Reviewed March 2021

Hinxton Parish Council

Freedom of Information Policy

Freedom of Information
This Publication Scheme was adopted by Hinxton Parish Council in March 2016 and is operational with immediate effect..

Introduction
This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council 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.

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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- 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 - 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

1. The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Information will be provided on the Parish Council's 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, the Parish Council will indicate how information can be obtained by other means and provide it by those means.
3. 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.
4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.
5. 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.

6. Charges which may be made for Information published under this scheme.
7. 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 Parish Council for routinely published material will be justified and transparent and kept to a minimum.
8. Material which is published and accessed on a website will be provided free of charge.
9. Charges will be made for information subject to a charging regime specified by Parliament.
10. Charges will be made for actual disbursements incurred such as: -
    - Photocopying
    - Postage and Packaging
    - The costs directly incurred as a result of viewing information, or as a result of preparing information in a non-standard format or a different format to that held by the Parish Council.
11. Charges will 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.
12. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

Information held by the Parish Council 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 HINXTON PARISH COUNCIL UNDER THE NEW MODEL PUBLICATION SCHEME

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**	(website,noticeboard and/or hard copy)	
Who is on the Council and any Committees of the Council	Noticeboard, e-mail post or website. From the Clerk	Free, 10p per sheet
Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses)	Noticeboard, e-mail, post or website. From the Clerk	As above
Location of main Council offices and accessibility details	Noticeboard, e-mail, post , newsletter/leaflet or websiter	As above
Staffing structure	From the Clerk	As above

Class 2- What we spend and how we spend it (Financial information related to projected and actual income and expenditure, procurement, contract and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy, noticeboard. The Clerk or Website	
Finalised budget	Hard copy, noticeboard. The Clerk or website	As above
Precept	Noticeboard, minutes, hard copy, e-mail, The Clerk website	
Borrowing approval letter	The Clerk, Hard copy	As above
Financial Standing Orders	The Clerk, e-mail, hard copy Website	As above
Grants given and received	The Clerk, Hard copy, e-mail	As above
List of current contract awarded and value of contract	The Clerk, hard copy	A|s above
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual report to the Parish (current and previous year as a minimum)	Clerk, newsletter/leaflet,hard copy, e-mail, website. At the Annual Parish Meeting	As above
Quality Status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (decision making processes and record of decisions) Current and previous council year as a minimum	Hard copy or website	
Timetable of meetings (Council, any committee, sub-committee meetings and parish meetings)	Noticebaord, hard copy, e-mail. The Clerk or website	As above
Agendas of meetings (as above)	Noticeboard, e-mail, hard copy. The Clerk or website	As above
Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting)	Noticeboard, e-mail, hard copy. The Clerk or website	As above
Reports presented to Council meetings – n.b this will exclude information that is properly regarded as private to the meeting	Signed Minutes, hard copy. The Clerk or website	As above
Responses to consultation papers	Councillors or Clerk by hard copy or website	As above
Responses to planning applications	The Clerk by hard copy or e-mail or website	As above
Bye-laws	Not applicable	

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	Hard copy, e-mail. The Clerk or website	As above
Procedural standing orders		
Committees and sub-committee terms of reference	Hard copy, e-mail. The Clerk or website	As above
Delegated authority in respect of officers	Not applicable	
Code of Conduct	Not applicable	
Policy statements	Hard copy, e-mail. The Clerk or website	As above
	Hard copy , e-mail. The Clerk	As above
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy, e-mail. The Clerk Website	As above
Equality and diversity policy	Hard copy, e-mail. The Clerk Website	As above
Health and safety policy	Hard copy, e-mail. The Clerk Website	As above
Recruitment policies (including current vacancies)	Hard Copy, e-mail. The Clerk Website	As above
Policies and procedures for handling requests for information	Hard copy, e-mail. The Clerk Website	As above
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, e-mail. The Clerk or webaite	As above
Information security policy	The Clerk	As above
Records management policies (record retention, destruction and archive	Hard copy, e-mail. The Clerk or website	As above
Data protection policies (Hinxton Parish Council signed up to the scheme set up in Cambridgeshire by CPALC	Hard copy, e-mail. The Clerk	As above
Schedule of charges (for the publication of information)	Hard copy, e-mail, noticeboard. The Clerk or website	As above
Class 6 – Lists and Registers **Currently maintained lists and registers only**		
Any publicly available register or list (electoral roll)	Available for inspection from the Clerk at a mutually agreeable time. (Cannot be photocopied)	
Assets Register	Inspection by arrangement with the Clerk	
Disclosure log (indicating information has been provided by the parish Council in response to requests)	Inspection by arrangement with the Clerk	
Register of members' interests	Held by SCDC	
Register of gifts and hospitality	Not applicable	

Class 7 – The services we offer **(to include leaflets, guidance and newsletters produced by the Parish Council)** **Current information only**		
Allotments	The Clerk	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Village Hall Committee	
Parks, playing fields and recreational facilities	The Clerk or Councillors	
Bus shelters	The Clerk, hard copy, e-mail	As above
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Not applicable	
Additional Information **Any other item not covered in the above listings**	None found	

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	**Photocopying @ 10p per sheet (black and white)**	**Actual cost**
	Photocopying 50p per sheet (colour)	
	Postage	**Actual cost of Royal Mail 2nd class (small or large size envelopes)**
Statutory Fee	**Power to provide and charge for providing information**	**In accordance with Local Government Act 1972 s 142**
Other	**Time taken**	**£5.00 in accordance with Parish Council agreed policies**

Reviewed March 2021