

Sonning Parish Council Tel: 0118 969 7753
Council Office, Pearson Road
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FREEDOM OF INFORMATION – PUBLICATION SCHEME

Background Information

Sonning Parish Council has produced this Publication Scheme under Section 20 of the Freedom of Information Act 2000.

Purpose of the Scheme

This Publication Scheme sets out the information the Council will make available as a matter of course and how it will do this. It is intended to develop a greater culture of openness and transparency. It does not mean that other information held will not be provided, simply that the information listed in the scheme is readily available.

Scope of the Publication Scheme

The Publication Scheme sets out the classes of information the Council has, or will make, available. Within that class is a list of documents or information. In some cases, the Council has identified the kind of information excluded from publication and the reasons for this. In general, correspondence sent or received by Councils and all information relating to private individuals is excluded throughout the Scheme as this is personal data under the Data Protection Act 1998.

The Council has also put a limitation on the age of some documents. This does not mean that similar information before that date cannot be provided; it means that this is not available as a matter of course.

Availability of Information

Information included in the Scheme will be available in hard copy or for inspection by, unless available elsewhere, by

- making a written request to the Parish Clerk
- making a request in person by calling at the Council office
- making a request by email to sonning-pc.gov.uk

The Council aims to respond to requests for information listed in this scheme as soon as the request is received. The Council also has future plans to make more information listed in the scheme available on its website. These items will not normally be available in hard copy.

Charges for Information

The Freedom of Information Act allows for a reasonable charge to be made for providing documents or information included in the Scheme. The Council will make a charge in respect of any photocopying required to provide a hard copy of the information or document that is not available elsewhere.

SONNING PARISH COUNCIL – PUBLICATION SCHEME

Class A – DECISION MAKING

- Minutes of Council, Committee and Sub-committee meetings (last 2 years). Now available on the Council web site once approved.
 - Agendas and supporting papers for Council, Committees and Sub-committees for the forthcoming or immediate meeting. Now available on the web site.
 - Council's Report of the Annual Parish Meeting (last 2 years) once approved. Now available on the web site once approved.
 - Procedural Standing Orders
 - Terms of Reference for Committees
 - Responses to consultation papers
 - Responses to planning application consultation
- *Excluded from the Scheme are currently confidential background papers and reports containing personal information or commercially sensitive information.

Class B - COUNCIL MEMBERS

- List of Councillor's and contact information
- Code of Conduct – Members' Declaration of Acceptance of Office
- Members' Register of Interests

Class C - PROCEDURES, POLICIES AND OPERATIONAL INFORMATION

- Health & Safety Policy (currently under review)
- Customer Complaints Procedure (currently under review)
- Bye Laws – Recreation Grounds and Open Spaces
- Precept Leaflet
- Best Value Performance Plan (currently under review)
- Conditions of Hire N/A
- Council grants criteria N/A
- Allotments – standard tenancy agreement

Class D – SONNING PARISH COUNCIL AS AN EMPLOYER

- Staff structure N/A
 - Job Descriptions
 - General Terms and Conditions of Employment
- *Excluded are 'personal records' – i.e. appraisals, employee specific salary details, disciplinary records and similar which are personal data under the Data Protection Act 1998.

Class E - FINANCIAL INFORMATION

- Annual Statement of Accounts (last financial year)
- Annual Statutory Report by the Auditors (last financial year)
- Financial Standing Orders and Regulations
- Fees and charges for services/facilities (current year)
- Receipts and Payments records (last financial year)
- VAT records (last financial year)

Class F – PUBLICITY

- Sonning Parish Council Newsletter (2 years)
- Sonning Parish Council Design Statement (£3)
- Sonning Parish Council Parish Plan (£3)

Officer responsible for the Publication Scheme:

Lesley Bates, Parish Clerk, Sonning Parish Council