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.