



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Freedom of information Publication Scheme

**AS ADOPTED BY Cambourne Parish Council
ON 18th November 2008
Updated 4th March 2014**

Information available from Cambourne Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - 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 and website	Hard copy 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and website	Hard copy 10p/sheet
Location of main Council office and accessibility details	hard copy and website	Hard copy 10p/sheet
Staffing structure	hard copy	Hard copy 10p/sheet
<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	Hard copy 10p/sheet
Finalised budget	hard copy and website	Hard copy 10p/sheet
Precept	hard copy and website	Hard copy 10p/sheet
Borrowing Approval letter	hard copy and website	Hard copy 10p/sheet
Financial Standing Orders and Regulations	hard copy and website	Hard copy 10p/sheet

Grants given and received	hard copy and website	Hard copy 10p/sheet
List of current contracts awarded and value of contract	hard copy	Hard copy 10p/sheet
Members' allowances and expenses	n/a	
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) (When produced there is no current Parish Plan)	hard copy and website	Hard copy 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and website	Hard copy 10p/sheet
Quality status (when applied for)	hard copy and website	Hard copy 10p/sheet
Local charters drawn up in accordance with DCLG guidelines (when any are drawn up)	hard copy and website	Hard copy 10p/sheet
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, any committee/sub-committee meetings and parish meetings)	hard copy and website	Hard copy 10p/sheet
Agendas of meetings (as above)	hard copy and website	Hard copy 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and website	Hard copy 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy	Hard copy 10p/sheet
Responses to consultation papers	hard copy	Hard copy 10p/sheet
Responses to planning applications	hard copy	Hard copy 10p/sheet
Bye-laws (when any are drawn up)	hard copy and website	Hard copy 10p/sheet

<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>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee, sub-committee and working party terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy and website	Hard copy 10p/sheet
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 Complaints procedures (including those covering requests for information and operating the publication scheme) As included in staff hand book.	hard copy	Hard copy 10p/sheet
Information security policy	hard copy	Hard copy 10p/sheet
Records management policies (records retention, destruction and archive)	hard copy	Hard copy 10p/sheet
Data protection policies	hard copy	Hard copy 10p/sheet
Schedule of charges)for the publication of information)		

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	available by inspection	
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)		
Register of members' interests	available by inspection	
Register of gifts and hospitality	available by 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	hard copy	Hard copy 10p/sheet
Burial grounds and closed churchyards (once open)	available by inspection	
Community centres and village halls	hard copy and website	Hard copy 10p/sheet
Parks, playing fields and recreational facilities	hard copy and website	Hard copy 10p/sheet
Seating, litter bins, clocks, memorials and lighting as appropriate.	hard copy and website	Hard copy 10p/sheet
Bus shelters	hard copy and website	Hard copy 10p/sheet
Markets	n/a	
Public conveniences	n/a	
Agency agreements	available by inspection	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	available by inspection	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
This is kept clear for additional information.		Hard copy 10p/sheet

Contact details:

John Vickery Clerk to the Parish Council

Parish Office, The Hub, Cambourne community Centre, High Street, Cambourne, Cambridge. CB23 6GW.

Tel 01954 714403 Fax 01954 710602

E-Mail clerk@cambourneparishcouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the

		relevant legislation (quote the actual statute)
Other		