

## INFORMATION AVAILABLE FROM THE CITY OF ELY COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard copy and/or website	
Who's who on the Council and its Committees	Website Hard copy	Free 5p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 5p per page
Location of main Council office and accessibility details	Website Hard copy	Free 5p per page
Staffing structure	Website Hard copy	Free 5p per page
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy	Free 5p per page
Finalised budget	Website Hard copy	Free 5p per page

Precept	Website Hard copy	Free 5p per page
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy	Free 5p per page
Grants given and received	Website Hard copy	Free 5p per page
List of current contracts awarded and value of contract	Website Hard copy	Free 5p per page
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 5p per page
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy, website or public noticeboard)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 5p per page
Agendas of meetings (as above)	Website Hard copy Public noticeboards	Free 5p per page Free

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 5p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	5p per page
Responses to consultation papers	Hard copy – contact Clerk	5p per page
Responses to planning applications	Website Hard copy	Free 5p per page
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard copy	Free 5p per page
Committee and sub-committee terms of reference	Hard copy	5p per page
Delegated authority in respect of officers	Hard copy	5p per page
Code of Conduct	Website Hard copy	Free 5p per page
Policy statements	Website Hard copy	Free 5p per page

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy – contact Clerk	5p per page
Equality and diversity policy	Website Hard copy	Free 5p per page
Health and safety policy	Website Hard copy	Free 5p per page
Recruitment policies (including current vacancies)	Website Hard copy	Free 5p per page
Policies and procedures for handling requests for information	Website Hard copy	Free 5p per page
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 5p per page
Information security policy	Website Hard copy	Free 5p per page
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	5p per page
Data protection policies	Hard copy – contact Clerk	5p per page
Schedule of charges )for the publication of information)	Website Hard copy – contact Clerk	Free 5p per page
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	Inspection at council office Hard copy – contact Clerk	5p per page
Assets Register	Hard copy – contact Clerk	5p per page

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)	N/A	
Register of members' interests	Hard copy – contact Clerk	5p per page
Register of gifts and hospitality	Hard copy – contact Clerk	5p per page
<b>Class 7 – The services we offer</b> (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	Website Hard copy	Free 5p per page
Burial grounds and closed churchyards	Website Hard copy	Free 5p per page
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy	Free 5p per page
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free 5p per page
Bus shelters	Website Hard copy	Free 5p per page
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 5p per page
The Maltings	Website Hard copy	Free 5p per page
Tourism and Town Centre	Website Hardcopy	Free 5p per pag

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Ely/Ribe Twinning Association	Website Hard copy	Free 5p per page
Shared Equity Housing Scheme	Website Hard copy	Free Free
Ely in Bloom	Website Hard copy	Free 5p per page
Ely Youth Forum	Hard copy	5p per page

**Contact details: Mrs Tracey Coulson, Clerk to the Council, Sessions House, Lynn Road, Ely, Cambs, CB7 4EG. Telephone: 01353 661016 Fax: 01353 667057 E-mail: info@cityofelycouncil@.org.uk Website: www.cityofelycouncil.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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost * – 0.021p per copy charge & 0.005p cost of paper
	Photocopying @ 5p per sheet (colour)	Actual cost * – 0.021p per copy charge & 0.05p cost of paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

<b>Other</b>		

\* the actual cost incurred by the public authority

This Scheme is reviewed on an annual basis

Reviewed and approved 9th March 2020

Signed .....

Cllr M Rouse – Chairman of the Council