

PUBLICATION SCHEME FOR CAMBRIDGESHIRE HORIZONS LIMITED

This is a Publication Scheme for Cambridgeshire Horizons Limited. The purpose of this Publication Scheme is to be a means by which Cambridgeshire Horizons Limited can make information regarding its activities routinely available to the public.

Further information about the Freedom of Information Act 2000 can be obtained from The **Information Commissioner** (<http://www.informationcommissioner.gov.uk>) and The **Lord Chancellor's Department** (<http://www.lcd.gov.uk/foi/foipunit.htm>).

SECTION 1 – INTRODUCTION

The Freedom of Information Act 2000 (FOIA) gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Cambridgeshire Horizons Limited is deemed to be a public authority for the purposes of the Act. Any person who makes a request for information to a public authority must be informed whether the public authority holds the information and, subject to exemptions, be supplied with that information.

A general right of access to information is provided in the form of a publication scheme. Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is available without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

Cambridgeshire Horizons is committed to openness and actively seeks to make information available about how it operates and the work that it undertakes. In accordance with the FOIA this scheme sets out classes of information which Cambridgeshire Horizons Limited publish or intend to publish.

SECTION 2 - AREAS OF INFORMATION

To achieve the aim of providing information about Cambridgeshire Horizons Limited in a clear and coherent way the classes of information that are published externally are arranged into three broad areas. These are:

- 1 Company Membership and Constitution**
The Company is a company limited by guarantee whose members comprise local authorities within the region and certain other interested entities.
- 2 Company Operation and Finance**
Minutes of board meetings of Cambridgeshire Horizons Limited and board reports are made available on a regular basis. The company has a 3-year business plan which is reviewed annually and contains information on company objectives, budgets and staffing structures.
- 3 Work Undertaken**

The range of works carried out by Cambridgeshire Horizons Limited is scheduled.

SECTION 3 - CLASSES OF INFORMATION

Areas and classes of information are described in the table below alongside the manner in which each class is published. Cambridgeshire Horizons wishes to make as much information as possible available free of charge. However, charges may be imposed for the provision of some of the information within this publication scheme. Where indicated (£) a charge could be made for the information published under the Class of Information.

Area	Class	Definition	Examples	Availability and Cost
Company Membership and Constitution				
	Constitution	Legal documentation	Articles of Association Memorandum of Understanding	Available in hard copy on request
	Membership		Company House Annual Return	Available in hard copy on request
Company Operation and Finance				
	Board Meetings	Reports and minutes from Board meetings except any that are exempt under Part II of the FOIA	Report of Progress on Major Developments Agenda Plan for future Board meetings	Available on website
	Business Plan	3 year plan stating company objectives, budgets and annual review/update	Business Plan 2004-7	Available on website
	Company Policies		Equal Opportunities Policy	Available on website
	Staff	Names and job titles of all staff		Available on website

	Finance	Annual Accounts for submission to Companies House Financial regulations	Abbreviated Annual Accounts Full Annual Accounts	Available on Website Available in hard copy on request (£) Available in hard or electronic copy on request
Work Undertaken				
	Major Developments	Description of major developments on Cambridge urban fringes, at Northstowe and in the surrounding market towns Status of work on these developments.	Web page and links to other related sites	Available on website
	Quality of Life	Description of work relating to Quality of Life including affordable housing, arts and culture, green infrastructure, economy and sports	Web page and links to other related sites	Available on website
	Strategic Infrastructure	Description of strategic infrastructure required to support housing growth including A14 upgrade, A428, Utilities, Education	Web page and links to other related sites	Available on website

	News	Media releases, photographs, media briefing materials and regular newsletter		Available on website
	Events	Training and events organised by Cambridgeshire Horizons		Available on website
	Publications	Certain reports prepared or commissioned by the Cambridgeshire Horizons Limited and its partners Company Policies	Equal Opportunities Policy, Freedom of Information Act Publication Scheme	Available on website Some are available as hard copies on request Some are also summaries of full technical reports which may be available on request (£) Available on website

SECTION 4 - ACCESSING INFORMATION

The information contained in each class may be accessed in electronic or printed format. Unless otherwise stated, all the information and documents included in the scheme are available from the company's website:

www.cambridgeshirehorizons.co.uk

Much of the material can also be made available in hard copy. Please note that where hard copies of information will normally be supplied upon request, multiple copies cannot normally be provided.

To obtain hard copies of the information requested please contact:

Cambridgeshire Horizons
Endurance House, Histon
Cambridge CB24 9ZR

contact@cambridgeshirehorizons.co.uk

01223 714040

In certain classes, a limitation on the age of documents has been stated. This does not necessarily mean that information prior to the date is unavailable but rather this information will not be made available in the course of this scheme.

SECTION 5 - EXEMPT INFORMATION

In adopting this scheme, there has been an effort to be as open as possible but there are instances where, for legitimate reasons, certain information is withheld. Where this is the case the reasons behind the decision to exclude certain information is clearly stated. Justifications for excluding information are made in consideration of the general exemptions contained in Part II of the Freedom of Information Act 2000.

In places where information has been withheld there will be a short explanation of the exemption being referred to. Situations where such information will not be available include where this would be in conflict with the conditions under the Data Protection Act, European Convention on Human Rights and where it may be of a confidential or commercially sensitive nature.

SECTION 6 – REQUESTING INFORMATION

If you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for information. The request must:

- Be clear and understandable with enough detail to locate the information
- Contain your name and address
- Indicate the form in which you want the information

The FOIA gives applicants the right to be told whether the information exists and the right to receive the information (and where possible in the manner requested), subject to the exemptions laid out in the Act.

There will be no charge for making a request for information: however, charges may be applied if significant amounts of work or copying are required. Information may also be provided in a variety of formats on request, for example Braille, audio, a language other than English.

A public authority has 20 working days either to comply with the request or to give the applicant a notice setting out any exemption that applies. If the authority is entitled to charge a fee, then it may send the applicant a fees notice within the 20 working day period. If an applicant wants the information, they must pay that fee within 3 months. If the estimated cost is above the limit set by the government, the authority must inform the applicant and let them know what can be provided within the limit.

SECTION 7 – FEEDBACK AND COMPLAINTS

Feedback, comments or complaints about the publication scheme should be directed to John Barnes, Business Support Manager at the address in Section 4.

If you are not satisfied that information is being published in accordance with this scheme you are able to refer your complaint to the Information Commissioner.

Publication Scheme Complaint
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF