

# Cambridge City Council

## Publication Scheme Guide to Information



**CAMBRIDGE**  
CITY COUNCIL



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## **Section 1 Introduction**

### **Publication Scheme**

The Freedom of Information Act 2000 gives a right of public access to recorded information held by public authorities. The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, and to publish information in accordance with it.

All public authorities must adopt a Publication Scheme that is approved by the Information Commissioner's Office (ICO), the body responsible for protecting personal information and promoting access to official information.

Cambridge City Council has adopted the Publication Scheme approved by the Information Commissioner. It became effective 1 January 2009. In drawing up this scheme we have followed the guidelines given the definition document for Principal Local Authorities.

### **What is a publication scheme?**

Cambridge City Council is committed to openness and actively seeks to make information available about how it works, its decision-making processes and the services it provides available online.

The Publication Scheme sets out the information we make available. It also provides details about

- How the information is made available
- How it can be obtained and
- Whether there are any charges for this information.

The Monitoring Officer is responsible for the Publication Scheme on behalf of Cambridge City Council. The Freedom of Information Officer is responsible for maintaining the scheme on a day-to-day basis. Contact details for both are given at the end of this document.

### **Review**

The publication scheme is reviewed annually.

The next review of the publication scheme will take place before the end of March 2013.

## Section 2 Guide to Information

### How the Publication Scheme is organised

The publication scheme explains the information we currently make available. This information is split into seven classes of information. These are:

1. Who we are and what we do
  - Information about Cambridge City Council, our offices, structures and how to get in contact with us
2. What we spend and how we spend it
  - Financial information, our income and expenditure, contracts, procurement and financial audits
3. What our priorities are and how we are doing
  - Our strategies and plans and how we are performing
4. How we make decisions
  - Committee minutes and agendas and public consultations
5. Our policies and procedures
  - The policies and procedures used to deliver our services
6. Lists and registers
  - Public registers we hold and details of our asset registers
7. Services provided by the Council
  - Information about the services we provide

The classes of information are outlined in Section 3 of this document. Details of how the information is made available and any fees charged are also set out there. A paper copy of the scheme is also available at our main reception points.

The majority of the information in the publication scheme is available via our website. The publication scheme sets out the formats in which this information is available. An explanation of these formats is given below.

Online	Information made available online
On request	Information held by the Council but not available online
Leaflet	Information routinely made available in leaflets for the public.
Public inspection	Documents and registers that are available for inspection at our offices

### Charges

Most information within the publication scheme is free. We do not charge for documents in an electronic format. If you require information to be supplied to you in paper copy we may make a charge for printing and postage. Our charges are outlined below,

- 10p per page for A4 copying or printing
- 20p per page for A3 copying or printing

- Postage will be charged at the rate for second class

We will not charge for printing and postage if the total cost is less than £10.

### **Accessibility**

Our website is designed to be as accessible as possible, and to work with a range of assistive technologies. More information and advice on how to navigate our website can be found at <http://www.cambridge.gov.uk/ccm/content/website-information/accessibility.en>

If you require a copy of this document in another format or language please contact the Freedom of Information officer.

### **How the Publication Scheme works**

Most of the information included in the publication scheme is published routinely on our website or related websites.

If you need to request a copy of the information on the publication scheme we will respond promptly, and no later than 5 working days after making your request. If the information is available on our website we will show you where it is. If it's not on our website we will provide you with the information. If the information forms part of our public registers we will let you know how you can arrange to see it.

### **Using information from Cambridge City Council**

You may use and re-use the information featured on the council's website (not including logos) free of charge in any format or medium, under the terms of the [Open Government Licence](#).

## **Frequently Asked Questions**

### **How do I ...**

#### **... Get information under the publication scheme?**

Firstly look at the publication scheme document, this will help you identify whether the information you are looking for is included in the Scheme, and how it can be accessed. If you need to request the information from us you can contact the relevant department or the Freedom of Information Officer.

#### **... Give feedback?**

The publication scheme is a constantly changing document. It is reviewed regularly and amended as we make more information available on our website. If you have any comments or suggestions to make, please contact the Freedom of Information Officer. Contact details are given at the end of the document.

**... Make a complaint?**

If information in the publication scheme is not made available, either on our website or following a request then you should contact the Freedom of Information Officer. If you are still unhappy with the response you should contact the Monitoring Officer.

**... Get information not included in the Publication Scheme?**

If you want information not included in the Publication Scheme you can make a Freedom of Information request.

Freedom of Information requests have to be made in writing. You can make a request by e-mailing [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk), or by writing to the Freedom of Information officer. You will need to provide a return address for us to reply to (an e-mail address is usually sufficient).

We must respond to a Freedom of Information request within 20 working days of receiving it. If we hold the information that you are requesting then we will let you know, and will supply you with this information unless an exemption applies.

If you want more information about making a request then please look on our website. Alternatively further information on making a request can be found on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).

If you would like to discuss making a request then please contact us on 01223 457000 or e-mail [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk).

**Does it cost anything to make a request?**

Most of the information available under the Publication Scheme is available free of charge. We can charge for supplying paper copies of information. We will tell you if there is a fee for any information and why we are charging it.

**What can't be requested under the Publication Scheme?**

The Publication Scheme does not cover personal information. If you want a copy of your personal information then you can make a request for this under the Data Protection Act. Guidance on how to make a request is available on our website or from the main reception points. If you have any questions about Data Protection you can contact our staff on 01223 457000 or [enquiries@cambridge.gov.uk](mailto:enquiries@cambridge.gov.uk).

## **Section 3   Classes of Information**

### **Who we are**

Cambridgeshire has a two-tier system of local government. This means that two Councils provide services within the City. Cambridge City Council runs services such as planning, waste collection, housing, Arts & Entertainments and leisure services, whilst Cambridgeshire County Council is responsible for running services such as libraries, schools, highway maintenance and social care.

Cambridge City Council is a District Council and is the democratically elected body for Cambridge. Further details about how Cambridge City Council is run and the services we provide can be found on our website at [www.cambridge.gov.uk](http://www.cambridge.gov.uk).

**Who we are and what we do**

This class contains organisational information, details of the structure of the Council and the principal contacts for the organisation.

<b>Who we are and what we do</b>			<b>Current information only</b>
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
Council Constitution	The Council's Constitution	Online	Free
		Public inspection	Free
Council and democratic structure	Summary of information on how the council works, and the democratic structures and make up of the organisation	Online	Free
Council Directorate structure	Departmental structure	Online	Free
Location and opening times of Council Properties	Location of council offices	Online	Free
	Opening hours of council offices	Online	Free
	Seasonal opening hours and arrangements	Online	Free
Councillors' information and contact details	Ward councillors and their contact details	Online	Free
		Leaflet	Free
	Register of Councillors interests	Online	Free
Departmental contact details	Details of all departments including contact details for directors and heads of service	Online	Free
Election results	Results of elections for City Council	Online	Free
Relationships with other authorities and partnership working	Details of local partnerships with other authorities and businesses in the area.	Online	Free

### What we spend and how we spend it

This class contains financial information about the Council, our projected and actual income, procurement, contracts and financial audits.

What we spend and how we spend it		Current and information for previous 2 financial years	
Information	Description	Format	Charge
Financial statements, budgets and variance reports	Statement of accounts	Online	Free
	Medium term strategy	Online	Free
	Budget book	Online	Free
Capital Programme	Capital spending summary is included in Statement of Accounts	Online	Free
Payments to suppliers	Details of expenditure over £500 (published monthly)	Online	Free
Councillors' allowance scheme	Councillors' allowance scheme	Online	Free
	Allowances paid to Councillors	Online	Free
Pay & grading structures and Staff allowances	Allowances and expenses that can be incurred or claimed by staff	Electronic	Free
	City council pay bands	Online	Free
Senior staff pay	Salary information for all senior staff (earning over £58,200)	Online	Free

What we spend and how we spend it		Current and information for previous 2 financial years	
Information	Description	Format	Charge
Chief Executive's expenses	Expenses claimed by the Chief Executive	Online	Free
Pay multiple	Ratio between the highest paid salary and the median average salary of the Council's workforce	Online	Free
Election expenses	Statement of candidates' electoral expenses	Public inspection	Free
Procurement	Procurement strategy, contract procedure rules and guidance on doing business with the Council	Online	Free
	Proposed procurements and contracts open for tender	Online	Free
District auditors report	Auditors report can be found in the statement of accounts	Online	Free
Internal financial regulations	Finance regulation and procedure rules are contained in Cambridge City Council constitution (Part 4F)	Online	Free

**What our priorities are and how we are doing**

This class contains information on our strategies and plans, our performance and the outcomes of any inspections or reviews

<b>What our priorities are and how we are doing</b>		<b>Current information and previous three years</b>	
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
Annual Reports and reviews	Corporate Annual reports and statements	Online	Free
	Annual Monitoring Report (planning)	Online	Free
		Hard copy	£5 plus postage
	Partnership reports	Online	Free
Annual Statement	Online	Free	
Strategies and plans	Medium term strategy	Online	Free
	Code of Corporate Governance	Online	Free
	Portfolio plans	Online	Free
	Single equality scheme	Online	Free
	Climate change strategy and Action Plan	Online	Free
	Housing strategies	Online	Free
Building Regulation Enforcement policy	Online	Free	
Performance information	Local Performance Indicators	Online	Free

<b>What our priorities are and how we are doing</b>		<b>Current information and previous three years</b>	
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
Statistical information produced in accordance with the Council's and departmental requirements	Residents surveys	Online	Free
	Economic data	Online	Free
	Population forecasts	Online	Free
Impact assessments	Equalities impact assessments	Online	Free

**How we make decisions**

This class contains information on our decision-making processes

<b>How we make decisions</b>		<b>Current information and previous three years</b>	
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
Timetable of Council meetings	Forward Plan	Online	Free
	Committee meetings	Online	Free
Agendas, officer's reports, background papers and minutes of meetings	Agendas (including reports and background papers)	Online	Free
	Minutes and decision notices	Online	Free
Public consultations	Consultations	Online	Free
	Consultation outcomes	Online	Free
		Electronic	Free

## Our policies and procedures

This class contains information how the policies and procedures we use to deliver our services and carry out our responsibilities

Our policies and procedures			Current information only
Information	Description	Format	Charge
Policies and procedures for conducting Council business	Council constitution	Online	Free
	Code of corporate governance	Online	Free
	Councillors code of conduct	Online	Free
Policies and procedures for delivering our services	Local Plan	Online	Free
	Cambridge Environmental Framework	Online	Free
	Household waste and recycling policy	Online	Free
	Open space and recreation strategy	Online	Free
	Housing strategies	Online	Free
	Building regulation enforcement policy	Online	Free
Recruitment and employment procedures	Recruitment procedures	Electronic	Free
	Advice and guidance to prospective candidates	Online (via external site <a href="http://www.jobsincambs.com">www.jobsincambs.com</a> )	Free
	Employment procedures and policies	Electronic	Free
Customer service standards	Housing and tenancy services	Online	Free

<b>Our policies and procedures</b>			<b>Current information only</b>
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
	Complaints procedure	Online	Free
Records management policies	Record management and retention policies	Electronic	Free
	Information security guide	Electronic	Free
Personal data policies	Data protection policy	Online	Free
	Fair processing notice	Online	Free
Charging regimes and policies	Access to information fees notice	Online	Free
	Subject access fees	Online	Free
	Service specific charges	Online	Free

## Lists and registers

This class contains information about public registers maintained by Cambridge City Council, details about our assets and information that we routinely disclose about our activities

Lists and registers		Current information only	
Information	Description	Format	Charge
Public registers and registers held as public records	Register of electors	Public inspection	Free
	Land charges	Public inspection	Subject to statutory charges
	Planning applications	Public inspection	Free
		Online	Free
	Planning appeals	Online	Free
	Building control	On application	Subject to charges
	Listed buildings	Electronic	Free
	Tree preservation orders	Electronic	Free
	Conservation areas	Online	Free
	Alcohol and entertainment licences	Online	Free
	Sex establishments	Public inspection	Free
	Gambling	Public inspection	Free
	Food businesses	Public inspection	Free
	Hygiene inspection scores	Via <a href="#">Scores on the doors</a> website	Free

<b>Lists and registers</b>			<b>Current information only</b>
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
	Piercing, tattooing, and electrolysis	Public inspection	Free
	Animal licences – breeders, boarding kennels, pet shops etc	Public inspection	Free
	Contaminated land register	Public inspection	Free
	Scrap metal dealers and motor salvage	Public inspection	Free
	Air pollution control	Public inspection	Free
	Taxi vehicles	Public inspection	Free
	Taxi drivers	Public inspection	Free
	Taxi operators	Public inspection	Free
	Licensable Houses of Multiple Occupation	Public inspections	Free
Asset registers	Asset management strategy	Online	Free
	Summary of assets value	Online	Free
	Vacant commercial properties register	Online	Free
Disclosure logs	Freedom of information responses	Online	Free
Register of councillor's financial and other interests	Register of Councillor's interests	Online Public inspection	Free

<b>Lists and registers</b>			<b>Current information only</b>
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
	Register of gifts and hospitality	Public inspection	Free

**Services provided by the Council**

This class contains information about the services the council provides and how we publicise them.

<b>Services provided by the Council</b>			<b>Current information only</b>
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
A-Z of all services provided by Cambridge City Council		Online	Free
Information for visitors to the area	Tourist Information	Online	Free
Services for local businesses	Economic data	Online	Free
	Information and advice for local businesses	Online	Free
	Business property	Online	Free
	Trade waste disposal	Online	Free
	Planning obligations advice and guidance	Online	Free
	Guidance to national non-domestic rates (business rates)	Online	Free
Regulatory and licensing responsibilities	Markets and street trading	Online	Free
	Charitable collections	Online	Free
	Gambling licences, permits and lotteries	Online	Free
	Sex establishments	Online	Free
	Performance of hypnotism	Online	Free

Services provided by the Council			Current information only
Information	Description	Format	Charge
	Motor salvage and scrap metal dealers	Online	Free
	Residential boat moorings	Online	Free
Services for other organisations	Grants available to voluntary organisations	Online	Free
	Business rate relief for charities and voluntary groups	Online	Free
Services for the public	Housing advice and support <ul style="list-style-type: none"> <li>• Homeless services</li> <li>• Home-link (choice-based lettings)</li> <li>• Information for council tenants</li> </ul>	Online	Free
	Council tax benefit and local housing allowance	Online	Free
	Environmental Health services <ul style="list-style-type: none"> <li>• Pest Control</li> <li>• Pollution, noise and nuisance</li> <li>• Rubbish, waste &amp; recycling</li> <li>• Street care and cleaning</li> </ul>	Online	Free

Services provided by the Council			Current information only
Information	Description	Format	Charge
Services for the public (cont)	Built Environment <ul style="list-style-type: none"> <li>• Planning advice</li> <li>• Building control guidance</li> <li>• Historic buildings</li> </ul>	Online	Free
	Tree works and preservation orders Tree works schedules	Online	Free
	Parking <ul style="list-style-type: none"> <li>• Car parks</li> <li>• Blue badge (disabled parking)</li> <li>• Bicycle parking</li> </ul>	Online	Free
	Transport schemes <ul style="list-style-type: none"> <li>• Shopmobility</li> <li>• Taxicard</li> </ul>	Online	Free
	Leisure services <ul style="list-style-type: none"> <li>• Parks, playgrounds commons and nature reserves</li> <li>• Allotments</li> <li>• Sports facilities</li> <li>• Swimming pools</li> </ul>	Online	Free

Services provided by the Council			Current information only
Information	Description	Format	Charge
Services for the public (cont)	Boat mooring	Online	Free
	Arts and entertainment <ul style="list-style-type: none"> <li>• Corn Exchange</li> <li>• Fairs, festivals and events</li> <li>• Events for senior citizens</li> <li>• Events for children and young people</li> </ul>	Online	Free
	Services for communities Annual events Community centres Children and young people's participation service Community safety Neighbourhood projects	Online	Free
	Services for the bereaved	Online	Free
Services for which the Council is entitled to recover a fee, together with those fees	<u>Built environment</u> Building Control Planning applications	Online	Details of charges available on council website
	<u>Environmental Services</u> Recovery of abandoned vehicles Enforcement action (fixed penalty notices)	Online	Details of charges available on council website

Services provided by the Council			Current information only
Information	Description	Format	Charge
	<u>Licensing</u> Taxis Alcohol and entertainment Dog breeding Houses in multiple occupation	Online	Details of charges available on council website
	<u>Housing</u> Rental charges Service charges for leaseholders Leaseholder contributions to major works	Online	Details of charges available on council website
	Burial and cremation charges	Online	Details of charges available on council website
	Subject access requests under the Data Protection Act	Online	Up to £10
Newsletters	Open Door (for tenants)	Leaflet Online	Free
	Cambridge Matters	Leaflet Online	Free

<b>Services provided by the Council</b>			<b>Current information only</b>
<b>Information</b>	<b>Description</b>	<b>Format</b>	<b>Charge</b>
	Community newsletters for Abbey Arbury Kings Hedges Romsey Newtown	Leaflet Online	Free
	City rangers newsletters	Leaflet Online	Free
Advice and Guidance	Housing Advice	Online	Free
	Benefits advice	Online	Free
	Planning advice	Online	Free
	Business information advice	Online	Free
	Community services	Online	Free
Media releases	Press releases	Online	Free

## Section 4 Contact details

Comments or questions about the scheme, or about Freedom of Information should be made to:

Eleanor Dent  
Cambridge City Council  
The Guildhall  
Cambridge  
CB2 3QJ  
E-mail: [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk)  
Tel: 01223 457062

The Monitoring Officer is responsible for the Publication Scheme on behalf of Cambridge City Council.

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