



SAWSTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this Act every Public Authority is required to adopt and maintain a publication scheme which sets out the classes of information it retains, the manner in which it intends to publish the information and whether a charge will be made for the information.

Introduction

It is the duty of Sawston Parish Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to organise such services across its entire area.

What is a Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Parish Council is involved. The information will be formally published as printed material, electronic format.

It is expected, that over time, the amount of information available will increase and additional 'Classes' will be added. So far the 'Classes' have been grouped into the following categories:-

- A. Parish Council Internal Practice and Procedures.
- B. Code of Conduct.
- C. Employment Practice and Procedures.
- D. Audit and Accounts.
- E. Development and Implementation of Policy.
- F. Residents' Correspondence.
- G. Parish Council News & Reports
- H. Cemeteries.

Exemptions

It is the policy of Sawston Parish Council to be as open as possible, but not all information can be made available to the public. Information will be made publicly available where the law allows, except where it is considered that the release of information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Parish Council that disclosure may harm or prejudice law enforcement, legal proceedings or the

administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise prohibited by law.

Archiving Policy

It is impossible for the Parish Council to retain all information forever.

Therefore, in line with the Parish Council's Archives & Records Policy, Parish records will be destroyed or archived. The Publication Scheme will indicate for how long the information is kept and whether it is archived or destroyed after this time.

Access to Information

All information listed in the Publication Scheme can be viewed by appointment by contacting:- The Parish Clerk

Sawston Parish Council

Parish Office

Link Road

Sawston

Cambridge CB22 3GB

Telephone: 01223 832470

Email: clerk@sawstonparishcouncil.gov.uk

Some of the information listed below may be available on the Parish Council Website www.sawston.org.uk

Copies of information can be supplied in paper copy. Most information can be supplied electronically.

All information not covered by an exemption will ordinarily be released within 25 working days of receipt of a request in writing unless it is necessary to issue a Fees Notice (listed below).

Charging Policy

In the majority of cases fees will not be charged other than those set out in the Scheme for photocopying and postage. However, if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 2 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any time above one hour.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of one calendar month. The Parish Council is under no obligation to supply the information requested until the Applicant has paid the requisite amount. If the amount is not paid within the specified time then the request lapses.

The Parish Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

There will be a 20p per A4 sheet charge for supplying the above in paper format.

There is no charge for supplying the above electronically.

Complaints

Any complaints concerning the Publication Scheme should be forwarded to either:

The Parish Clerk or the Parish Council Chairman,

Parish Office, Link Road,

Sawston, Cambridge CB22 3GB

Email: clerk@sawstonparishcouncil.gov.uk

Publication Scheme – Definition Document

In accordance with the provisions of the Freedom of Information Act 2000 s.20: Sawston Parish Council have routinely available the following information –

A) COUNCIL INTERNAL PRACTICE & PROCEDURE

Agendas and supporting papers for Council, Committees and Sub-Committee meetings, limited to the last two years.

Minutes of Council, Committee and Sub-Committee meetings, limited to the last two years.

Procedural Standing Orders.

Terms of Reference.

Annual Report (as presented to the Annual Parish Meeting)

B) CODE OF CONDUCT

Members Declaration of Acceptance of Office.

Members Register of Interests.

C) EMPLOYMENT PRACTICE & PROCEDURES

Terms and Conditions of employment.

Job descriptions.

Equal Opportunities Policy.

Health & Safety Policy.

Grievance Procedures.

Exclusions: Personal data relating to employees as stipulated under the Data Protection Act 1998.

D) AUDIT & ACCOUNTS

Annual Return Form – limited to the last Financial Year.

Annual Statutory report by Internal and External Auditors – limited to the last Financial Year.

Income and Expenditure – limited to the last Financial Year.

Precept request – limited to the last Financial Year.

Financial Regulations.
Assets Register.
Risk Assessments.
Fees and/or charges made by Sawston Parish Council.
Safety Inspection reports (ROSPA and external bodies)

E) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by the Council.
Responses made by Sawston Parish Council to Consultations.
Complaints handling procedure.

F) RESIDENTS CORRESPONDENCE

Correspondence received from Residents will be held for a period of one year and thereafter destroyed or archived if pertaining to important local issues or activities. Information may be partly or wholly withheld if the Parish Council considers that disclosure is subject to the exemptions above or under the Data Protection Act 1998.

Anonymous correspondence received will be destroyed upon receipt and not be kept or recorded in any format.

G) PARISH COUNCIL NEWS & REPORTS – limited to the last two years.

H) CEMETERIES

Register of Burials, cemetery plan and list of charges.

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner's Office is changing the emphasis in the approval and operation of public schemes to a standard model which should be adopted and operated by all public authorities from 1st January 2009.