

# Histon & Impington Parish Council

## Freedom of Information Act 2000

### Publication Scheme

### September 2015

#### **Introduction**

It is the duty of Histon & Impington 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.

#### **Exemptions**

It is the policy of Histon & Impington 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.

#### **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 Cambridge CB24 9LU.  
Email: [clerk@hisimp.net](mailto:clerk@hisimp.net)

Publication Scheme- Histon & Impington Parish Council  
Adopted 21<sup>st</sup> September 2015 (Full Council)  
Review Date: September 2016

Clerk: Mrs A J Young, Parish Office, New Road, Impington, Cambridge, CB24 9LU  
Tel: 01223 235906 Email: [clerk@hisimp.net](mailto:clerk@hisimp.net)  
[www.hisimp.net](http://www.hisimp.net)



## Information available from Histon & Impington Parish Council under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	10p per sheet plus postage
Location of main Council office and accessibility details	Website Hard Copy	10p per sheet plus postage
Staffing structure	Website Hard Copy	10p per sheet plus postage

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor (limited to last Financial Year)	Website Hard Copy	10p per sheet plus postage
Finalised budget (limited to last Financial Year)	Hard Copy	10p per sheet plus postage
Precept (limited to last Financial Year)	Hard Copy	10p per sheet plus postage
Borrowing Approval letter	Hard Copy	10p per sheet plus postage
Financial Standing Orders and Regulations	Website Hard Copy	10p per sheet plus postage
Grants given and received	Website Hard Copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy	10p per sheet plus postage
Members' allowances	N/A members do not have allowances	
Member's expenses	Hard Copy	10p per sheet plus postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A – not in place	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	10p per sheet plus postage

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Quality status	Hard Copy	10p per sheet plus postage
<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, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	10p per sheet plus postage
Agendas of meetings (current version only)	Website Hard Copy	10p per sheet plus postage
Minutes of meetings (Limited to last 2 years) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	10p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet plus postage
Responses to consultation papers (limited to the last 2 years)	Hard Copy	10p per sheet plus postage
Responses to planning applications (limited to the last 2 years)	Hard Copy	10p per sheet plus postage
<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	10p per sheet

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Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy Website Website	plus postage
Policies and procedures for the provision of services and about the employment of staff:  Internal Controls Equality and Diversity policy Health and Safety policy (Lone Worker) Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Financial Strategy Training Statement of Intent <ul style="list-style-type: none"> <li>Exclusions: Personal data relating to employees as stipulated under the Data Protection Act 1988</li> </ul>	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy  Hard Copy Hard Copy	10p per sheet plus postage
Information security policy	Hard Copy	10p per sheet plus postage
Records management policies (records retention, destruction and archive)*	Hard Copy	10p per sheet plus postage
Data protection policies	Hard Copy	10p per sheet plus postage
Schedule of charges (for the publication of information)	Website Hard Copy	10p per sheet plus postage
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		

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Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	10p per sheet plus postage
Assets Register	Website Hard Copy	10p per sheet plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	Website	
Register of gifts and hospitality	Not applicable	
<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) <b>Current information only</b>		
Allotment Rules	Website Hard Copy	10p per sheet plus postage
Burial grounds and closed churchyards Fees and Regulations	Website Hard Copy	10p per sheet plus postage
Community centres and village halls	Website Hard Copy	10p per sheet plus postage
Parks, playing fields and recreational facilities	Website Hard Copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet plus postage
Bus shelters	Hard Copy	10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together	N/A	

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with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Station Design Statement	Hard Copy	10p per sheet plus postage
Safety Inspection Reports (ROSPA and external bodies)	Inspection Only	

### Contact details:

Histon & Impington Parish Council  
Parish Office, Histon & Impington Recreation Ground  
New Road, Impington  
Cambridge  
CB24 9LU

### 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 @ 10.p per sheet (black & white)	Actual cost – 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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<b>Other</b>		

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