

Comberton Parish Council Publication Scheme



1. Availability

Comberton Parish Council will make information publicly available under the Data Protection Act 1998, or Freedom of Information Act 2000, or Environmental Information Regulations 2004 unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it – in particular, reasons relating to the Data Protection Act 1998 and the privacy of individuals.

The sort of information Comberton Parish Council holds is listed in its Publication Scheme.

Please note that requests must be about specific information. This does not mean copies of documents.

2. Confidentiality

Comberton Parish Council will not classify information as **CONFIDENTIAL** without clear justification for doing so, as under the terms of Freedom of Information legislation.

3. Equality

Comberton Parish Council will make the information requested available in any reasonable format appropriate to a person's physical, social, or educational circumstances, or first language.

4. Charges

As allowed by the Freedom of Information or Data Protection Acts and the Environmental Information Regulations, to help cover the cost of finding and making available the requested information, Comberton Parish Council will charge the fee (if any) shown in its Publication Scheme. Any fee would be payable before the information is provided.

If an applicant requests information where, following an initial assessment of the workload, to provide it would cost more than the maximum allowed by current Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations, Comberton Parish Council will contact the applicant and let him/her know what the fee will be before proceeding.

5. Vexatious Requests

Indicators that requests (which can be verbal, written, in person, via telephone or information technology) are vexatious are if: a) they include abusive or aggressive language. b) requesters can be said to bear a personal grudge or make completely unsubstantiated accusations against the Parish Council, individual Councillors, or specific employees. c) requests from individuals are unreasonably persistent, frequent, or overlapping. d) the effort required to meet the request will be so grossly oppressive or a strain on time and resources, that the Parish Council cannot reasonably be expected to comply, no matter how legitimate the matter or valid intentions of the requester.

6. Contact us

To make a request for information please contact the Parish Clerk.

Publication Scheme (based on the model ICO Publication Scheme)

| Information to be published | How the information can be obtained |
|---|-------------------------------------|
| Class1 - Who we are and what we do | |
| Who's who on the Council and its Committees | Website and noticeboard |
| Contact details for Parish Clerk | Website and noticeboard |

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| Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> | |
| Annual return form and report by auditor | Website |
| Finalised budget | Website / Hard Copy |
| Precept | Website / Hard copy |
| Financial Standing Orders and Regulations | Website / Hard copy |
| Grants given and received | Website |
| List of current contracts awarded and value of contract | Hard copy |

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| Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> | |
| Annual Report to Parish Meeting | Website |
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| Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website |
| Agendas of meetings (as above) | Website |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy |
| Responses to consultation papers | Website |
| Responses to planning applications | Website |
| Bye-laws | Hard copy |
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| Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> | |
| 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 |

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|--|--------------------|
| 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 | Website /Hard copy |
| 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) | |
| Information security policy | Hard Copy |
| Records management policies (records retention, destruction and archive) | Hard copy |
| Data protection policies | Website |
| Schedule of charges (for the publication of information) | Website |

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| Class 6 – Lists and Registers | |
| <i>(Currently maintained lists and registers only)</i> | |
| Any publicly available register or list | None held |
| Assets register | By inspection |
| 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) | By inspection |
| Register of members' interests | SCDC Website |

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| Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance, and newsletters produced for the public and businesses)</i> | |
| Parks, playing fields and recreational facilities | Website |
| Seating, litter bins, memorials and lighting | Website |
| Bus shelters | Website |

Contact details: Angela Bridges - Comberton Parish Clerk email: parishclerk@comberton.org

SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--|---|--|
| Disbursement cost | Photocopying @ 10 p per sheet (black & white) | Actual cost * |
| | Photocopying @ 50 p per sheet (colour) | Actual cost * |
| | | |
| | Postage | Actual cost * of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |
| * The actual cost incurred by the public authority | | |