

Swaffham Prior Parish Council

Publication Scheme under the Freedom of Information Act (FOIA) 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 examples 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 the information.

Individuals already have the right to access 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.

Swaffham Prior Parish Council strives to be as open as possible with local government information and has adopted the model publication scheme for Local Classes 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. In certain classes, a limitation in the age of some documents has also been stipulated. This does not mean that information beyond that date cannot be obtained, it simply indicated that it is not available within the model publication scheme.

The Parish Council may withhold any information if it considers the release of that 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.

Requests for information must be made in writing and sent to:

Jude Griffiths
17 Mill Hill
Swaffham Prior
CB25 0JZ

Or to swaffhampriorclerk@gmail.com

The Parish Council will respond to all requests within 20 working days of the receipt of the request.

Charging policy.

The following administrative charges have been set:

5p per A4 sheet for paper copies, plus postage.

Information sent by email or obtained via the website is free of charge.

Original documents may be viewed by appointment.

Review of policy

This policy was approved by Swaffham Prior Parish Council at its meeting on 12th May 2022 and will be reviewed annually at the Annual Meeting of the Parish Council.

Information available from Swaffham Prior Parish Council under the model publication scheme.

Information to be published	How the information can be obtained
Class 1 – who we are and what we do. (Organisational information, structures, locations and contacts) This will be current information only.	
Who's who on the Council	Website Hard copy
Contact details for the Parish Clerk	Website Noticeboard Hard copy
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).	
Annual return form (limited to the last financial year)	Website Hard copy
Annual statutory report by the auditor (limited to the last financial year)	Website Hard copy
Receipt/payments, bank statements from all accounts (limited to the last financial year)	Hard copy
Finalised budget	Website Hard copy
Precept request (limited to the last financial year)	Hard copy
Financial Standing Orders and Regulations	Website Hard copy
Current contracts awarded and value of contract	Website within the minutes Hard copy
Class 3 What are our priorities and how are we doing? Strategies and plans, performance indicators, audits, inspections and reviews.	
Annual report to Parish meeting	Website Hard copy
Class 4 How we make decisions Decision-making processes and records of decisions	
Timetable of meetings	Noticeboard Website Hard copy
Agendas of meetings	Noticeboard Website Hard copy
Minutes of meetings (limited to the last 2 years)	Website Hard copy
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Website (prior to the relevant meeting) Hard copy
Responses to consultation papers	Website (within minutes) Hard copy
Responses to planning applications (please state planning application reference number, property and date) <i>Exclusions – copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.</i>	Website (within minutes) Hard copy

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 Code of Conduct Press and Social Media Policy Equality and Diversity Policy Publication Scheme Document and Website Accessibility Statement	Website Hard copy
Policies and procedures for the employment of staff: Job Description Terms and conditions of employment <i>Exclusions – personal records i.e. appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998</i>	Hard copy
Policy and procedure for handling requests for information	Website Hard copy
Complaints procedure	Website Hard copy
Records management policy (record retention, destruction and archive)	Website Hard copy
Cemetery memorial safety policy	Website Hard copy
Risk assessments	Website Hard copy
Class 6 Lists and registers Currently maintained lists and registers only	
Assets register	Website Hard copy
Register of member's interests	Website Hard copy ECDC website
Burial register	Hard copy
Class 7 The services we offer Information about the services we offer, including guidance produced for the public and businesses. Current information only.	
Allotments	Website Hard copy
Cemetery	Website Hard copy
Playground	Hard copy
Litter bins, dog poo bins, lighting	Hard copy
Bus shelter	Hard copy
Services for which the council is entitled to recover a fee together with those fees (i.e. burial fees)	Website Hard copy
Schedule of charges for publication of information	Website (see Publication Scheme) Hard copy