

## Clavering Parish Council Freedom of Information Policy

Based on the model publication scheme.  
Adopted July 2017, amended March 2020.

This gives examples of the kinds of information that it is expected Parish Councils provide in order to meet their commitments under the model publication scheme.

Parish Councils are expected 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- the information is archived, out of date or otherwise inaccessible; or,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.

The guidance from ico. is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy or website)	
Who's who on the Council and its Committees	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Contact details for Parish Clerk and Council members	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Staffing structure	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy or website)	
Annual return form and report by auditor	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Finalised budget	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Precept	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	

Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Grants given and received	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
List of current contracts awarded and value of contract	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Members' allowances and expenses	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a> or relevant minutes	
Annual Report to Parish or Meeting	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a> Annual Meeting of the Parish Minutes	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Agendas of meetings (as above)	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Responses to consultation papers	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a> Relating Minutes	
Responses to planning applications	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a> Relating Minutes	
Bye-laws	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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 Complaints procedures (including those covering requests for information and operating the publication scheme)	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>  or Application to the Clerk	

Information security policy	By Application to the Clerk	
Records management policies (records retention, destruction and archive)	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Data protection policies	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Schedule of charges (for the publication of information)	As detailed below	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list		
Assets register	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
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)	By Application to the Clerk	
Register of members' interests	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Register of gifts and hospitality	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Allotments	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Newsletter	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
Seating, litter bins, clocks, memorials and lighting	By Application to the Clerk	
Bus shelters	By Application to the Clerk	

Agency agreements - with UDC Green Waste	<a href="http://www.claveringvillage.org.uk">www.claveringvillage.org.uk</a>	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Jessica Ashbridge - Parish Clerk and Responsible Finance Officer

Clavering Parish Council, PO Box 1376, Cambridge, CB1 0GS

**email: [clerk@claveringvillage.org.uk](mailto:clerk@claveringvillage.org.uk)**

The Clerk’s availability to parishioners is usually Tuesday and Thursday 10pm – 2pm. Parishioners should note that as the Parish Clerk works from home, unannounced visits to this address should not be undertaken

SCHEDULE OF CHARGES

If any individual wishes for information to be provided to them in a paper format the following charges shall apply:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 50p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail special delivery in a large envelope
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the

		actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

If an individual wishes to view information a charge will be made if it is necessary for a premises to be rented in order to do so.

NOTE: A proforma invoice will be issued giving a strong indication of the costs, for which the payment will be requested prior to the release of documents.