**Little Chesterford Parish Council**

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**Publication Scheme**

This publication scheme has been prepared and approved by the Information Commissioner.

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.

**Classes of Information**

**Who we are and what we do.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Organisational Information | On the website  Hard Copy | Free  5p per sheet |
| Locations and contacts | On the website  Hard Copy | Free  5p per sheet |
| Constitutional and Legal Governance | Hard Copy | 5p per sheet |

**What we spend and how we spend it.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Financial Information relating to  projected and actual income and  expenditure | On the website  Hard Copy | Free  5p per sheet |
| Tendering | Hard Copy | 5p per sheet |
| Procurement and contracts | Hard Copy | 5p per sheet |

**What our priorities are and how we are doing.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Strategy and Performance Information | Hard Copy | 5p per sheet |
| Plans | Hard Copy | 5p per sheet |
| Assessments | Hard Copy | 5p per sheet |
| Inspections | Hard copy | 5p per sheet |
| Reviews | Hard copy | 5p per sheet |

**How we make decisions.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Policy proposals and decisions | On the website  Hard Copy | Free  5p per sheet |
| Decision making processes | On the website  Hard Copy | Free  5p per sheet |
| Internal criteria and procedures | On the website  Hard Copy | Free  5p per sheet |
| Consultations | On the website  Hard Copy | Free  5p per sheet |

**Our policies and procedures.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Current written protocols for delivering  our functions and responsibilities | On the website  Hard Copy | Free  5p per sheet |

**Lists and registers.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Information held in registers required  by law | On the website  Hard Copy | Free  5p per sheet |
| Other lists and registers relating to the  functions of the authority | On the website  Hard Copy | Free  5p per sheet |

**The services we offer.**

|  |  |  |
| --- | --- | --- |
| **Information** | **Format** | **Charge** |
| Advice and guidance | Hard Copy | 5p per sheet |
| Booklets and leaflets | On the website  Hard Copy | Free  5p per sheet |
| Transactions and media releases | On the website  Hard Copy | Free  5p per sheet |
| A description of services offered | On the website  Hard Copy | Free  5p per sheet |

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 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 capability 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 manner 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 other 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 and 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 the 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

or schedules of fees which is readily available to the public.

If a 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.