



# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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		

# 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](mailto: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](mailto: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
<b>Class 1 - Who we are and what we do</b> (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
<b>Class 2 – What we spend and how we spend it</b> (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
<b>Class 3 – What our priorities are and how we are doing</b> (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
<b>Class 4 – How we make decisions</b> (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
<b>Class 5 – Our policies and procedures</b> (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
<b>Class 6 – Lists and Registers</b>		
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.	
<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) 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
<b>Additional Information</b>		
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
<b>Disbursement cost</b>	Photocopying @ £0.05 per sheet (black & white)	Actual cost: £0.05
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> 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](http://www.burwellparishcouncil.gov.uk)

## Website MOT Report

Burwell Parish Council

Date: 4<sup>th</sup> March 2026

As part of our ongoing commitment to helping you maintain a website that is accessible, user-friendly, and up to date, we've carried out a Website MOT to review overall performance, layout consistency, and compliance with accessibility standards.

We're pleased to report that the site is performing well in several key areas. Below, you'll find a summary of our findings along with some recommendations, should you wish to explore further enhancements.

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### Accessibility Check

- WCAG AA Compliance: Pass
- WCAG AAA Compliance: Pass

### Accessibility Check

- This has been updated to show that the site is and any new content added will be WCAG 2.2 AA compliant

### Reminders:

- All text must not be copied and pasted, otherwise it will be out of style and need to be reformatted.
- All images must be uploaded (not copied and pasted) and must include appropriate alternative (alt) text.
- Heading styles should follow a consistent format:
  - Use **H4** for Text headings or Sub headings or Peoples names or titles etc
  - Use **H5** for page headings
  - Use **H6** for links to documents or external/internal web pages

**Note: For best practice any posters used throughout the site would link to a PDF for accessibility purposes. This will also apply to any informational images used on this website.**

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## Page-by-Page Summary

### News

- Would try to keep a consistency of either having images or not. As seen on the home page when some have an image and some not it makes the columns different lengths. If using images then try to ensure they are the same size.

### Your Council

- **Your Council landing page** – Alternative text added to the List of Chairmen board. The 2 links at the bottom to ECDC and CCC were NOT set to open in a new window – this has been resolved
- **Councillors** – The link to the Register of Interest is broken – this has NOT been resolved. There is no consistency to the Councillor image sizes.

- **Meetings, Minutes & Agendas** – Would suggest the 'Upcoming Meetings' component is not needed. The meeting dates are underneath.
- **Financial Information** - ALL links from 2020 – 2021 onwards were NOT set to open in a new window – this has been resolved

**Due to the MOT time constraints the Amenities, Halls for Hire, Useful Information and Links and Contact Us will only have a selection of pages tested.**

#### Amenities

- **Cemetery** – The 'Burwell Cemetery Fees 2025' link was not set to open in a new window – this has been resolved
- **Recreation Ground** – No alternative text on the main picture – this has been resolved
- **Proposed Community Garden** - No alternative text on the main picture – this has been resolved
- **Pauline's Swamp** - No alternative text on the pictures – this has been resolved  
The link was not set to open in a new window – this has been resolved.

**The rest of the pages should be checked to ensure all images have alternative text and links are set to open in a new window.**

#### Halls for Hire

- OK

#### Useful Information and Links

- **Useful Links** – New layout and styling introduced. Most links were not set to open in a new window – this has been resolved
- **Online Safety and Scams** – Content had been cut and pasted so was therefore in the wrong style – this has been resolved.
- **Climate Change, Biodiversity and Pollution** – Styling and new layout added to the Minutes section. Some links were not set to open in a new window – this has been resolved.

**The rest of the pages should be checked to ensure all images have alternative text and links are set to open in a new window.**

#### Contact Us

- OK

If there is anything you would like to discuss, please do not hesitate to contact us on 01392 669497.

Warm regards.  
VisionICT

## Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example [clerk@abcparishcouncil.gov.uk](mailto:clerk@abcparishcouncil.gov.uk) or [clerk@abcparishcouncil.org.uk](mailto:clerk@abcparishcouncil.org.uk) rather than [abcparishclerk@gmail.com](mailto:abcparishclerk@gmail.com) or [abcparishclerk@outlook.com](mailto:abcparishclerk@outlook.com) for example.
- All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.