

PUBLICATION SCHEME – Freedom of information

Introduction

Epworth Town Council is a 15 member Council serving the historic market town of Epworth and approximately 4000 residents. Known as the “Home of the Wesley’s”, Epworth attracts visitors particularly from America and Japan in search of the source of Methodism. The Council run Cemetery dating back to 1881 also attracts visitors tracing their own family histories. Other historical information on Epworth may be obtained from the Mechanics Institute Library, Market Square, Epworth. The Council also owns and manages The QEII Kings Head Croft playing field situated off the Market Place in Epworth

If anyone is unable to find the information they are looking for, they are advised to contact the clerk (details listed at the end of the scheme).

Epworth Town Council makes no charge for information requested under this scheme.

General Information

1. This publication scheme is for Epworth Town Council. Local councils’ are the first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal.

The purpose of the scheme is to be a means by which Epworth Town Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage the publication of more information proactively and to develop a greater culture of openness and transparency.

2. In accordance with the provisions of the **Freedom of Information Act 2000** and more recent Regulations, the scheme specifies the classes of information which Epworth Town Council publishes or intends to publish. The model scheme comprises of a number of core classes of information which are mandatory. However, it also includes a number of optional documents (within those core classes) as well as a group of ‘new’ optional classes. Any optional documents within a core class of information are clearly specified therein. The Council can incorporate the optional documents and classes to reflect the information provided to the general public on a local basis.

Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the **Data Protection Act 1998**.

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 model publication scheme.

Documents more readily available from another source, that organisation will be specified.

2. The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or other suitable premises by prior appointment or, on the website.

4. Epworth Town Council currently makes no charge for copy documentation.

CORE CLASSES OF INFORMATION

	<u>Core classes on Information</u>	<u>Format of availability</u>
1	Council internal practice & procedure	
	Minutes (limited to last 2 years)	hard copy/web-site
	Procedural standing Orders	hard copy/web-site
	Annual Report to the Parish Meeting	hard copy/web-site
	(includes the Planning Report and attendance figures)	
	Agenda (limited to forthcoming meetings & includes Committee Agenda)	hard copy/web-site
	Committee terms of reference (included in Standing Orders)	hard copy/web-site
2	Code of Conduct	
	Members declaration of acceptance of office	Available for inspection at the office
	Register of members Interests	North Lincolnshire Council with link to Town Council web-site
	Information available under Localism Act 2011	
3	Periodic Electoral Review	
	Information concerning changes to the electoral arrangements for parish, town and community councils; includes recommendations for the creation of new wards, amendments to existing wards, proposals for the names of new wards and alterations to the number of councillors to be Elected to the council.	Available for inspection at the office

	Information relating to the last Periodic Electoral Review of the council area and information relating to the latest boundary review of the area	
4	Employment Practice & Procedure	
	Terms & conditions of employment	Available for inspection at the office
	Job description	Available for inspection at the office
	Equal Opportunities Policy	Hard copy/web-site
	Health & Safety policy	Hard copy/web-site
	(Exclusions: personal records; appraisals; employee specific salary details; disciplinary; sickness records all protected as personal data under the Data Protection Act 1998)	
5	Planning Documents	
	Planning application responses	For inspection at the office
	(Responses as statutory consultee on North Lincolnshire Council web-site)	
	Exclusions: Planning consultations; Development Plans; Structure Plan; Local Plan & Rights of Way information all available from North Lincolnshire Council Planning or Highways	
6	Audit & Accounts	
	Annual Return Form (last financial year)	Inspection at the office & website
	Annual Statutory Report by Auditor	Inspection at the office & website
	Receipt & Payment Book	For inspection at the office
	Precept Request	Hard copy & web-site
	VAT records (last financial year)	For inspection at the office
	Financial Standing Orders & Regulations	Hard copy & web-site
	Assets Register	For inspection at the office
	Risk Assessments	For inspection at the office
7	Optional Documents	
	Playground safety inspection records	For inspection at the office
8	Development & Implementation Policy	
	Council responses to consultation documents	Hard copy & North Lincolnshire Council
	Complaints Handling Procedure	Hard copy/web-site

9	Byelaws (including Burial Ground)	
	Regulations for the management of the burial ground	Hard copy/web-site
	Dog control orders	North Lincolnshire Council
10	Council news-letters	
	Historical copies of The ECHO	Hard copy/web-site
	Local historic information	Mechanics Institute Library
11	Arts, Entertainment & Tourist Information	
	Town, Parish & Community guide	Hard copy publication produced by Epworth Churches Together & website
12	Allotments	
	see long Mare & Foal Allotment Association	
13	Burial Grounds	
	Plans	Hard copy available for inspection
	General Policies	hard copy/web-site
	Exclusions - all documentation relating to individual applications and registrations under both privacy and data protection laws	

Explanatory notes: This publication scheme has been approved by the Information Commissioner for parish, town and community councils (known collectively as local councils) in England and Wales and is endorsed by:-

The National Association of Local Councils (NALC) 109 Great Russell Street, London WC13 3LD (Telephone 0207 637 1865) and the author of the model scheme is Ian Mark, Senior Legal Executive at NALC.

The Freedom of Information Act 2000 defines the public authorities that are covered by the Act and required to adopt and maintain a publication scheme. Paragraph 7, part II of Schedule 1 of the Freedom of Information Act defines a Local Authority within the Meaning of the Local Government Act 1972 as a public authority. Epworth Town Council is an authority under the terms of the Act.

Epworth Town Council has adopted this publication scheme. It is anticipated that this Scheme will cover most of the core functions undertaken by the Council.

A pro forma on which Epworth Town Council has indicated any options that have been Selected has been completed and returned to the Information Commissioners office

together with a declaration form. This has been acknowledged. The Information Commissioner has advised, formally, that the declaration has been accepted.

Epworth Town Council has committed itself to publishing the information described by the classes that have been selected. As new information is produced which falls within a class, the Council will prepare for publication and availability.

The Freedom of Information Act aims to develop a culture of openness amongst public Authorities. Epworth Town Council will aim to raise awareness of the existence and contents of the scheme it adopts to, at the very least, its main audiences and will need to make people aware of any of the optional documents/classes within the scheme that have been selected.

Epworth Town Council is a member of ERNLLCA (East Riding and North Lincolnshire Local Council's Association) and has worked with them on the content and drafting of the Scheme. Queries about the submission process and subsequent operation of the scheme once adopted should be addressed to the F.O.I team at the Information Commissioner's office.

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEMES

Declaration Form

Epworth Town Council, Cemetery Lodge, Burnham Road, Epworth, Doncaster DN9 1BY has adopted the model scheme titled Epworth Town Council Publication Scheme produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature *C Maguire*

Position: Council Clerk

Date May 10th 2012

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Name Mrs Caroline Maguire

Position Clerk

Address : Cemetery Lodge, Burnham Road, Epworth, Doncaster, DN9 1BY

Phone* 01427 872086 (answer-phone)

E-Mail* epworth.council@btconnect.com

New website: www.epworthtowncouncil.com

North Lincolnshire Council

Telephone 10724 297000

www.northlincs.gov.uk

Epworth Mechanics Institute Library
Mr P Frost 01427 873483

Long Mare & Foal Allotment Association
Mrs M Fish 01427 873116

