

## Freedom of Information Act 2000

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities including Parish Councils. The act sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether it holds that information and, subject to exemptions, supplied with that information. Individuals already have the right to access to information about themselves under the Data Protection Act 1998.

For Parish Councils, the Freedom of Information Act 2000 has extended this right to allow public access to all types of information held. Horningsea Parish Council strives to be as open as possible with local government information and has adopted the model publication scheme for Local Councils issued by the Information Commissioner. The purpose of this document is to describe the classes of document available and the charges for providing copies of the documents/information listed.

The Parish Council may withhold any information if it considers the release of the information would not be in the public interest and could cause significant harm. Any confidential and sensitive information is exempt from the publication scheme. Requests for information must be made in writing and should be sent to: Hayley Livermore, 28 Ox Meadow, Bottisham, Cambridge, CB25 9FL.

The Parish Council will respond to all requests within 20 working days of receipt of the request. Charging policy: The following administrative charges have been set: 15p per A4 sheet for paper copies plus postage (which will be charged at Royal Mail 2<sup>nd</sup> class rates-actual cost).

## Information available from Horningsea Parish council under the Freedom of Information Act model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Hard copy	15p per A4 sheet
Contact details for Parish Clerk and Council members	Website  Hard copy	Free  15p per A4 sheet
Location of main Council office and accessibility details	Hard copy	15p per A4 sheet
<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website  Hard copy	Free  15p per A4 sheet
Finalised budget	Hard copy	15p per A4 sheet
Precept	Hard copy	15p per A4 sheet

Borrowing Approval letter	Hard copy	15p per A4 sheet
All items of expenditure above £100	Website	Free
	Hard copy	15p per A4 sheet
Financial Standing Orders and Regulations	Website	Free
	Hard copy	15p per A4 sheet
Grants given and received	Hard copy	15p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	15p per A4 sheet
Members' allowances and expenses	Hard copy	15p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
	Hard copy	15p per A4 sheet
Annual Report to Parish or Community Meeting	Hard copy	15p per A4 sheet
	Website	Free
Minutes of annual meeting of the parish	Website	Free
	Hard copy	15p per A4 sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboard and Website	Free
Agendas of meetings	Noticeboard and website	Free
	Hard copy	15p per A4 sheet
Minutes of meetings– excluding material that is properly considered to be exempt from disclosure	Noticeboard and website	Free
	Hard copy	15p per A4 sheet

Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Hard copy Website	15p per A4 sheet Free
Responses to consultation papers	Hard copy	15p per A4 sheet
Responses to planning applications	Hard copy Website and noticeboard (in minutes)	15p per A4 sheet Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Financial regulations</li> <li>• Code of Conduct</li> <li>• Complaints policy</li> <li>• Document retention and disposal policy</li> <li>• Equality policy</li> <li>• Information and data protection policy</li> <li>• Press and media policy</li> <li>• Privacy notice</li> <li>• Removable media policy</li> <li>• Safeguarding children policy</li> <li>• Safeguarding vulnerable adults policy</li> <li>• Security incident policy</li> <li>• Health and safety policy</li> <li>• Grievance procedure policy</li> <li>• Disciplinary procedure policy</li> <li>• Social media and electronic communication policy</li> </ul>	Website  Hard copy	Free  15p per A4 sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.		
Assets register, including details of	Website	Free

public land and building assets	Hard copy	15p per A4 sheet
Register of members' interests	Website	Free
	Hard copy	15p per A4 sheet
Register of gifts and hospitality	Hard copy	15p per A4 sheet
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Hard copy	15p per A4 sheet
Parks, playing fields and recreational facilities	Hard copy	15p per A4 sheet
Seating, litter bins, lighting and noticeboards	Hard copy	15p per A4 sheet
Speed signs	Hard copy	15p per A4 sheet
Defibrillators	Hard copy	15p per A4 sheet