



Information available from Cam Parish Council under the model publication scheme

A Publication Scheme for a parish council is a key part of compliance with the Freedom of Information Act 2000 (FOIA). It sets out what information the council makes routinely available to the public, how it's made available, and whether any charge is made for accessing it. It's designed to promote openness, accountability, and better access to public information without the need for people to make individual FOI requests.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Organisational information, structures, locations and contacts This will be current information only.	Website and hard copy on request
Who's who on the Council and its Committees	Website and hard copy on request
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy on request
Location of main Council office and accessibility details	Website and hard copy on request
Staffing structure	Website and hard copy on request
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.	Website and hard copy on request
Annual return form and report by auditor	Website and hard copy on request
Finalised budget	Website and hard copy on request
Precept	Website and hard copy on request
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Website and hard copy on request
Grants given and received	Website and hard copy on request
List of current contracts awarded and value of contract	Website and hard copy on request
Members' allowances and expenses	Hard copy

Class 3 – What our priorities are and how we are doing	
Strategies and plans, performance indicators, audits, inspections and reviews	
Neighbourhood Plan	Website and hard copy on request
Annual Report to Parish or Community Meeting	Website and hard copy on request
Quality status	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a
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 and hard copy on request
Agendas of meetings (as above)	Website and hard copy on request
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy on request
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	SDC website
Responses to planning applications	SDC Website
Bye-laws	n/a
Class 5 – Our policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website and hard copy on request
Policies and procedures for the conduct of council business: - Procedural standing orders - Committee and sub-committee terms of reference - Delegated authority in respect of officers - Code of Conduct - Policy statements	Website and hard copy on request

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 and hard copy on request
Information security policy	Website and hard copy on request
Records management policies (records retention, destruction and archive)	Website and hard copy on request
Data protection policies	Website and hard copy on request
Schedule of charges (for the publication of information)	Website and hard copy on request
Class 6 – Lists and Registers	
Currently maintained lists and registers only	Website and hard copy; some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a
Assets register	Website and hard copy on request
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)	website
Register of members' interests	Website and hard copy on request
Register of gifts and hospitality	Website and hard copy on request
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	Website and hard copy; some information may only be available by inspection
Allotments	Website and hard copy on request
Community centres and village halls	Website and hard copy on request

Parks, playing fields and recreational facilities	Website and hard copy on request
Seating, litter bins, clocks, memorials and lighting	Website and hard copy on request
Bus shelters	Website and hard copy on request
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details:

Clerk
Cam Parish Council
4 Noel Lee Way
Cam, Glos
GL11 5PS

Tel: 01453 548884
Email clerk@camparishcouncil.gov.uk

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 @ 12p per sheet (black & white)	Actual cost *
	Photocopying @ 24p per sheet (colour)	Actual cost
	postage	Actual cost of 2 nd class postage
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority