

DUNSTABLE TOWN COUNCIL

Freedom of Information Act 2000

Publication Scheme

Introduction

The purpose of the Freedom of Information Act is to promote greater openness by public authorities.

The Freedom of Information Act 2000 requires the Council to adopt and maintain a publication scheme which sets out the classes of information it publishes and whether the material is, or is intended to be, available to the public free of charge or on payment.

Dunstable Town Council has adopted a model scheme entitled “Model Publication Scheme for Local Councils (Core Classes Only)”

The core classes and where to access this information are shown below.

CORE CLASSES OF INFORMATION

COUNCIL INTERNAL PRACTICE & PROCEEDURE

Document	Where to source the information	Fees & charges
Minutes of Council, Committee & Sub-Committee meetings	Town Council Offices Library	10 pence/page
Procedural Standing Orders	Town Council Offices	10 pence/page
Council Annual Report to Town meeting	Town Council Offices	10 pence/page
Agendas & supporting papers for Council Committee & sub-Committee meetings – limited in each case to the forthcoming / immediate meeting.	Town Council Offices	10 pence / page
Terms of reference for Committees	Town Council Offices	10 pence/page

CODE OF CONDUCT

Document	Where to source the information	Fees & charges
Members Declaration of Acceptance of Office	Town Council Offices	10 pence/page
Members Register of Interests	Town Council Offices	Inspection only
Register of Members Interests Book	Town Council Offices	Inspection only

PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for the Town Council. It includes recommendations for the creation of new wards, the amendment of existing wards, and proposals for the names of new wards and alterations to the number of Councillors to be elected to the Council.

Document	Where to source the information	Fees & charges
Information relating to the last periodic Electoral Review of the Council	Town Council Offices	10 pence/page
Information relating to the latest Boundary review of the Council area	Town Council Offices	10 pence/page

EMPLOYMENT PRACTICE & PROCEDURE

Document	Where to source the information	Fees & charges
Terms & Conditions of Employment	Town Council Offices	Inspection only
Job Descriptions	Town Council Offices	10 pence/page
Equal Opportunities Policy	Town Council Offices	10 pence/page
Health & Safety Policy	Town Council Offices	10 pence/page
Staffing Structure	Town Council Offices	10 pence/page

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.

PLANNING DOCUMENTS

Document	Where to source the information	Fees & charges
Responses to planning applications	Applications for Dunstable South Beds District Council	Inspection Only
Parish plan	South Beds District Council	Inspection Only

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.

AUDIT AND ACCOUNTS

Document	Where to source the information	Fees & charges
Annual return form- limited to the Last financial year	Town Council Offices	Inspection Only
Annual statutory report by auditor (internal & external) limited to the last financial year	Town Council Offices	Inspection Only
Receipt – payment books, receipt	Town Council Offices	Inspection Only
Books of all kinds, bank statements From all accounts, limited to the last financial year	Town Council Offices	Inspection Only
Precept request – limited to the last financial year	Town Council Offices	Inspection Only
VAT records – limited to the last financial year	Town Council Offices	Inspection Only
Financial Standing Orders & Regulations	Town Council Offices	Inspection Only
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	Town Council Offices	Inspection Only

Risk assessments	Town Council Offices	Inspection only
Loan sanction approvals	Town Council Offices	Inspection only
Fees and charges applied by the council	Town Council Offices	Inspection only
Safety inspection records, for example:- playgrounds	Town Council Offices	Inspection only
Register/file of members allowances	Town Council Offices	Inspection only

Dunstable Town Council offices are located at **Grove House, 76 High Street North, Dunstable, Beds. LU6 1NF. Telephone 01582 – 513000.** The building is open to callers Monday to Friday between **10 AM and 4 PM.**