Great Canfield Parish Council

Freedom of Information Act Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Great Camfield Parish Council (the Council) 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 Council.

This scheme commits the Council –

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council 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	**Format**
Class 1. Who we are and what we do Organisational information, structures, locations and contacts	
• Who's who on the Council	W
• Contact details for the Executive Officer and Council members (names contacts with telephone number and email address if used)	W
• Staffing structures	H

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

Great Canfield Parish Council

Class 2. What we spend and how we spend it Financial information relating to projected and actual income and expenditure tendering, procurement and contracts	
• Annual return form • Report by auditor	W W
• • Finalised budget and precept demand • • Financial Regulations Grants made • Quarterly summary of current Contracts in excess of £5,000 Quarterly summary individual items of expenditure in excess of £500 (excluding salaries)	W W H W W

Class 3. What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews.	
• Annual report to Parish Meeting • Annual Strategy report	W W

Class 4. How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	
• Timetable of meetings • Agendas of meetings • Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting.) • Reports presented to council meetings so far as they do not include confidential information	W W W W

Class 5. Our Policies and Procedures Current written protocols for delivering out functions and responsibilities.	

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

Great Canfield Parish Council

• Standing orders • Code of Conduct • Scheme of delegation • Financial Regulations • Investment Policy • Reserves Policy • Document management policy • Planning policy • Engagement with Developers policy • Co-option policy • Complaints policy • Vexatious complaints policy • Website accessibility policy • Website document policy • Biodiversity policy • Risk management policy • Councillor device policy	W W W W W W W W W W W W W W W W W W
• IT policy • Safeguarding policy • Terms of reference for committees and sub committees	W W H
Policies and procedures for the provision of services and the employment of staff – • Disciplinary and Grievance Procedure • Data Protection policy • Grant policy • Complaints Procedure policy • Financial Regulations • Freedom of Information policy • Safeguarding policy • Diversity and Inclusion policy • IT and Email Accounts policy	All polices available via Website (W)

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

Great Canfield Parish Council

Class 6. Lists and Registers Information held in registers required by law and other lists and registers relating to the functions of the Parish Council.	
• Assets Register • Register of Councillors interests	W W

Class 7. The Services we offer Information about the services we offer, advice and guidance, leaflets and newsletters.	
• noticeboards • Quarterly information leaflet • Website updates regarding events	W H W

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.

Methods by which information published under this scheme will be made available

- Where it is within our capability, information will be published on our website.
- Where it is impracticable to make information available on our website, or if an individual does not wish to access the information by the website, hard copies can be requested or an appointment made to view the requested information at a mutually convenient time and location 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 the Council 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.

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

Great Canfield Parish Council

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 Council 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 the Council 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. Such requests should be submitted to the Executive Officer of the Council Mr Oliver Rogers, Greenview, High Easter Road, Barnston, Dunmow, Essex CM6 1ND.

Schedule of Charges

Photocopying – 10p per sheet of black and white copying and 12p per sheet of full colour copying.

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

Great Canfield Parish Council

Postage – actual cost of Royal Mail standard 2nd class postage.

Date of policy: 15th June 2026
Approving committee: Parish Council meeting on 15th June 2026
Reviewed date: N/A
Date for next review:15th June 2027