

## **EAST BERGHOLT PARISH COUNCIL**

### **Publication Scheme - Freedom of Information Act 2000**

The following information is publicly accessible and copies may be taken.

#### **COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Agendas

Minutes of council, committee and sub-committee meetings

Committee reports

Standing Orders

Councils Annual Report to Parish Meeting

Supporting papers for council, committee and sub-committee meetings

Terms of Reference for Committees

#### **CODE OF CONDUCT**

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

#### **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

#### **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

#### **PLANNING DOCUMENTS**

Planning Applications

Responses to planning applications

Neighbourhood Plan and all supporting documents

Neighbourhood Plan Working Group agendas and documents

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**

Annual return form – limited to the last financial year

