

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1	Revision in accordance with ICO guidance	Katherine Hyett - Clerk	Full Council	Annual	FC/310326/10	31.03.2027

Burwell Parish Council Publication Scheme

Based on the Model Publication Scheme from The Information Commissioner's Office (ICO)

Burwell Parish Council (the Council) has always strived to be an 'open' authority and will continue to seek ways of being more open for the benefit of its residents. 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 setting out the classes of information it holds, the way it intends to publish the information and whether a charge will be made for the information.

1. Introduction

1. What is the 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 Council is involved. The information will be formally published as printed material, electronic format or available through the website.
- It is expected over time that the amount of information available will increase and additional classes will be added. At the present time the Classes have been grouped into the following categories: -
 1. Who we are and what we do
 2. What we spend and how we spend it
 3. What our priorities are and how we are doing
 4. How we make our decisions
 5. Our policies and procedures
 6. Lists and Registers
 7. The services we offer
 8. Additional information

2. Exemptions

- It is the Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that 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 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 infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld, you are referred to the section on 'Complaints Procedures'.

3. Archiving Policy

- It is impossible for the Council to keep all information forever. Therefore, in line with policy it will be either 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. If it is archived, then the County Record Office will need to be contacted directly.

4. Access to Information

- All information listed in the Publication Scheme can be viewed by appointment by contacting:
The Parish Clerk
Burwell Parish Council
Jubilee Reading Room
Burwell
CB25 0DU
Tel: 01638 743142
Email: burwellpc@burwellparishcouncil.gov.uk
- Copies of information can be supplied either in paper format or electronically.
- All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fees notice (see below for details).

5. Charging

- Most cases will not attract charges other than those set out in the scheme for photocopying, postage, etc. However, if the request for information is likely to exceed the appropriate limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18 hours.
- The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Council has no obligation to supply the information requested until the applicant has paid the requisite amount. If the costs are not paid within three months, 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.

6. Complaints

- Any complaints concerning the publication scheme should be forwarded to either: The Parish Clerk or the Chair, Burwell Parish Council, Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU.
Email: burwellpc@burwellparishcouncil.gov.uk

Information available from Burwell Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held or N/A' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website/Hard copy/Email	Free/5p per sheet /Free
Details of any representation on local public bodies	East Cambridgeshire District Council website/Hard copy/Email	Free/5p per sheet /Free
Postal and email address	Website/Hard copy/Email	Free/5p per sheet /Free
Contact details for Parish Clerk and Council members	Website/Hard copy/Email	Free/5p per sheet /Free
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Website/Hard copy/Email	Free/5p per sheet /Free
Staffing structure	Website/Hard copy/Email	Free/5p per sheet /Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) 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/Email	Free/5p per sheet /Free
Finalised budget	Website/Hard copy/Email	Free/5p per sheet /Free
Precept	Website/Hard copy/Email	Free/5p per sheet /Free
Borrowing Approval letter	N/A	N/A
All items of expenditure above £100	Website/Hard copy/Email	Free/5p per sheet /Free
Financial Standing Orders and Regulations	Website/Hard copy/Email	Free/5p per sheet /Free
Grants given and received	Website within minutes/Hard Copy/Email	Free/5p per sheet /Free
List of current contracts awarded and value of contract	Website within minutes/Hard Copy/Email	Free/5p per sheet /Free

Members' allowances and expenses	Website within minutes/Hard Copy/Email	Free/5p per sheet /Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website/Hard copy/Email	Free/5p per sheet /Free
Parish Plan: Neighbourhood plan Burwell Parish Council 5 year Plan	N/A Website/Hard copy/Email	N/A Free/5p per sheet /Free
Annual Report to Parish or Community Meeting	Website/Hard copy/Email/Clunch	Free/5p per sheet /Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines (Department for Levelling Up, Housing and Communities)	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy/Email	Free/5p per 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 and any committee/sub-committee meetings and parish meetings)	Website/Hard copy/Email	Free/5p per sheet /Free
Agendas of meetings (as above)	Website/Hard copy/Email	Free/5p per sheet /Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/Hard copy/Email	Free/5p per sheet /Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website/Hard copy/Email	Free/5p per sheet /Free
Responses to consultation papers	Website within minutes/Hard copy/Email	Free/5p per sheet /Free
Responses to planning applications	ECDC Website – planning portal/Hard copy/Email	Free/5p per sheet /Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: Procedural standing orders	Website/Hard copy/Email	Free/5p per sheet /Free

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(Term's of Reference/Delegated Authority Email/Hardcopy only)	
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 and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/Hard copy/Email Internal instructions to staff and policies relating to the delivery of services – N/A Recruitment Policy – N/A	Free/5p per sheet /Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website/Hard copy/Email	Free/5p per sheet /Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection only	
Assets register, including details of public land and building assets	Hard copy	5p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy/Email	5p per sheet
Register of members' interests	Held by East Cambridgeshire District Council. Available on their website.	
Register of gifts and hospitality	Held by East Cambridgeshire District Council. Available on their website.	
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	Website/Hard copy/Email	Free/5p per sheet /Free
Burial grounds and closed churchyards	Website/Hard copy/Email	Free/5p per sheet /Free

Community centres and village halls	Website/Hard copy/Email	Free/5p per sheet /Free
Parks, playing fields and recreational facilities	Website/Hard copy/Email	Free/5p per sheet /Free
Seating, litter bins, clocks, memorials and lighting	Hard copy/Email	5p per sheet /Free
Bus shelters	Hard copy/Email	5p per sheet /Free
Markets	N/A	
Public conveniences	Hard copy/Email	5p per sheet /Free
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website/Hard copy/Email	Free/5p per sheet /Free
Additional Information		
Information not itemised in the lists above		
N/A		

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 @ £0.05 per sheet (black & white)	Actual cost: £0.05
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25 per hour up to a maximum of 18 hours	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244

Burwell Parish Council
 Jubilee Reading Room
 99 The Causeway
 BURWELL
 Cambridge
 CB25 0DU
 Tel 01638 743142 Email: burwellpc@burwellparishcouncil.gov.uk
 Website: www.burwellparishcouncil.gov.uk