



## **FOWLMERE PARISH COUNCIL**

### **PUBLICATION GUIDE AND COSTS POLICY COVER PAGE**

**This Publication Guide and Costs Policy was adopted by Fowlmere Parish Council on 25th February 2021.**

<b>Review Date</b>	<b>Reviewed by</b>	<b>Review accepted by Full Council</b>
9th June 2022	Finance Committee	21st June 2022
16th May 2023	Full Council	16th May 2023
21st May 2024	Full Council	21st May 2024
20th May 2025	Full Council	20th May 2025
next review May 2026		

## Model Publication Scheme

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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 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.**

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.

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.

**Information available from Fowlmere Parish Council under the model Publication Scheme**

<b>How the information can be obtained</b>	
<b>Format</b>	<b>Cost</b>
Website download	Free
Hard copy	15p per page, plus postage

<b>Information to be published</b>	<b>Website</b>	<b>Hard copy</b>
<b>Class 1 - Who we are and what we do</b>		
(Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	X	X
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		X

<b>Class 2 - What we spend and how we spend it</b>	<b>Website</b>	<b>Hard copy</b>
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	X	X
Finalised budget	X	X
Precept	-	X
Financial Standing Orders and Regulations	X	X
Grants given and received	-	X
List of current contracts awarded and value of contract	-	X
Members' allowances and expenses	-	X

<b>Class 3 - What our priorities are and how we are doing</b>	<b>Website</b>	<b>Hard copy</b>
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	X	X

<b>Class 4 - How we make decisions</b>	<b>Website</b>	<b>Hard copy</b>
(Decision-making processes and records of decisions) Current and previous Council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	X	X
Agendas of meetings (as above)	-	X
Minutes of meetings (as above) - NB This will exclude information that is properly regarded as private to the meeting.	X	X
Reports presented to Council meetings - NB This will exclude information that is properly regarded as private to the meeting.	-	X
Responses to consultation papers	-	X
Responses to planning applications (downloads from the Greater Cambridge Shared Planning Website)	-	X

<b>Class 5 - Our policies and procedures</b>	<b>Website</b>	<b>Hard copy</b>
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Procedural Standing Orders	X	X
Code of Conduct	X	X
Policy statements	X	X
Financial Regulations	X	X

<b>Class 6 - Lists and Registers</b>	<b>Website</b>	<b>Hard copy</b>
Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)		
Register of members' interests	-	X

Class 7 - The services we offer	Website	Hard copy
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only (hard copy or website; some information may only be available by inspection)		
Burial grounds and closed churchyards	-	X
Community centres and village halls	-	X
Parks, playing fields and recreational facilities	-	X
Seating, litter bins, clocks, memorials and lighting	-	X
Bus shelters	-	X
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	X	X

Additional Information	Website	Hard copy
This provides Councils with the opportunity to publish information that is not itemised in the lists above	-	X

Contact Details:	Fowlmere Parish Council
PO Box 273	Tel: 01763 259218
Royston	<a href="mailto:clerk@fowlmereparishcouncil.gov.uk">clerk@fowlmereparishcouncil.gov.uk</a>
SG8 1ES	<a href="http://www.fowlmereparishcouncil.gov.uk">www.fowlmereparishcouncil.gov.uk</a>

### Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide. Paperwork will be supplied in English, (translations to other languages will be costed and charged accordingly).

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 15p per page (black and white)	Actual Cost - 15p per page
	Postage	Actual cost of Royal Mail standard 2nd class