

COTSWOLD DISTRICT COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

CLASSES OF INFORMATION

CLASS 1 – CONSTITUTION OF THE COUNCIL

This Class relates to the Constitution of the Council, produced pursuant to the Local Government Act 2000.

This Class covers the following:-

- Part 1 - Summary and Explanation
- Part 2 - Articles of the Constitution
  - Article 1 - The Constitution
  - Article 2 - Members of the Council
  - Article 3 - Citizens and the Council
  - Article 4 - The Full Council
  - Article 5 - Chairing the Council
  - Article 6 - Overview and Scrutiny Committees
  - Article 7 - The Executive Committee, other Service Committees and the Planning (Regulatory) Committee
  - Article 8 - The Standards Committee
  - Article 9 - Area Committees and Forums
  - Article 10 - Joint Arrangements
  - Article 11 - Officers
  - Article 12 - Decision Making
  - Article 13 - Finance, Contracts and Legal Matters
  - Article 14 - Review and Revision of the Constitution
  - Article 15 - Suspension, Interpretation and Publication of the Constitution
  - Schedule 1 - Description of Alternative Arrangements
- Part 3 - Responsibility for Functions
- Part 4 - Rules of Procedure
  - (1) Council Procedure Rules
  - (2) Access to Information Procedure Rules
  - (3) Budget and Policy Framework Procedure Rules
  - (4) Overview and Scrutiny Procedure Rules
  - (5) Financial Procedure Rules
  - (6) Contract Procedure Rules
  - (7) Officer Employment Procedure Rules

- Part 5 - Codes and Protocols
- (a) Members' Code of Conduct
  - (b) Officers' Code of Conduct
  - (c) Protocol on Member/Officer Relations
  - (d) Planning Protocol – Guidance for Members and Officers
- Part 6 Members' Allowances Scheme
- Part 7 - Management Structure

## CLASS 2 – COUNCIL YEAR BOOK AND DIARY

This Class relates to general information about the Council, its Members, and the District.

This Class covers the following:-

- General Information
- Statistical Information
- Members of the District Council
- Council Wards and Ward Members
- Membership of Committees and Other Groups
- Representatives on Outside Bodies
- Principal Officers of the Council
- Senior Officers of the Council
- Committee Administrators
- Member of Parliament
- Members of European Parliament
- County Councillors
- Honorary Aldermen
- Addresses of Neighbouring and other Gloucestershire Authorities
- Map of the Cotswold District, including Ward Boundaries
- Schedule of Meetings

## CLASS 3 – COUNCIL POLICIES AND STRATEGIES

This Class relates to the policy framework of the Council, as defined by the Constitution, together with any other policies, strategies and plans adopted by the Council.

This Class covers, inter alia, the following:-

- Best Value Performance Plan
- Community Plan
- Crime and Disorder Reduction Strategy
- Plans and strategies which together comprise the Development Plan (principally, these are the Gloucestershire County Structure Plan and the Cotswold District Local Plan)
- Economic Development Strategy
- Local Agenda 21 Strategy
- Housing Strategy

- Cultural Strategy
- Lifelong Learning
- Health Improvement Plan

#### CLASS 4 – COUNCIL FINANCES

This Class relates to the financial information of the Council.

This Class covers the following:-

- (i) Council Tax Estimates 2002/03 (and succeeding years)
- (ii) Annual Budget 2002/03 (and succeeding years)
- (iii) Capital Programme 2002/03 (and succeeding years)
- (iv) Annual Statement of Accounts 2001/02 (and succeeding years)

#### CLASS 5 – COUNCIL DECISIONS

This Class relates to the Council's decision-making arrangements.

This Class covers the following:-

- (i) Agendas of all meetings of the Council and its Committees
- (ii) Reports relating to items which appear on Council and Committee agendas
- (iii) Minutes of all meetings of the Council and its Committees
- (iv) Background Papers used in the compilation of Council and Committee reports.

EXCEPT where the above documents contain exempt/confidential information as defined in the paragraphs of Part I of Schedule 12A to the Local Government Act 1972 or information which is exempt (whether absolute or qualified) under the provisions of the Freedom of Information Act 2000.

#### CLASS 6 - COUNCIL PERFORMANCE

This Class relates to the performance of the Council's services against both national and local budgets.

This Class covers the following:-

- Cotswold District Council Best Value Performance Plan 2002/03 (and succeeding years)

#### CLASS 7 – COUNCIL SERVICES AND CONTACTS

This Class relates to the services provided by the Council and the Section/Officer who is the initial contact for the particular service; together with other local services.

This Class covers the following:-

- The A – Z of Services.

## CLASS 8 – COUNCIL NEWS

This Class relates to information distributed from time to time by the Council.

This Class covers the following:-

- (i) The Council's newspaper, Cotswold News
- (ii) Press Releases issued by the Council.

## CLASS 9 – COUNCIL EMPLOYMENT VACANCIES

This Class relates to the recruitment of staff required by the Council and includes the person specification for the particular post together with a description of the tasks and responsibilities of the post.

### Notes:

- (i) Exemptions

Some information included in the above categories will not be published if the information falls within the definitions of Exempt Information as listed below. Where the test of public interest applies the information may be published, if the authority, in its sole discretion, deems it would be in the public's best interest to disclose the information in full or in an abridged or edited format.

### Absolute Exemptions

Information accessible by other means  
Information supplied by or relating to organisations dealing with security matters (a certificate signed by a government Minister is conclusive proof)  
Court records, or documents generated via a formal arbitration or inquiry process  
Personal information  
Information provided in confidence which, if published, may be actionable as a breach of confidence  
Prohibitions on disclosure where a disclosure is prohibited by an enactment  
Information within the ambit of the Environmental Information Regulations  
Information which if disclosed would constitute contempt of court

### Exemptions where the public test applies

Information intended for future publication  
Information prejudicial to National Security  
Information prejudicial to the Defence of the Realm  
Information prejudicial to international relations  
Information prejudicial to internal relations between administrations within the U.K.  
Information prejudicial to the economic interests of the U.K. or any administration within the U.K.  
Investigations and proceedings conducted by the local authority  
Law enforcement  
Audit functions  
Communications with the Sovereign and other members of the Royal Family or relates to the granting of Honours by the Crown  
Environmental Information (other than governed by the Environmental Information Regulations)

Information which would be prejudicial to the physical or mental health or safety of an individual  
Legal professional privilege  
Information likely to prejudice the commercial interests of an individual or the authority if disclosed

(ii) Charging

The Council will operate a charging policy for the provision of information in accordance with the Fees Regulations to be introduced under the provisions of the Freedom of Information Act 2000. Fees will not be levied in excess of the cost of providing the information requested.