

Driffield Town Council Publication Scheme (Freedom of Information Act 2000)

Council Internal Practice & Procedure

	Public Meetings	Notice Board	Library	Newsletter	Website	ERYC Website	Town Council Office	Monitoring Officer (ERYC)	Charge
Minutes of the Council, its Committees & Working Groups (only full council minutes on website)	Yes	No	No	No	Yes	No	Yes	No	Yes
Agendas of the Council, Committees & Working Groups (limited to forthcoming meeting)	Yes	Yes	No	No	Yes	No	Yes	No	Yes
Minutes of the Annual Town Meeting	Yes	No	No	No	Yes	No	Yes	No	Yes
Procedural Standing Orders/Policies	No	No	No	No	Yes	No	Yes	No	Yes
Terms of Reference of Committees/Working Groups	No	No	No	No	Yes	No	Yes	No	Yes
Council's Annual Reports to the Town Meeting	No	No	No	No	Yes	No	Yes	No	Yes
Publication Scheme	No	No	No	No	Yes	No	Yes	No	Yes

Code of Conduct

Members Declaration of Acceptance of Office	No	No	No	No	No	No	Yes	Yes	Inspection only
Members' Register of Interest Book (featured on minutes)	No	No	No	No	Yes	No	Yes	Yes	Inspection only
Register of Members' Interest	No	No	No	No	Yes	No	Yes	Yes	Inspection only

Periodic Electoral Review

During the lifetime of the Town Council, there has not been a Periodic Electoral Review relating to the electoral arrangements of the Town Council. Details of any future Electoral Review would be held in the Town Council Office for inspection

Employment Practice & Procedure

Terms & Conditions of Employment	No	No	No	No	No	No	Yes	No	Yes
Job Descriptions	No	No	No	No	No	No	Yes	No	Yes
Person Specification	No	No	No	No	No	No	Yes	No	Yes
Equal Opportunities Policy	No	No	No	No	Yes	No	Yes	No	Yes
Health & Safety Policy	No	No	No	No	Yes	No	Yes	No	Yes
Staffing Structure	No	No	No	No	Yes	No	Yes	No	Yes
Disciplinary Policy	No	No	No	No	Yes	No	Yes	No	Yes
Grievance Policy	No	No	No	No	Yes	No	Yes	No	Yes

Exclusions - Personal records ie appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of personal data under Data Protection Act 1998

Planning Documents

Responses to planning applications (limited to the last year)	No	No	No	No	No	Yes	Yes	No	Yes
Town Plan Reports	No	No	No	No	No	N	Yes	No	Yes

Exclusions - Copies of planning consultations, the Development Plan, Structure Plan, Local Plan & Rights of Way/Footpath maps all of which are available from the Local Planning Authority and/or Highways Authority respectively

Audit & Accounts

Annual Return Form (limited to the last financial year)	No	No	No	No	No	No	Yes	No	Yes
Annual Statutory Report by Auditor (Internal & External) (limited to the last financial year)	No	No	No	No	No	No	Yes	No	Inspection only
Receipts & Payments Books, receipts books, bank statements (limited to the last financial year)	No	No	No	No	No	No	Yes	No	Inspection only

Driffield Town Council Publication Scheme (Freedom of Information Act 2000)

Precept Request (limited to the last financial year)
 VAT Records (limited to last financial year)
 Financial Standing Orders/Regulations
 Asset Register
 Risk Assessment
 Fees & Charges applied by the Council
 Safety Inspection Records

Public Meetings	Notice Board	Library	Newsletter	Website	ERYC Website	Town Council Office	Monitoring Officer (ERYC)	Charge
No	No	No	No	No	No	Yes	No	Inspection only
No	No	No	No	No	No	Yes	No	Inspection only
No	No	No	No	No	No	Yes	No	Yes
No	No	No	No	No	No	Yes	No	Inspection only
No	No	No	No	No	No	Yes	No	Inspection only
No	No	No	No	No	No	Yes	No	Inspection only
No	No	No	No	No	No	Yes	No	Inspection only

Exclusion - All commercially sensitive information eg 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 ie 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.

Development & Implementation of Policy

Policy Statements issued by the Council
 Responses made by the Council to consultation papers
 Analysis of responses received to public consultations by the Council
 Complaints Procedure
 Procedure for dealing with Freedom of Information requests

No	No	No	No	Yes	No	Yes	No	Yes
No	No	No	No	No	No	Yes	No	Yes
No	No	No	No	No	No	Yes	No	Yes
No	No	No	No	Yes	No	Yes	No	Yes
No	No	No	No	Yes	No	Yes	No	Yes

Council Circulars & Newsletter

Annual Reports (limited to last year)
 Precept Information Sheets (limited to last year)

No	No	No	No	Yes	No	Yes	No	Yes
No	No	No	No	Yes	No	Yes	No	No

Allotments

Plans
 Standard Tenancy Agreement

No	No	No	No	No	No	Yes	No	Inspection only
No	No	No	No	No	No	Yes	No	Inspection only

Exclusions - Individual tenancy agreements and rent payment records under Data Protection Act 1998

This Publication Scheme was adopted by Full Council on Tuesday July 3rd 2007

This Publication Scheme was reviewed by Full Council on Tuesday February 5th 2013

Councillor Joan Cooper (Mayor of Driffield) Claire Binnington (Town Clerk)