maintaining the publication scheme and should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act.

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