

**Histon Parish Council Adopted: 13 October 2008**  
**FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

The Freedom of Information Act 2000(FOIA) received Royal Assent on 30<sup>th</sup> November 2000. Under this Act every Public Authority is required to adopt and maintain a publication scheme which sets out the classes of information it retains, the manner in which it intends to publish the information and whether a charge will be made for the information.

**Introduction**

It is the duty of Histon Parish Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to organize such services across its entire area.

**What is a 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 Parish Council is involved. The information will be formally published as printed material, electronic format or available through the Parish Council website.

It is expected, that over time, the amount of information available will increase and additional ‘Classes’ will be added. So far the ‘Classes’ have been grouped into the following categories:-

1. Parish Council Internal Practice and Procedures.
2. Code of Conduct.
3. Periodic Electoral Review.
4. Employment Practice and Procedures.
5. Planning Documents.
6. Audit and Accounts.
7. Development and Implementation of Policy.
8. Byelaws.
9. Residents’ Correspondence.
10. Council Circulars and Newsletters.
11. Arts, Entertainments and Tourist Information.
12. Allotments.
13. Cemeteries.

**Exemptions**

It is the policy of Histon Parish Council to be as open as possible, but not all information can be made available to the public. Information will be made publicly available where the law allows, except where it is considered that the release of 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 Parish 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 prohibited by law.

### **Archiving Policy**

It is impossible for the Parish Council to retain all information forever. Therefore in line with the Parish Council's Archives & Records Policy, Parish records will be 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.

### **Access to Information**

All information listed in the Publication Scheme can be viewed by appointment by contacting:-

The Parish Clerk  
Histon Parish Council  
Parish Office  
Histon & Impington Recreation Ground  
New Road  
Impington CB24 9LU  
Telephone: 01223 235906  
Email: [clerk@hisimp.net](mailto:clerk@hisimp.net)

Some of the information listed below may be available on the Village Website [www.hisimp.net](http://www.hisimp.net)

Copies of information can be supplied in paper copy. Most information can be supplied electronically.

All information not covered by an exemption will ordinarily be released within 20 working days of receipt of a request in writing unless it is necessary to issue a Fees Notice (listed below).

### **Charging Policy**

In the majority of cases fees will not be charged other than those set out in the Scheme for photocopying and postage. However if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 3 hours of staff time) a charge will be made of £18.00 per hour plus expenses for any time above three hours.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of one calendar month. The Parish Council is under no obligation to supply the information requested until the Applicant has paid the requisite amount. If the amount is not paid within the specified time then 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.

### **Complaints**

Any complaints concerning the Publication Scheme should be forwarded to either:  
The Parish Clerk or the Parish Council Chairman,  
Parish Office, Histon & Impington Recreation Ground  
New Road Impington CB24 9LU.  
Email: [clerk@hisimp.net](mailto:clerk@hisimp.net)

## **Publication Scheme – Definition Document**

In accordance with the provisions of the Freedom of Information Act 2000 s.20:  
Histon Parish Council have routinely available the following information –

### **a) COUNCIL INTERNAL PRACTICE & PROCEDURE**

Agendas and supporting papers for Council, Committees and Sub-Committee meetings, limited to the last 2 years.

Minutes of Council, Committee and Sub-Committee meetings, limited to the last two years.

Procedural Standing Orders.

Terms of Reference.

Annual Report (as presented to the Annual Parish Meeting)

There will be a 10p per A4 sheet charge for supplying the above in paper format.

There is no charge for supplying the above electronically.

### **b) CODE OF CONDUCT**

Members Declaration of Acceptance of Office.

Members Register of Interests.

### **c) EMPLOYMENT PRACTICE & PROCEDURES**

Terms and Conditions of employment.

Job descriptions.

Equal Opportunities Policy.

Health & Safety Policy.

Grievance Procedures.

Exclusions: Personal data relating to employees as stipulated under the Data Protection Act 1998.

### **d) PLANNING DOCUMENTS**

Responses to Planning Applications – limited to 2years.

### **e) AUDIT & ACCOUNTS**

Annual Return Form – limited to the last Financial Year.

Annual Statutory report by Internal and External Auditors – limited to the last Financial Year.

Income and Expenditure, Bank Statements – limited to the last Financial Year.

Precept request – limited to the last Financial Year.

VAT Records – limited to the last Financial Year.

Financial Regulations.

Assets Register.

Risk Assessments.

Loan Sanction approvals.

Fees and/or charges made by Histon Parish Council.

Safety Inspection reports (ROSPA and external bodies)

Register/File of Members' Allowance.

**f) DEVELOPMENT AND IMPLEMENTATION OF POLICY**

Policy Statements issued by the Council.  
Responses made by Histon Parish Council to Consultations.  
Analysis of responses received to Public Consultations by the Parish Council.  
Complaints handling procedure.

**g) BYELAWS**

Jointly made with Impington Parish Council

**h) RESIDENTS CORRESPONDENCE**

Correspondence received from Residents will be held for a period of one year and thereafter destroyed or archived if pertaining to important local issues or activities. Information may be partly or wholly withheld if the Parish Council considers that disclosure is subject to the exemptions above or under the Data Protection Act 1998.

Anonymous correspondence received will be destroyed upon receipt and not be kept or recorded in any format.

**i) PARISH COUNCIL NEWS & REPORTS**

Reports and articles are available on the Website.

**j) ARTS, ENTERTAINMENTS & TOURIST INFORMATION**

Advertised on the Website and by South Cambridgeshire District Council.

**k) CEMETERIES**

Register of Burials, cemetery plan and list of charges.

**l) PERIODIC ELECTORAL REVIEW**

Information relating to the last Periodic Electoral Review of the Parish area is held at the Dept. of Democratic Services, South Cambridgeshire District Council.

Information relating to the latest Boundary Review is held at South Cambridgeshire District Council.

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Presented to Histon Parish Council at its meeting on 13<sup>th</sup> October 2008.

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner's Office is changing the emphasis in the approval and operation of public schemes to a standard model which should be adopted and operated by all public authorities from 1<sup>st</sup> January 2009.