

Freedom of Information

Cubert Parish Council's Freedom of Information Publication Scheme

The Freedom of Information Act

The Freedom of information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from January 1st 2009. It is intended to provide everyone interested in the council with a comprehensive guide to the information that the council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information Requests and the publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

The council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by appointment where much of the information can be viewed free of charge. Occasionally it may be necessary to book an appointment.

The Model Publication Scheme

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 the 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 provide a schedule of any fees charged for access to information which is made proactively available.

To make this publication scheme available to the public

Information available from Cubert Parish Council

| 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. | | |
| Who's who on the Council and its committees | Website Hard Copy | Free 10p per A4 pg |
| Contact details for Parish Clerk and Council members, named contacts where possible with telephone and email address (if used) | Website Hard Copy | Free 10p per A4 pg |
| Location of Council Office and accessibility details | Website Hard Copy | Free 10p per A4 pg |
| Staffing structure | Website Hard Copy | Free 10p per A4 pg |
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| Class 2 –What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year) | | |
| Annual return Form and report by Auditor | Website Hard Copy | Free 10p per A4 pg |
| Finalised budget | Hard Copy | 10p per A4 pg |
| Precept | Hard Copy | 10p per A4 pg |
| Financial Standing Orders | Website Hard Copy | Free 10p per A4 pg |
| List of current contracts awarded and the value of the contract | Hard Copy | 10p per A4 pg |
| Members allowances | Hard Copy | 10p per A4 pg |
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| Class 3 – What our priorities are and how we are doing | | |
| Neighbourhood Plan (in progress) | | |
| Annual reports to Parish Meeting (Current and previous year) | Website Hard Copy | Free 10p per A4 pg |
| Quality Status | N/A | N/A |
| Class 4 – How we make decisions Decision making process and record of decisions. (current and previous year as a minimum) | | |
| Timetable of meetings | Website Hard Copy | Free 10p per A4 pg |
| Agendas of meetings | Website Hard Copy | Free 10p per A4 pg |
| Minutes of meetings – this will exclude information that is properly regarded as private to the meeting | Website Hard Copy | Free 10p per A4 pg |
| Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting | Hard Copy | 10p per A4 pg |
| Responses to consultation papers | Hard Copy | 10p per A4 pg |
| Bye-laws | N/A | N/A |
| 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 Delegated authority in respect of officers Code of Conduct Policy Statements | Website Hard Copy Hard Copy Website/Hard Copy Hard Copy | Free 10p per A4 pg 10p per A4 pg Free / 10p per A4 pg 10p per A4 pg |
| Policies and procedures for the provision of services and about the employment of staff Internal Policies relating to the delivery of services 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) | N/A None None None Website/Hard Copy Website/Hard Copy Website/Hard Copy | Free / 10p per A4 pg Free / 10p per A4 pg Free / 10p per A4 pg |
| Information security policy | N/A | |
| Records management policies (records, retention, destruction and archive) | Hard Copy | 10p per A4 pg |
| Data protection policies | Hard Copy | 10p per A4 pg |
| Schedule of charges for the publication of information | Website Hard Copy | Free 10p per A4 pg |
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| Class 6 – Lists and Registers 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 | Inspection only | N/A |
| Assets register | Website Hard Copy | Free 10p per A4 pg |
| 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 – Not held | N/A | |
| Register of members interests | Website Hard Copy | Free 10p per A4 pg |
| Register of gifts and hospitality | None | |
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| Class 7 – The services we offer | | |
| Allotments | Hard Copy | 10p per A4 pg |
| Burial Grounds | Hard Copy | 10p per A4 pg |
| Community centres and Village Halls | Hard Copy | 10p per A4 pg |
| Parks, playing fields and recreation facilities | Website | Free |