



Freedom of Information Policy

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

Freedom of Information Act 2000

The Clerk's Office is normally willing, subject to the General Data Protection Regulations, to provide other information wherever possible.

Section 1 of the Freedom of Information Act 2000 states that (subject to certain conditions):

'Any person making a request for information to a public authority is entitled—

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him'

Regulation 5 of the Environmental Information Regulations 2004 states that (subject to certain conditions):

'A public authority that holds environmental information shall make it available on request.'

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

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

Other policies as produced

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 and conditions of employment.

Job descriptions.

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure

Other policies as produced

5. Planning Documents

Responses to Planning Applications

Parish Plan

6. Audit and Accounts

Annual return form - limited to the last financial year

Annual Statutory report by auditor - limited to the last financial year

Receipt/Payment books, Receipt books of all kind, 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

Asset Register

Risk Assessments

Loan Sanction approvals

Fees and charges applied by the council

Safety inspection records, e.g. playgrounds

Register/file of members allowances

7. Layston Cemetery

All interment records.

SEE COUNCILS' PUBLICATION SCHEME.