



LONGSTANTON PARISH COUNCIL

Publication Scheme

Based on the Model ICO Publication Scheme

Adopted: 2021

Approved 9th February 2015

Amended

13th May 2019 min item 19-20/69m

Amended

17th May 2021 min item

| Information to be published | How the information can be obtained | Cost |
|--|---|----------------------------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p> | Website | |
| Who's who on the Council and its Committees | Website / hard copy / email | Free / 10p per page / free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website / hard copy / email | Free / 10p per page / free |
| Location of main Council office and accessibility details | Website / hard copy / email Email for details of accessibility | Free / 10p per page / free |
| Staffing structure (Subject to Data Protection Act limitations) | Website / hard copy / email | Free / 10p per page / free |
| <p>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) Current and previous financial year as a minimum</p> | | |
| Annual return form and report by auditor | Website / hard copy (6 pages) / email | Free / 10p per page / free |
| Finalised budget | Website / hard copy / email | Free / 10p per page / free |
| Precept | Website / hard copy / email | Free / 10p per page / free |
| Borrowing Approval letter (where any such borrowing has been given) | Hard copy / email | 10p per page / free |
| Financial Regulations and Standing Orders | Website / hard copy / email | Free / 10p per page / free |
| Grants given and received | Hard copy / email | 10p per page / free |
| List of current contracts awarded and value of contract | Hard copy / email | 10p per page / free |
| Members' allowances and expenses | Hard copy / email | 10p per page / free |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum | | |
| Parish Plan (current and previous year as a minimum) | Website / hard copy / email | Free / 10p per page / free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website / hard copy / email | Free / 10p per page / free |
| Quality status (if applicable) | Hard copy / email | 10p per page / free |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy / email | 10p per page / free |
| Class 4 – How we make decisions (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 / 10p per page / free |
| Agendas of meetings (as above) | Website / hard copy / email | Free / 10p per page / free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website / hard copy / email | Free / 10p per page / free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy / email | 10p per page / free |
| Responses to consultation papers | Hard copy / email | 10p per page / free |
| Responses to planning applications | Website / hard copy / email | Free / 10p per page / free |
| Bye-laws | | |
| 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 Committee and sub-committee terms of reference | Website / hard copy / email | Free / 10p per page / free |

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| Delegated authority in respect of officers Code of Conduct Policy statements | | |
| 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 (including 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 Website / hard copy / email Website / hard copy / email Website / hard copy / email Website / hard copy / email | Free / 10p per page / free Free / 10p per page / free Free / 10p per page / free Free / 10p per page / free Free / 10p per page / free |
| Information Technology policy | Website / hard copy / email | Free / 10p per page / free |
| Records management policies (records retention, destruction and archive) | Website / hard copy / email | Free / 10p per page / free |
| Data protection policies | Website / hard copy / email | Free / 10p per page / free |
| Schedule of charges (for the publication of information) | Website / hard copy / email | Free / 10p per page / free |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Some information may only be available by inspection (free) | |
| 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 page |
| Assets register | Hard copy / email | 10p per page / free |
| 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 (available from the Monitoring Officer at the District Council) | |
| Register of members' interests | Original documents maintained by District Council. Hard copy of documents available | 10p per page |

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| Register of gifts and hospitality | Original documents maintained by District Council. Hard copy of documents available | 10p per page |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | Some information may only be available by inspection (free) | |
| Allotments | Not applicable | |
| Burial grounds and closed churchyards | Hard copy / email | 10p per page / free |
| Community centres and village halls | Hard copy / email | 10p per page / free |
| Parks, playing fields and recreational facilities | Hard copy / email | 10p per page / free |
| Seating, litter bins, clocks, memorials and lighting | Hard copy / email | 10p per page / free |
| Bus shelters | Hard copy / email | 10p per page / free |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy / email | 10p per page / free |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |

Schedule of Charges

| Type of Charge | Description | Basis of Charge |
|-------------------|---|--|
| Disbursement cost | Photocopying/printing @10p per sheet (black and white only) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd Class |
| | Major enquiries | £15 per hour, in accordance with current legislation LGA 2003, s93 |

* the actual cost incurred by the public authority

Contact details:

The Clerk to Longstanton Parish Council

(or The Chairman of Longstanton Parish Council)

24 The High Street

Longstanton

Cambridge

CB24 3BS

Tel: 01954 782323

Email: clerk@longstanton-pc.gov.uk

Website: www.longstanton-pc.gov.uk

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Information Line: 01625 545745 or 08456 30 60 60

Switchboard: 01625 54 57 45

Website: www.ico.gov.uk

| | Document History | |
|---|--|----------------|
| Status | Date | Version |
| Drafted by Libby White using the ICO model publication scheme | 10 th January 2015 | 1.0 |
| Draft to Council for debate | 9 th February 2015 | |
| Council Approved | 9 th February 2015 | |
| Review Date | Annually at Annual Meeting or on change of legislation | |
| Amendments to contact details | May 2019 | 1.1 |
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| Council Approved | 13 th May 2019 | |
| Amendments: document made fully accessible | 7 th May 2021 | 1.2 |
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| Council Approved | | |