



BOURN PARISH COUNCIL

District of South Cambridgeshire

Freedom of Information Publication Scheme

Adopted by Bourn Parish Council, 2011

Reviewed and updated, May 2014

Information available from Bourn Parish Council under the Freedom of Information Act model publication scheme

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.

This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion, other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted.

Information to be published	How the information can be obtained (see table of fees at end, where applicable)
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's who on the Council and its Committees	Hard copy, website and noticeboard/s
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website
Location of main Council office and accessibility details	Website and noticeboard/s
Staffing structure	Hard copy
<p>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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard copy and website
Finalised budget	Hard copy and website
Precept	Hard copy
Borrowing approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy and website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	XXX

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)(There is no current Parish Plan)	Hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website
Quality status (when applied for)	Hard copy
Local charters drawn up in accordance with DCLG guidelines	XXX
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, committees or sub-committees and parish meetings)	Hard copy, website and noticeboard/s
Agendas of meetings (as above)	Hard copy, website and noticeboard/s
Minutes of meetings (as above) – NB, this will exclude information that is properly regarded as private to the meeting	Hard copy and website
Reports presented to council meetings – NB, this will exclude information that is properly regarded as private to the meeting	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications (excluded is any information regarding planning consultations, the Development plan, Local Plan, and Public Rights of Way maps which iis/are available from either the District or County Councils, or on their websites)	Hard copy
Bye-laws (there are none specifically published by the Parish Council, but Dog Fouling byelaws for public open spaces are available through the District Council)	XXX

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy (some are available on the website)
<p>Policies and procedures for the provision of services and about the employment of staff: (Exclusions - personal records of staff, i.e. appraisals, employee specific details, disciplinary records, sickness records and the like being protected under the Data Protection Act)</p> <p>Internal policies relating to the delivery of services Equality and diversity policies (Equal Opportunities and Race Relations) 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)</p>	Hard copy (some are available on the website)
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	At end of these pages

Class 6 – Lists and Registers	Hard copy and website (Some information may only be available by inspection)
Current maintained lists and registers only	
Any publicly available register or list (if any are held they should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register (including details of commons/village greens and other lands owned by, or leased to, the Parish Council)	Hard copy
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)	XXX
Register of members' interests	Available for inspection
Register of gifts and hospitality	Available for inspection
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 (Exclusions – individual tenancy agreements and rent payment records, both under privacy and data protection laws)	Hard copy
Burial grounds and closed churchyards	XXX
Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	XXX
Markets	XXX
Public conveniences	XXX
Agency agreements	Available for inspection
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available for inspection

Additional information Other information that is not itemised in the lists above	
Risk assessment policy	Hard copy and website
Declaration of acceptance of office (members and chairman), quotations before Council decision, loan documents and insurance policies	Available for inspection
Analysis of responses received to public consultations	XXX
Arts, entertainment and tourism information (this relates only to information produced by the Parish Council)	XXX
Best Value Plan and review (information which encompasses the duty owed by a Parish Council to the local people to provide good quality of services and to marshal such services across its entire area)	XXX

XXX – not applicable to the Parish Council at the present time

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.

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 or printing - 10p per sheet (black/white)	Actual cost
	Photocopying or printing - 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Second Class Post
	Electronic copies by email	Free
Statutory fee		In accordance with the relevant legislation

Contact details

Clerk to the Parish Council

Mrs Michele Hutton, 53 Beaufort Road, Upper Cambourne, Cambridge, CB23 6FP

Telephone: 07701 339765 Email: parish.clerk@bourn.org.uk