



BUCKDEN PARISH COUNCIL

Freedom of Information Policy

1 Introduction

1.1 Buckden Parish Council is committed to openness and accountability and already makes large amounts of information available to the public, through the Buckden website, newsletter, via the telephone and by post.

1.2 The Freedom of Information Act Under the Freedom of Information Act, every public authority has a duty to adopt a 'publication scheme.' Buckden Parish Council has adopted the Model Publication Scheme which provides a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Further information about the Freedom of Information Act is available from the Information Commissioner's Office at www.ico.gov.uk

2 Freedom of Information Requests

2.1 Please note that the model publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide (below) can still be requested and it will be made available unless it can be legitimately withheld.

2.2 Freedom of Information requests should be made in writing (or email) to the Parish Clerk who will reply within 20 working days after receipt. Should a personal visit to view information be required, an appointment with the Clerk will be necessary.

3 Model Publication Scheme

3.1 This model publication scheme has been prepared and approved by the Information Commissioner and will be valid until further notice.

3.2 The Publication Scheme indicates what information is covered and how it can be obtained.

3.3 Wherever possible, information will be provided on the Parish Council pages of our village website <https://buckdenpc.org.uk/> . Where it is impracticable to make information available on the website, or when an individual does not wish to access the information by the website, we have indicated how

information can be obtained by other means and will provide it by those means.

- 3.4 In exceptional circumstances some information may be available only by viewing in person - contact details are provided.
- 3.5 Information will be provided in the language in which it is held or in such other language that is legally required.
- 3.6 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.
- 3.7 *Charges which may be made for information published under this scheme*
 - 3.7.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
 - 3.7.2 Material which is published and accessed on the Parish Council pages of the village website will be provided free of charge.
 - 3.7.3 Charges may be made for information subject to a charging regime specified by Parliament. Charges will be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information
 - 3.7.4 Charges may also be made for information provided under this scheme where they are legally authorised.
 - 3.7.5 All charges are in accordance with a published schedule of fees (see below). 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.

Freedom of Information Procedures

Buckden Parish Council has adopted detailed procedures to guide us in the event of significant and on going requests for information. These are available from the Clerk clerk@buckdenpc.org.uk Tel: 07483 333557



Information available from Buckden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	On website or hard copy from Clerk	See schedule of charges below
Who's who on the Council and its Advisory Groups and Committees	On the Parish Council's Notice Boards (3) and the website	
Contact details for Parish Clerk and Council members	On the Parish Council's Notice Boards (3) and the website	
Location of main Council office and accessibility details	For District Council Huntingdon District Council website For Parish Council on the website	
Staffing structure	From Clerk	



Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	On website or hard copy from Clerk	See schedule of charges below
Annual return form and report by auditor	On website or hard copy from Clerk	
Finalised budget	On website or hard copy from Clerk	
Precept	On website or hard copy from Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	On website or hard copy from Clerk	
Grants given and received	On website or hard copy from Clerk	
List of current contracts awarded and value of contract	Hard copy from Clerk	
Members' allowances and expenses	Hard copy from the Clerk	



Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	On website or hard copy from Clerk	
Parish Plan (current and previous year as a minimum) Neighbourhood Plan and Community Action Plan	On website or hard copy from Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On website or hard copy from Clerk	
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	On website or hard copy from Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On website or hard copy from Clerk	
Agendas of meetings (as above)	On the Parish Council's Notice Boards (3) and the website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website or hard copy from Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On website or hard copy from Clerk	
Responses to consultation papers	From the Clerk	
Responses to planning applications	On website or hard copy from Clerk	



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	On website or hard copy from Clerk	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee and Advisory Groups terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	On website or hard copy from Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	On website or hard copy from Clerk where applicable	



Information security policy	On website or hard copy from Clerk	
Records management policies (records retention, destruction and archive)	On website or hard copy from Clerk	
Data protection policies	On website or hard copy from Clerk	
Schedule of charges (for the publication of information)	From website or hard copy from Clerk	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	On website or hard copy from Clerk	
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)	From Clerk	
Register of members' interests	Huntingdonshire District Council website or from Clerk	
Register of gifts and hospitality	From Clerk	



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	(hard copy or website; some information may only be available by inspection)	
Allotments	On website or hard copy from Clerk	
Burial grounds and closed churchyards	On website or hard copy from Clerk	
Community centres and village halls	From Clerk	
Parks, playing fields and recreational facilities	From Clerk	
Seating, litter bins, clocks, memorials and lighting	From Clerk	
Bus shelters	From Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	From Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	On website or hard copy from Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	On website or hard copy from Clerk	

Contact details:

Ramune Mimiene

Clerk to Buckden Parish Council

Buckden Village Hall

Approved Minute No
Version control
Review date



Burberry Road
Buckden PE19 5UY
07483 333557
clerk@buckdenpc.org.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 @ 10p per sheet (black & white) *	Actual cost
	Photocopying @25p per sheet (colour) *	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council of retrieval and collation is unreasonable. **	Clerk's hourly salary rate.

* in general there will be no charge for viewing documents. Photocopying charges are based on the actual cost incurred by the Parish Council and will be revised from time to time in line with inflation.

** if the cost of retrieving and collating information is likely to exceed £450 (in staff time and disbursements) we can refuse your request. Alternatively we can work with you to agree to reduce the scope of the request such that it falls below the £450 limit. If we agree to fulfil your original request, once the £450 limit is exceeded, we will charge you by the hour at the Clerk's current salary rate.



FOI Policy

Version Control Record

Version	Date	Author	Reason for update
V1	8 Dec 20	CAG	New Document