

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from (*Comberton Parish Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	

List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Location of main Council office and accessibility details	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Staffing structure	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
	Website	Free

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Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy	15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Finalised budget	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Precept	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Borrowing Approval letter	Not held	
All items of expenditure above £100	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Financial Standing Orders and Regulations	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Grants given and received	Website Hard copy	Free

		15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
List of current contracts awarded and value of contract	Hard copy	15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Members' allowances and expenses	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Parish Plan	Website Hard copy	Free £1 per copy plus postage
Annual Report to Parish or Community Meeting	Website Hard copy	Free 15p per sheet (black and white) plus

		postage 25p per sheet (colour) plus postage
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Class 4 – How we make decisions (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 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Agendas of meetings (as above)	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Minutes of meetings (as above) – exclude	Website Hard copy	Free

material that is properly considered to be exempt from disclosure		15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Responses to consultation papers	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Responses to planning applications	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Bye-laws	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Class 5 – Our policies and procedures (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 Hard copy	Free £2 per copy max plus postage 15p per sheet (black and white) plus postage 25p per sheet (colour) 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 • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will	Website Hard copy	Free 15p per sheet (black and

suffice)		white) plus postage 25p per sheet (colour) plus postage
Assets register, including details of public land and building assets	Website Hard copy	Free 15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	South Cambridgeshire District Council	
Register of members' interests	Website South Cambridgeshire District Council	
Register of gifts and hospitality	Website South Cambridgeshire District Council	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not held.	
Burial grounds and closed churchyards	Not held.	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	15p per sheet (black and white) plus postage 25p per sheet

		(colour) plus postage
Bus shelters	Hard copy	15p per sheet (black and white) plus postage 25p per sheet (colour) plus postage
Markets	Not held.	
Public conveniences	Not held.	
Agency agreements	Not held.	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held.	
Additional Information Information not itemised in the lists above		

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost – 15p
	Photocopying @ 20p per sheet (colour)	Actual cost – 25p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Comberton Parish Council Contact details	
Email	clerk@comberton-pc.gov.uk
Phone	07735908030
Address	COMBERTON PARISH COUNCIL PO Box 1549 CAMBRIDGE DO CB1 0ZS United Kingdom
Website	https://comberton-pc.gov.uk/

ICO Contact Details	
Address	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Phone	Information Line: 01625 545 745 or 08456 30 60 60 Switchboard: 01625 545745
Website	www.ico.gov.uk