



SEDLSCOMBE PARISH COUNCIL

POLICY RE MANAGEMENT OF INFORMATION

INTRODUCTION

All parish councils have access to information and maintain records. Two Acts of Parliament, the **Data Protection Act 1998** and the **Freedom of Information Act 2002** govern the way information is made available to the general public.

FREEDOM OF INFORMATION ACT

Public authorities are under a duty under section 19 of the Freedom of Information Act 2000 to adopt and maintain a publication scheme. On 08/10/2002, Sedlescombe Parish Council adopted a publication scheme under the Freedom of Information Act 2002. This has been approved by the Information Commissioner. The Clerk will, on request, provide a hard copy of documents listed below at the cost of 10p/side:

COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders

Councils Annual Report to Parish Meeting

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



SEDLSCOMBE PARISH COUNCIL

POLICY RE MANAGEMENT OF INFORMATION

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

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

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 – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments

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.

As well as in hard-copy available on request, most of the above-mentioned documents are also available on the Parish Council section of the Sedlescombe community website – www.sedlescombe.org. Most are also available from the Clerk in electronic format.

1. All documents deposited by the Parish Council at the County Record Office, Lewes, are open to public viewing within the Record Office public searchroom.



SEDEScombe PARISH COUNCIL

POLICY RE MANAGEMENT OF INFORMATION

In brief, the following records have been deposited:

- Minutes of Council meetings and annual parish meetings December 1894 to April 2002, including some Committee Meeting Minutes 1974-2002.
- Members Declaration of Acceptance of Office, April 1925 to May 2003.
- Members Register of Interests, 1974-1999.
- Standing Orders of Sedlescombe Parish Council.
- Parish Council Accounts Books 1934 to 1995/6.
- Annual Financial Statements 1921-2002/3.
- Sedlescombe Playing Field Trust Accounts 1993/4-1997/8.
- Rating valuation list of parish January 1956.
- Precepts 1945-2004.
- Papers concerning the management of Sedlescombe village green.
- Title deeds, leases, agreements and contracts:
 - Playing Field
 - East View Play Area
 - East View Kickabout Area
 - Sportsfield
 - Pestalozzi 1964, 1974
 - Old village hall
 - Brede Lane car park management 1996-2001
- Management of village hall charity
- Copy photographs of Sedlescombe
- Photocopy of registers of electors in Sedlescombe for 1892 and 1894
- Publications issued by Parish Council:
 - What's What in Sedlescombe 1980, 1983, 1985, 1986, 1988, 1989, 1990, 1993
 - Sedlescombe Newsletters 1983-1991 & 1998-January 2004
 - "A Century of Village Life 1894-1994" by Pauline Raymond 1994
 - Sedlescombe Parish Map Original by James E Davies 1994
 - "Sedlescombe new village hall: the search for a site 1975-2001" by Pauline Raymond 2001
 - The Sedlescombe Directory 2001-2002
 - A Walk through History in Sedlescombe 2001
 - Footpath Walks Around Sedlescombe 2002
 - The Sedlescombe Directory 2002-2003
 - The Sedlescombe Directory 2003-2004



SEDEScombe PARISH COUNCIL

POLICY RE MANAGEMENT OF INFORMATION

- Byelaws:
 - Village Green 1902 & 1992
 - East View Terrace Playground 1993
 - Allotment rent books and registers 1932-1961
 - Purchase and development of allotments
 - Village of the Year Competition 2002
 - Sedlescombe Parish Council Centenary Celebrations 1994
 - Newsletters
 - Car Show
 - Exhibition
 - Dinner
2. Parish Council Accounts have to be retained for 6 years. The latest three years are retained in the Clerk's house. The earliest three years are retained in the cupboard of Committee Room 1 of the village hall ready for disposal in due course after extraction of successful contract papers that have to be retained for 15 years. These papers may be inspected by the public on application to the Clerk.
3. Playground inspection books & reports dating from 1979 are kept in the cupboard of Committee Room 1 of the village hall. These documents have to be retained for 40 years. These papers may be inspected by the public on application to the Clerk.
4. Paper Parish Council working files are retained at the Clerk's house and in the cupboard of Committee Room 1 of the village hall. They are destroyed from time to time after withdrawal of historical data which is sent to the County Record Office for permanent retention. The working files are not open for public inspection.
5. Electronic Parish Council working files are maintained on the Parish Council computer. These files are not open for public inspection.

DATA PROTECTION ACT

Sedlescombe Parish Council is registered under the **DATA PROTECTION ACT 1998** for the promotion of the work of the Parish Council. The Data Protection Act provides a right of access to individuals in respect of personal data of which they are the subject. Upon making a written request and paying the requisite fee, amongst other things an individual is entitled to have communicated to him in intelligible form:



SEDLSCOMBE PARISH COUNCIL

POLICY RE MANAGEMENT OF INFORMATION

- information which forms any such personal data, and
- any information available to the data controller as to the source of those data.

In some circumstances, responding to a request may involve providing information relating to another individual (third party) who can be identified from that information. This can give rise to conflict between the data subject's right of access and the third party's right to respect for his or her private life. When dealing with such requests, therefore, the Clerk will be sensitive to and give proper consideration to this potential conflict before deciding whether to disclose third party information as follows:

The Clerk will carefully consider all requests from data subjects for information held by the Council and to what extent it is possible to communicate the information sought without disclosing any third party information, such as an e-mail address, and will give as much information as possible to the data subject without revealing the identity of the third party.

If it is not possible to communicate the information sought without disclosing any third party information, the Clerk will ask the third party for consent to disclose. If this is given, the information will be disclosed. If it is refused, or it is not possible to obtain for some other reason, the Clerk will consider whether it is reasonable to disclose without the third party's consent. If the Clerk decides not to disclose, the data subject will be informed of the reason his/her request has not been met.

When the Council receives correspondence that contains personal information about an individual or the personal opinions of an individual and it is a matter that needs to be considered by the Parish Council, the subject will be included on the agenda and/or reports without reference to any personal information/allegation. Neither will this information/allegation be included in Council Minutes.

E-mail is increasingly becoming the primary business tool for both internal and external communication and as a result will need to be treated with the same level of attention as given to drafting and managing formal letters and memos. Because of their written nature, they should not be treated as an extension of the spoken word, as they are treated with greater authority. All e-mail messages are subject to Data Protection and Freedom of Information Legislation and can be used in evidence in legal



SEDLSCOMBE PARISH COUNCIL

POLICY RE MANAGEMENT OF INFORMATION

proceedings. E-mails containing inaccurate information in the form of opinion or fact about an individual or organisation, may result in legal action being taken against the person sending the e-mail and anyone forwarding the e-mail on to others.

Neither the Clerk, nor councillors acting on behalf of the Council, will forward e-mails from members of the public to another member of the public not mentioned in the e-mail or another body without permission.