

## **FREEDOM OF INFORMATION PUBLICATION SCHEME FOR CATCLIFFE PARISH COUNCIL**

Authority: Catcliffe Parish Council

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### **Core Classes of Information**

#### **1 Council Internal Practice and Procedure**

Minutes of Council, Committee and Sub-Committee meetings (limited to the last two years).

#### **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. (More information regarding this matter is available from Chief Executive's Office, Rotherham MBC, The Eric Manns Building).

#### **4 Employment Practice and Procedures**

Terms and Conditions of Employment; Job Descriptions.

#### **5 Planning Documents**

Responses to planning applications.

#### **6 Audit and Accounts – all limited to the last financial year**

Annual Return Form; Annual Statutory Report by the Auditor (internal and external); Receipt/payment books, receipt books of all kinds; bank statements from all accounts; Precept request; VAT records; Financial Standing Orders and Regulations; Asset Register; Financial Risk Assessments

### **Optional Documents within Core Classes**

#### **7 Council Internal Practice and Procedure**

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.

## **8 Employment Practice and Procedure**

Equal Opportunities Policy; Health and Safety Policy; Staffing Structure

## **9 Audit and Accounts**

Fees and charges applied by the Council; Safety Inspection Records; Register/file of Members' Allowances

## **Optional Classes of Information**

### **10 Byelaws**

For the regulation of a pleasure ground or public space; for the regulation of an open space or burial ground

### **11 Council Circulars/Newsletters**

Parish Newsletter

### **12 Allotments**

Plans; Standard Tenancy Agreements

## **Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest); Personal information relating to employees; 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.

All commercially sensitive information eg quotations and tenders and insurance policies.

Individual tenancy allotment agreements and payment details under both privacy and data protection laws.

## **Charging Policy**

Information can be inspected, by prior appointment, at Catcliffe Memorial Hall, free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 50p per A4 sheet, plus postage.

Where applicable information can be sent free of charge.

*February 2003*