

# LUDFORD PARISH COUNCIL PUBLICATION SCHEME

Ludford Parish Council has selected the following options within the model publication scheme for local councils.

## DOCUMENTS WITHIN CORE CLASSES

### Class 1 COUNCIL INTERNAL PRACTICE AND PROCEDURE

Compulsory

Minutes of council, committee and sub-committee meetings – limited to  
The last 2 years.  
Procedural Standing Orders  
Councils Annual Report to Parish Meeting

Optional

*Agendas and supporting papers for council, committee and committee meetings,  
limited in each case to the forthcoming meeting.* (✓)

### Class 2 CODE OF CONDUCT

Compulsory

Members Declaration of Acceptance of Office  
Members Register of Interests  
Register of Members Interests Book

### Class 3 PERIODIC ELECTORAL REVIEW

Compulsory

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.  
Information relating to the last Periodic Electoral Review of the council area  
Information relating to the latest boundary review of the council area

### Class 4 EMPLOYMENT PRACTICE AND PROCEDURE

Compulsory

Terms & conditions of employment  
Job descriptions

Optional

*Equal Opportunities Policy* (✓)  
*Health & Safety Policy* (✓)  
*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**

### Class 5 PLANNING DOCUMENTS

Compulsory

Responses to planning applications

Optional

*Parish Plan* (✓)

**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**

**Class 6 AUDIT AND ACCOUNTS**

Compulsory

- Annual return form – limited to the last financial year
- Annual Statutory report by auditor (internal and external) – limited to the last financial year
- Receipt/Payment books, Receipt books of all kinds, 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
- 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

*Optional*

*Fees and charges applied by the council* (✓)

**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.**

**OPTIONAL CLASSES OF INFORMATION**

**Class 7 DEVELOPMENTS AND IMPLEMENTATION OF POLICY** (✓)

- Policy Statements issued by council
- Responses made by council to consultation papers
- Analysis of responses received to public consultations by the council
- Village Appraisal
- Complaints handling procedure

**Class 9 COUNCIL CIRCULARS/NEWSLETTERS** (✓)

- Town, parish, community guide
- History of town, parish or community (or similar commissioned publication)

**Class 10 ARTS, ENTERTAINMENT & TOURIST INFORMATION** (✓)

**Class 13 BEST VALUE** (✓)

Signature .....  
Position ... **Clerk to the Parish Council** .....  
Date .....

**Declaration Form**

Name of Public Authority... *Ludford Parish Council*

Address ..... *78 Monks Dyke Road*

Address ..... *LOUTH*

Address ..... *Lincolnshire*

Address ..... *LN11 8DX*

Address .....

has adopted the model scheme titled *Ludford 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 .....

Position ..... *Chairman of the Parish Council*

Date .....

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 are:

Name ..... *Joyce Gay*.....

Position ..... *Clerk to the Council*

Address ..... *78 Monks Dyke Road*.....

Address ..... *LOUTH*.....

Address ..... *Lincolnshire*.....

Address ..... *LN11 8DX*.....

Address .....

Phone\* ..... *01507 600383*.....

E-Mail\* .....

Those fields with a \* are optional.