



Serving the community

# Blaby Parish Council

## **GENERAL POLICY NO.5 – FREEDOM OF INFORMATION**

<b>1) <u>COUNCIL INTERNAL PRACTICE AND PROCEDURE</u></b>	<b><u>WHERE PUBLISHED</u></b>
<b><u>Core Classes of Information</u></b> Ratified Minutes of Council, Committee and Sub-committee meetings – limited to the last 2 years.	<i>Minutes/Website/ Library (indefinite)</i>
Procedural Standing Orders.	<i>Website</i>
Council's Annual Report to Parish Meeting.	<i>Minutes/Website/ Library (indefinite)</i>
<b><u>Optional documents which the Council has chosen to publish</u></b> Agendas	<i>Noticeboards / Website</i>
Terms of Reference for Committees	<i>Website</i>
<b>2) <u>CODE OF CONDUCT</u></b>	
<b><u>Core Classes of Information</u></b> Members' Declaration of Acceptance of Office.	<i>*</i>
Members' Register of Interests.	<i>*</i>
Register of Members' Interest Book.	<i>*</i>
<b>3) <u>PERIODIC ELECTORAL REVIEW</u></b>	
<b><u>Core Classes of Information</u></b> 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.	<i>Minutes/Website</i>
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**

##### **Core Classes of Information**

Terms and conditions of employment. \*

Job descriptions. \*

##### **Optional documents which the Council has chosen to publish**

Equal Opportunities Policy

Website

Health & Safety Policy.

Website

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**

##### **Core Classes of Information**

Responses to planning applications.

Minutes/Website

##### **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**

##### **Core Classes of Information**

Annual Return form – limited to the last financial year. \*

Annual Statutory report by auditor (internal and external) – limited to the last financial year. \*

Receipts/Payment books, Receipt books for all kinds, Bank

Statements from all accounts – limited to the last financial year. \*

Precept requests – limited to the last financial year.

\* Minutes/Website

VAT records – limited to the last financial year. \*

Financial Standing Orders and Regulations. \*

\* Website

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. \*

\* Website

**Optional documents which the Council has chosen to publish**

Loan sanction approvals.

Fees and charges applied by the Council.

Safety inspection records, for example for playgrounds.

\*  
*Minutes/Website*  
\*

**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**

**No Core Classes of Information**

**Optional documents which the Council has chosen to publish**

Village Appraisal.

Complaints Handling Procedure.

*Not applicable  
Minutes/Website*

8) **BYELAWS**

**No Core Classes of Information**

**Optional documents which the Council has chosen to publish**

The regulation of a pleasure ground or public space.

To control dogs and dog fouling.

*Website  
Website*

9) **COUNCIL CIRCULARS/NEWSLETTERS**

**No Core Classes of Information**

**Optional documents which the Council has chosen to publish**

Town, Parish, Community Guide.

History of Town, Parish or Community (or similar commissioned publication).

Blaby Topic

*Website/Centenary  
Booklet  
Leaflet/Website*

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

Not Applicable

11) **ALLOTMENTS**

**No Core Classes of Information**

**Optional documents which the Council has chosen to publish**

Plans.

Standard Tenancy Agreements.

\*  
\*

**EXCLUSIONS**

*Individual tenancy agreements and rent payment records under both privacy and data protection laws.*

- 12) **BURIAL GROUNDS**  
**No Core Classes of Information**  
**Optional documents which the Council has chosen to publish**  
Plans.  
General Policies.

\*  
\* Minutes/Website

**EXCLUSIONS**  
*All documentation relating to individual applications  
and registrations under both privacy and data  
protection laws.*

- 13) **BEST VALUE**  
Not Applicable.

\* Available for  
inspection at  
Blaby Civic Centre,  
22-24 Leicester  
Road, Blaby,  
Leicester, LE8  
4GQ.

Adopted by Blaby Parish Council 03.12.02  
Updated 2007 in line with instructions but amendments to Schemes  
(nationwide) were held over until a future date.  
Adopted 12<sup>th</sup> July 2011  
Updated Yearly, Last Updated November 2019