

Sawston Parish Council

Publication Scheme 2020

History

| | | |
|----------|-----------|--|
| | | |
| Adopted | July 2020 | Full Parish 14 th July 2020 |
| Reviewed | | |
| Review | | |
| Review | | |

Information available from Sawston Parish Council under its new model publication scheme

The Information Commissioner's Office (ICO) would expect "Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release."

For all categories of information, please email the Clerk for any query or alternative format if available: info@sawston.org.uk

We publish our Schedule of Charges at the end of this document

| Information to be published | How the information can be obtained |
|---|-------------------------------------|
| | |
| Class 1 – Who we are and what we do Organisational information, structures, locations and contacts: current information only | |
| Who is on the Council and any Committees of the Council | Noticeboard Website |
| Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses) | Noticeboard Website |

| | |
|---|---------------------------------|
| Location of main Council offices and accessibility details | Website |
| Staffing structure | Website |
| | |
| 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 | |
| Annual return form and report by auditor | Website Hard copy |
| Finalised budget | Website Hard copy |
| Precept | Minutes Website Hard copy |
| Borrowing approval letter | |
| Financial Standing Orders | Website Hard copy |
| Grants given and received | Website Hard copy |
| List of current contracts awarded and value of contract | Minutes Website Hard copy |
| Members' allowances and expenses | Minutes Website |
| | |
| Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews: current and previous year as a minimum | |
| Parish Plan Current and previous year as a minimum | None as of July 2020 |
| Annual report to the Parish Current and previous year as a minimum | Website Hard copy Minutes |
| Quality Status | Not applied as of July 2020 |
| Local charters drawn up in accordance with DCLG guidelines | None as of March 2020 |
| | |

| | |
|---|---|
| Class 4 – How we make decisions Decision-making processes and record of decisions: current and previous council year as a minimum | |
| Timetable of meetings Council, any committee, sub-committee meetings and parish meetings | Noticeboard Website Hard copy |
| Agendas of meetings (as above) | Noticeboard Website Hard copy |
| Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting) | Noticeboard Website Hard copy |
| Reports presented to Council meetings Note that this will exclude information that is properly regarded as private to the meeting | Website Minutes Hard copy |
| Responses to consultation papers | Website |
| Responses to planning applications | Website |
| 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 Procedural standing orders Committees and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy and website Hard copy and website Hard copy and website Hard copy and website Hard copy and website |
| Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information (FOI) | None as of July 2020 Hard copy and website Hard Copy and website Hard copy and website Hard copy and website |

| | |
|---|--|
| Complaints procedures: including those covering requests for information and operating the publication scheme | Hard copy and website |
| Information security policy | |
| Data protection policies | |
| Schedule of charges: for the publication of information | Hard copy and website |
| | |
| Class 6 – Lists and Registers | Available from SCDC |
| Currently maintained lists and registers only | |
| Any publicly available register or list (electoral roll) | Available from SCDC |
| Assets Register | Hard copy |
| Disclosure log (indicating information has been provided by the parish Council in response to requests) | |
| Register of members' interests | Hard copy. Electronic copy available to view from SCDC website |
| Register of gifts and hospitality | None as of July 2020 |
| | |
| Class 7 – The services we offer | |
| Includes leaflets, guidance and newsletters produced by the Parish Council: current information only | |
| Allotments | Hard copy |
| Burial grounds and closed churchyards | Hard copy |
| Community centres and village halls | None as of July 2020 |
| Parks, playing fields and recreational facilities | Website |
| Bus shelters | |
| Markets | None |
| Public conveniences | None |
| Agency agreements | None |
| | |
| Additional Information | |
| Any other item not covered in the above listings | |
| | |

Contact details

Kevin Cuffley

Chair

9 Dale Way

Sawston

Cambridge CB22

CB22

07940 859660

Jo Keeler

Clerk

Sawston Parish Council

Link Road

Sawston

Cambridge

CB22 3GB

01223 832470

info@sawston.org.uk

Schedule of Charges

This describes how the charges have been arrived at and are included as part of this guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|---|---|
| Disbursement cost | Photocopying @20p per sheet | Paper and time |
| | Postage | Actual cost of Royal Mail 2 nd 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 | £25 per hour plus expenses if the request for information is likely to exceed the appropriate limit (which is deemed to be 2 hours of staff time) |