

Freedom of Information Act 2000

Publication Scheme

Introduction

In line with section 20 of the Freedom of Information Act 2000 the Information Commissioner has approved a new model publication scheme for parish and community councils

What is the Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Parish Council is involved. The information will be formally published as printed material, electronic format or available through the website. It is expected over time that the amount of information available will increase and additional classes will be added.

Exemptions

Information will be made available where the law allows, except where it is considered that the release of that 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 infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Parish Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld you are referred to the section on 'Complaints Procedures'.

Access to Information

Information listed in the Publication Scheme can be viewed by appointment by contacting:

The Clerk to the Parish Council

Cottenham Parish Council,

Right Side Entrance,

Community Centre,

250a High Street,

Cottenham,

Cambridge CB24 8RZ

Tel: 07503 301428

Email: clerk@cottenhampc.org.uk

Copies of information can be supplied either in paper format or electronically.

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request.

Charging policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, disks, postage etc.

We will refuse a request or provide a cost estimate (including £25/hour +VAT for labour) if a request is considered “vexatious” because:

- 1) compliance would create a significant burden in terms of expense and distraction, or
- 2) the request is designed to cause disruption or annoyance, or
- 3) the request has the effect of harassing the public authority or its staff, or
- 4) the request can otherwise fairly be characterised as obsessive or manifestly unreasonable, or
- 5) the request has no serious purpose or value

The Clerk will consult with the Chair, Vice-Chair or Chair of the most relevant Committee before refusing a request or offering an estimated cost.

June 2017