

Swaffham Prior Parish Council

Publication Scheme

Freedom of Information Act

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 it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of reuse; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make 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 is 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 capacity 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 matter 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 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 or 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 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 of fees which is readily available to the public.

Charges may also be made for using 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 the regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If the 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.

Swaffham Prior Parish Council – publication scheme and guide to information.
Adopted 13th March 2025 – min.ref.

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.	
Minutes of the Annual 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 and seating	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

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.

Requests for information.

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

Jude Griffiths
Parish Clerk
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.

Review of policy

This policy was approved by Swaffham Prior Parish Council at its meeting on 13th March 2025 and will be reviewed annually at the Annual Meeting of the Parish Council.