

## **FREEDOM OF INFORMATION POLICY**

The parish council has adopted the model publications scheme which we are required to do under the Freedom of Information Act. The wording of the scheme is reproduced below.

### **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 that 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.

### **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.**

**Clerk** – Mrs Elizabeth Pendered, Harradine House, Church Street, Woodhurst  
tel. 01487 822116 mob. 07710 888480 e-mail e.pendered@virgin.net

# Woodhurst Parish Council

---

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.

**Clerk** – Mrs Elizabeth Pendered, Harradine House, Church Street, Woodhurst  
tel. 01487 822116 mob. 07710 888480 e-mail e.pendered@virgin.net

# Woodhurst Parish Council

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.

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.

## Guide to the Scheme

<b>Information available from Woodhurst Parish Council under the model publication scheme</b>		
<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)		
Who's who on the Council and its Committees	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free
<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)		
Annual return form and report by auditor	Hard copy from Clerk on application (last 3 years) and <a href="#">website</a> for previous year's figures	10p/sheet Free
Finalised budget	Hard Copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk <a href="#">Website</a> (included in minutes)	10p/sheet Free
Financial Standing Orders and	Hard Copy – contact Clerk	10p/sheet

**Clerk** – Mrs Elizabeth Pendered, Harradine House, Church Street, Woodhurst  
tel. 01487 822116 mob. 07710 888480 e-mail e.pendered@virgin.net

## Woodhurst Parish Council

Regulations		
Grants given and received (none at present)	Hard Copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard Copy – contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	None at present	10p/sheet
Design Statement	None at present	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk <a href="#">Website</a> (minutes of Annual Parish meeting)	10p/sheet Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free
Agendas of meetings (as above)	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact Clerk <a href="#">Website</a>	10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	See Clerk, if any	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free
Information security policy	Hard copy – contact Clerk <a href="#">Website</a>	10p/sheet Free

## Woodhurst Parish Council

Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk Website	10p/sheet Free
Data protection policies	Hard copy – contact Clerk Website	10p/sheet Free
Schedule of charges (for the publication of information)	Hard copy – contact Clerk Website	10p/sheet Free
<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)	Planning applications – <a href="#">District Council website</a> and noticeboards	Free
Assets Register	Hard copy – contact Clerk	10p/sheet
Register of members' interests	Hard copy – contact Clerk	10p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/sheet
<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)		
Village newsletter – “Woodhurst News”	Hard Copy - Apply Clerk <a href="#">Website</a>	20p/edition Free
Website <a href="http://www.woodhurst-cambs.com">www.woodhurst-cambs.com</a>	Website only	Free
Village hall (custodian trustee only for Village Hall)	Hard copy – contact Clerk	10p/sheet
Seating, litter bins	Hard copy – contact Clerk	10p/sheet
Bus shelters	Hard copy – contact Clerk	10p/sheet

### Additional Information

This will provide Councils with the opportunity to publish information that is 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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class

\*the actual cost incurred by the public authority