

MAGHULL TOWN COUNCIL

FREEDOM OF INFORMATION ACT 2000

Maghull Town Council formally adopted the model publication scheme provided by the Information Commissioner at its Finance & General Purposes Committee meeting on 25th February 2004. This provides for public access to the following documents maintained by the Town Council. Information is available for inspection at the Administration Office at Maghull Town Hall, Hall Lane, Maghull, Merseyside L31 7BB, Monday to Friday between 10 a.m. and 12 noon and between 2 p.m. and 4 p.m. Monday to Friday excluding Bank Holidays. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of Council, Committee and Sub-committee meetings – Limited to the last two years

Procedural Standing Orders

Councils Annual Report to Annual Assembly (Parish Meeting

Agendas and supporting papers of Council and Committee meetings – Limited in each case to the forthcoming/immediate meeting.

Terms of Reference for Committees

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

3) PERIODIC ELECTORAL REVIEW

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.

4) Terms and conditions of employment

Job Descriptions

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.

5) PLANNING DOCUMENTS

Responses to Planning Applications

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

Annual Statement of Accounts – 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 land owned by the Council including management for land, Halls, Community Centres and recreation grounds, for example.

Risk Assessments

Loan Sanction Approvals

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.

7) DEVELOPMENT 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

Complaints handling procedure

8) COUNCIL CIRCULARS/NEWSLETTERS

Circulars/Newsletters

9) TOURIST INFORMATION

This relates only to information produced by the Council

10) BEST VALUE

This is information that encompasses the duty owed by a Council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area

Best Value Performance Plan

Best Value Inspection Reports

(MTC FOI 2000 – Publication Scheme)