

		Policy Name: FREEDOM OF INFORMATION	
		Policy Reference: FCC-04	
Author:		Vicky Mote (Clerk)	
Version	Date Adopted	Next Review Date	Reason for change (new, full rewrite, minor change) to reflect legislation.
1	18-05-23	May 24	NEW

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Fairfields Community Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Fairfields Community Council is made readily available to the public, either free of charge or on payment.

The information maintained by the Fairfields Community Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

For clarity,

Mandatory documents are shown in **bold** to distinguish them from optional documents of available information.

Fairfields Community Council do not have a local office and only employ one officer therefore, information is available for inspection by appointment only.

Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Community Council provides agendas for the Community Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000.

These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.

The agenda and public minutes are available on the Fairfield's Community Council's website and noticeboard. Supporting documents can be requested via email to clerk@fairfields-pc.gov.uk

INFORMATION AVAILABLE

1. Council Internal Practice and Procedure

Document	Where to source Information	Fee/charges for hard copies. Note there is no charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Agendas, minutes, reports and supporting papers of all Council meetings*	Council Website or email request to the Clerk.	No fee for current meetings 10 pence/page for past meetings
Standing Orders	Council Website or email request to the Clerk.	10 pence/page
Council Annual Report to Residents Meeting	Council Website or email request to the Clerk.	10 pence/page

*Note: Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

2. Code of Conduct

Document	Where to source Information	Fee/charges
Members' Declaration of Acceptance of Office	Email request to the Clerk	10 pence/page
Members' Register of Interests	Council Website or email request to the Clerk.	Inspection only
Register of Gift's Book	Email request to the Clerk	Inspection only

3. Periodic Electoral Review

This information relates to 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.

Document	Where to source Information	Fee/charges
Information relating to the last periodic Electoral Review of the Council	Email request to the Clerk	10 pence/page
Information relating to the latest boundary review of the Council area	Email request to the Clerk	10 pence/page

Note: The public are reminded that detailed information is available from Milton Keynes Council as appropriate.

4. Employment Practice and Procedure

Document	Where to source Information	Fee/charges
Terms and conditions of employment	Email request to the Clerk	Inspection only
Job descriptions/Key performance areas	Email request to the Clerk	10 pence/page
All Employment Policies approved by Fairfields Community Council	Council Website or email request to the Clerk.	10 pence/page
Staffing structure (currently only one employee.	Council Website or email request to the Clerk.	10 pence/page

Note: Exclusions – ‘personal records’ i.e., appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

5. Planning Documents

Document	Where to source Information	Fee/charges
Responses to planning applications	Email request to the Clerk	10 pence/page

Note: Exclusions –Copies of planning consultations, the Development Plan, the Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from Milton Keynes Council Offices.

6. Audit and Accounts

Document	Where to source Information	Fee/charges
Annual return form	Council Website or email request to the Clerk.	10 pence/page
Annual statutory report by auditor (internal & external)	Council Website or email request to the Clerk.	10 pence/page
Receipt – payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year.	Email request to the Clerk.	Inspection only
Precept request – limited to last financial year	Council Website or email request to the Clerk.	10 pence/page
VAT records – limited to last financial year	Email request to the Clerk.	Inspection only
Financial Standing Orders and Regulations	Council Website or email request to the Clerk.	Inspection only
Asset Register	Council Website or email request to the Clerk.	Inspection only
Risk Assessments and safety checks	Email request to the Clerk.	Inspection only
Fees and charges applied by Fairfields Community Council (allotments)	Council Website or email request to the Clerk.	10 pence/page

Note: Exclusions – commercially sensitive information e.g., quotations and tenders, loans 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.

7. Development and Implementation of Policy

Document	Where to source Information	Fee/charges
Policy statements issued by Fairfield's Community Council	Email request to the Clerk.	10 pence/page
Responses to consultation documents	Email request to the Clerk.	10 pence/page
Analysis of responses received to public consultations by the Council.	Email request to the Clerk.	10 pence/page
Complaints handling procedure	Council Website or email request to the Clerk.	10 pence/page

Note: Exclusions – Good Practice/Advice Circulars issued by The National Association of Local Council and the Society of Local Council Clerks on the basis that these are member subscribing organisations.

8. Council circulars/newsletters/publications/grants

Document	Where to source Information	Fee/charges
Grant application policy and grant application forms.	Council Website or email request to the Clerk.	No fee
Newsletters (current only) (Backdated copies)	Council Website or email request to the Clerk.	No fee 10 pence/page

9. Allotments

Document	Where to source Information	Fee/charges
Allotment Charges	Council Website or email request to the Clerk.	No Fee
Conditions of Allotment Hire	Council Website or email request to the Clerk.	No fee