

Cottered & Throcking Parish Council

PUBLICATION SCHEME (FOIA)

Reviewed annually

Cottered & Throcking Parish Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme produced by the Information Commissioner's Office (ICO).

Cottered & Throcking Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed.

Cottered & Throcking Parish Council will make the information available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website - such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained
Class 1-Who we are and what we do	
Who's who on the council	Parish Councillors – Cottered Parish Council
Contact details for the council	clerk@cotteredpc.org.uk https://www.cotteredpc.org.uk/contact-us
Staffing structure	Parish Council – Cottered Parish Council
Class 2-What we spend and how we spend it	
Annual return form and report by auditor	Audit & Finance – Cottered Parish Council Available from parish clerk/RFO by appointment during Exercise of Public Rights period
Precept	Audit & Finance – Cottered Parish Council
Financial Standing Orders and Regulations	Parish Council Publications – Cottered Parish Council
Grants given and received	Parish Council Meetings – Cottered Parish Council
List of current contracts awarded and value of contract	clerk@cotteredpc.org.uk
Member's allowances and expenses	Audit & Finance – Cottered Parish Council
Class 3-What our priorities are and how we are doing	
Annual Report to Parish Meeting (current and previous year)	Annual Parish Meeting – Cottered Parish Council
Buntingford Community Area Neighbourhood Plan (BCANP)	bcanp-april-2016-amended-version-jan-2017-compressed.pdf

Class 4 – How we make decisions	
Timetable of meetings	Cottered Parish Council – Serving the people of Cottered
Agendas of meetings	Parish Council Meetings – Cottered Parish Council Noticeboard
Minutes of meetings excludes information properly regarded as private	Parish Council Meetings – Cottered Parish Council Noticeboard
Reports presented to council meetings – excludes information properly regarded as private to the meeting	Parish Council Meetings – Cottered Parish Council clerk@cotteredpc.org.uk
Responses to consultation papers	Parish Council Meetings – Cottered Parish Council
Responses to planning applications	Object, Comment or View a Planning Application or Decision East Herts District Council
Class 5 – Our policies and procedures	
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	Parish Council Publications – Cottered Parish Council
Information security policy	Parish Council Publications – Cottered Parish Council
Records management policies (records retention, destruction and archive)	Parish Council Publications – Cottered Parish Council
Data protection policies	Parish Council Publications – Cottered Parish Council
Schedule of charges (for the publication of information)	Parish Council Publications – Cottered Parish Council
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information, Complaints procedures (including those covering	Parish Council Publications – Cottered Parish Council

requests for information and operating the publication scheme)	
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How the council responds to requests for information, how it deals with vexatious demands and how it maintains records of the process:

1. All subject access requests must be sent to the clerk for determination as the person responsible for GDPR:clerk@cotteredpc.org.uk. 2. If there is a requirement for data to be provided, corrected or deleted and the nature of the request is clear, the clerk will acknowledge the request within 20 working days. 3. If there is uncertainty regarding the nature or content of the request the clerk will seek clarification from the requestor within the initial 20 working days and record the date and details of the contact made. 4. The clerk will determine whether there are reasonable grounds to decline the request on the basis that it is unfounded, vexatious or an excessive or disproportionate burden in terms of cost from public funds or staff hours, or if it contains confidential information about another person who has not consented to this information being shared. 5. After initial determination, the clerk will refer the request to the chairman without identifying the requestor. 6. The council will agree a proposed course of action which will be communicated to the requestor, either a) to accept the request and the date by which the information will be provided, or the requested correction or deletion made; or b) not to accept the request and the reason for this. 7. Exemptions (FOIA) or exceptions (EIR): Requests can be refused if the information is not held by the council; if the answer to the question is not recorded information; or if the requests are vexatious (FOIA) or manifestly unreasonable (EIR), meaning that the request is likely to cause a disproportionate or unjustifiable level of disruption, irritation or distress. Requests can also be refused if they are for information which can be accessed more appropriately under other legislation, such as information about the deceased or a court case which may not be suitable for the general public to see. 8. If information is withheld the requestor can ask the council for a review of its decision usually within 40 working days. 9. The council will respond to the review request within 20 working days and carry out the review in a fair and independent way in accordance with its complaints policy

Information to be published	How the information can be obtained
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets register	Audit & Finance – Cottered Parish Council
Register of members’ interests	Parish and Town Councils - East Herts District Council
Register of gifts and hospitality	Parish and Town Councils - East Herts District Council
Class 7 – The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Cottered Parish Council – Serving the people of Cottered Council News – Cottered Parish Council

SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet (B&W)	Actual cost
Disbursement cost	Photocopying @ 20p per sheet (colour)	Actual cost
Disbursement cost	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fees	Charges for information subject to a charging regime by parliament	In accordance with the relevant legislation (quote actual statute)