

## FREEDOM OF INFORMATION ACT

### Information available from Little Abington Parish Council under the model publication scheme

(Based on Model Publication Scheme developed by the Information Commissioner)

31 December 2008

Little Abington Parish Council has adopted the Model Publication Scheme prepared and approved by the information Commissioner. The table below lists the information available, how to obtain it and any charges that are applicable.

**Web site address** [www.theabingtons.org.uk](http://www.theabingtons.org.uk). Parish Council agendas and minutes and meeting papers can be found on the website. The Parish Council complies with the Transparency Code. All related documents can be found on the Parish Council web site pages

**The Parish Council Noticeboard** is in Church Lane, Little Abington close to the junction with the High Street

**Clerk to the Parish Council** Mrs G Dalton  
27 West Field  
Little Abington  
Cambridge  
CB21 6BE  
Tel 07703 486562  
e-mail [clerk@littleabington.clara.co.uk](mailto:clerk@littleabington.clara.co.uk)

| Information to be published   | How the information can be obtained     | Cost |
|---|---|------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) |   |      |
| Who's who on the Council and its Committees   | Notice board, Website<br>From the Clerk | Free |
| Contact details for Parish Clerk and Council members  | Notice board, Website<br>From the Clerk | Free |
| Location of main Council office and accessibility details   | Please contact the Clerk                |      |
| Staffing structure  | N/A                                     |      |
|   |   |      |



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| <b>Class 2 – What we spend and how we spend it</b>   |                                     |              |
| Annual return form and report by auditor   | Website/From the Clerk              | Free         |
| Finalised budget   | Website/ From the Clerk             | Free         |
| Precept  | Website/From the Clerk              | Free         |
| <del>Borrowing Approval letter</del>   | N/A                                 |              |
| Financial Standing Orders and Regulations  | Website/From the Clerk              | Cost of copy |
| Grants given and received  | Website/From the Clerk              | Cost of copy |
| List of current contracts awarded and value of contract  | From the Clerk                      | Cost of copy |
| Members' allowances and expenses   | From the Clerk                      | Cost of copy |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |                                     |              |
| Parish Plan (current and previous year as a minimum)   | From the Clerk                      | Cost of copy |
| Annual Report to Parish or Community Meeting   | On the website or from the Clerk.   | Cost of copy |
| Quality status   | From the Clerk                      | Cost of copy |
| <del>Local charters drawn up in accordance with DCLG guidelines</del>  | N/A                                 |              |

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| <b>Class 4 – How we make decisions</b>  | <i>(hard copy or website)</i>  |              |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Noticeboard , website, from the Clerk  | Free         |
| Agendas of meetings   | Noticeboard , website, from the Clerk  | Free         |
| Minutes of meetings This excludes information that is properly regarded as private to the meeting.  | Noticeboard, website, filed in Abington Institute , from the Clerk                         | Cost of copy |
| Reports presented to council meetings - NB this excludes information that is properly regarded as private to the meeting.   | Website/ From the Clerk. <b>Note</b> meeting papers are kept on the web site for 6 months. | Cost of copy |
| Responses to consultation papers  | Website/From the Clerk   | Cost of copy |
| Responses to planning applications  | Website/From the Clerk/SCDC  | Cost of copy |
| <del>Bye-laws</del>   | N/A  |              |
|   |  |              |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)   |  |              |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements. | Web site/ From the Clerk   | Cost of copy |

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| Policies and procedures for the provision of services and about employment of staff:  | Web site/ From the Clerk  | Cost of copy |
| Internal policies relating to the delivery of services  | Website   |              |
| Equality and diversity: Statement on Equal Opportunities  | Website   |              |
| <del>Health and safety policy</del>   |   |              |
| Risk Management policy  | Website   |              |
| <del>Recruitment policies (including current vacancies)</del>   |   |              |
| Policies and procedures for handling requests for information   | Website   |              |
| Complaints procedures (including those covering requests for information and operating the publication scheme)  | Website   |              |
| Information security policy   | From the Clerk  | Cost of copy |
| Records management policies (records retention, destruction and archive)  | From the Clerk  | Cost of copy |
| Data protection policies  | From the Clerk  | Cost of copy |
| Schedule of charges (for the publication of information)  | See below   |              |
|   | From the Clerk  |              |
|   |   |              |
| <b>Class 6 – Lists and Registers</b>  |   |              |
| Currently maintained lists and registers only   | <i>(hard copy or website; some information may only be available by inspection)</i> |              |
| <del>Any publicly available register or list</del>  | N/A   |              |
| Assets Register   | Website/From the Clerk  | Free         |
| <del>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)</del> | N/A   |              |
| Register of members' interests  | For inspection from the Clerk   | Free         |
| Register of gifts and hospitality   | For inspection from the Clerk   | Free         |
|   |   |              |
| <b>Class 7 – The services we offer</b>  |   |              |
| (Information about the services we offer, e.g leaflets, guidance and newsletters produced for the public and businesses)  | <i>(hard copy or website; some information may only be available by inspection)</i> |              |
| Allotments  | Current information only  |              |
|   | AALGA - contact the Secretary   |              |

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| Burial grounds and closed churchyards   | N/A                                 |      |
| Community centres and village halls   | Contact Institute Administrator     |      |
| Parks, playing fields and recreational facilities   | Contact Recreation Ground Committee |      |
| Seating, litter bins, clocks, memorials and lighting  | From the Clerk                      | Free |
| Bus shelters  | From the Clerk                      | Free |
| Markets   | N/A                                 |      |
| Public conveniences   | N/A                                 |      |
| Agency agreements   | N/A                                 |      |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A                                 |      |

### SCHEDULE OF CHARGES

| TYPE OF CHARGE           | DESCRIPTION  | BASIS OF CHARGE   |
|--------------------------|--|---|
| <b>Disbursement cost</b> | A4 Photocopying @ 20p per side (black & white)   | Actual cost   |
|                          | A4 Photocopying @ 30p per side (colour)  | Actual cost   |
|                          | A4 Printing @20p per side  | Actual cost   |
|                          | Postage  | Actual cost   |
| <b>Statutory Fee</b>     | Requests for other information outside the scope of this publication scheme where legislation applies              | In accordance with the relevant legislation e.g. The Freedom of Information and Data Protection Regulations 2004                            |
| <b>Other</b>             | Requests for other information outside the scope of this publication scheme where no relevant legislation applies. | Subject to the agreement of the Parish Council. Actual cost based on work required to provide the information and cost of printing/ copying |

Reviewed May 2017

Next Review May 2018

Signed

Date

Chairman

