



# Information available from **Barton Parish Council** under the **model publication scheme**

update May 2018; review May 2019

## **Freedom of Information Act 2000**

The final phase of the Freedom of Information Act 2000 came into force on 1 January 2005. It gives a general right of access to all types of recorded information held by public bodies such as local councils.

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request. Where possible the information will be supplied in the manner specified.

The Parish Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and Barton PC looks to provide as much information as possible on a routine basis.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website; hard copy;	Free; 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website; hard copy; village notice board.	Free; 10p per sheet plus postage
Location of main Council office and accessibility details	Website; hard copy; village notice board.	Free; 10p per sheet plus postage
Staffing structure	n/a	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website; hard copy;	Free; 10p per sheet plus postage

Finalised budget	Website; hard copy;	Free; 10p per sheet plus postage
Precept	Website; hard copy;	Free; 10p per sheet plus postage
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website; hard copy;	Free; 10p per sheet plus postage
Grants given and received	Website; hard copy;	Free; 10p per sheet plus postage
List of current contracts awarded and value of contract	hard copy;	10p per sheet plus postage
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Action Plan	Website; hard copy;	Free; 10p per sheet plus postage
Parish Plan and updates	Website; hard copy;	Free; 10p per sheet plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website;	Free; 10p per sheet plus postage
Quality status	hard copy;	10p per sheet plus postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website; hard copy;	Free; 10p per sheet plus postage
Agendas of meetings (as above)	Website; hard copy;	Free; 10p per sheet plus postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website; hard copy;	Free; 10p per sheet plus postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	hard copy;	10p per sheet plus postage
Responses to consultation papers	hard copy;	10p per sheet plus postage
Responses to planning applications	hard copy;	10p per sheet plus postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	website, or hard copy; hard copy; hard copy; website, or hard copy hard copy;	10p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services	n/a	

Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy; hard copy; hard copy; website, or hard copy; website, or hard copy;	10p per sheet plus postage
Information security policy	hard copy;	10p per sheet plus postage
Records management policies (records retention, destruction and archive)	hard copy;	10p per sheet plus postage
Data protection policies	hard copy;	10p per sheet plus postage
Schedule of charges (for the publication of information)	website, or hard copy;	10p per sheet plus postage
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	website, or hard copy;	10p per sheet plus postage
Assets register	website, or hard copy;	10p per sheet plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	SCDC link	free
Register of gifts and hospitality	n/a	
<b>Class 7 – The services we offer</b>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	hard copy;	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	hard copy;	10p per sheet plus postage
Bus shelters	hard copy;	10p per sheet plus postage
Markets	n/a	
Public conveniences	n/a	
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

Parish Clerk, 19 Mailes Close, Barton, Cambridge CB23 7BQ  
SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost 10p
	Photocopying @20p per sheet (colour)	Actual cost 20p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class