

DROITWICH SPA TOWN COUNCIL
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME

In accordance with the provisions of the Freedom of Information Act 2000, Section 19(1)(b), any interested person may inspect any of the following documents at the Town Council's offices, St Richard's House, Victoria Square, Droitwich Spa, Worcestershire WR9 8DS. The documents will be available for inspection during office hours of Monday – Friday 9.00am – 1.00pm and 2.00pm – 5.00pm.

Photocopies of documents may be obtained upon payment of 10 pence per A4 copy.

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of the council, committee and sub-committee meetings
Procedural Standing Orders
Councils Annual Report to parish Meeting

2. CODE OF CONDUCT

Members Declaration of Acceptance of office
Members Register of Interests
Register of Members Interests Book (recorded in minutes)

3. PERIODIC ELECTORAL REVIEW

Information relating to the last Periodic Electoral Review of the council area

4. EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment
Job descriptions

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

Response of planning applications

6. AUDIT AND ACCOUNTS

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
Risk Assessments