

# LITTLE WALTHAM PARISH COUNCIL



## Freedom of Information Act Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Little Waltham Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes if information mentioned below, were this information is held by the Parish Council.

The scheme commits Little Waltham Parish Council –

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish 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

Classes of information	Format
<b>Class 1. Who we are and what we do</b> Organisational information, structures, location and contacts	
<ul style="list-style-type: none"><li>• Who's who on the Parish Council</li><li>• Contact details for the Parish Clerk and Council members</li></ul>	W W

<p><b>Class 2. What we spend and how we spend it</b> Financial information relation to projected and actual income and expenditure, tendering, procurement and contracts</p>	
<ul style="list-style-type: none"> <li>• Annual return form</li> <li>• Report by auditor</li> <li>• Finalised budget and precept demand</li> <li>• Financial regulations</li> <li>• Reserves Policy</li> <li>• Investment policy</li> <li>• Grant Policy</li> <li>• Grants made</li> <li>• Current contracts</li> </ul>	<p>W W W W W W W H H</p>

<p><b>Class 3. What our priorities are and how we are doing</b> Strategy and performance information, plans, assessments, inspection and reviews.</p>	
<ul style="list-style-type: none"> <li>• Annual report to Parish meeting</li> </ul>	W

<p><b>Class 4. How we make decisions</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</p>	
<ul style="list-style-type: none"> <li>• Timetable of meetings</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings (N.B. this will exclude information that is properly regarded as private to the meeting)</li> <li>• Reports presented to Council meetings</li> <li>• Responses to consultation papers</li> </ul>	<p>W W W H H</p>

<p><b>Class 5. Our Policies and Procedures</b> Current written protocols for delivering our functions and responsibilities</p>	
<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Media policy</li> <li>• Schedule of charges</li> <li>• Data Protection Policy</li> <li>• Document Management Policy</li> <li>• Communication Policy</li> <li>• Complaints Policy</li> <li>• Vexatious or persistent Complainant policy</li> <li>• Scheme of delegation</li> </ul>	<p>W W W W W W W W W W</p>

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

<ul style="list-style-type: none"> <li>• Website accessibility statement</li> <li>• Website document policy</li> <li>• Disciplinary and Grievance procedure</li> <li>• Health and Wellbeing plan</li> <li>• Anti-bullying policy</li> <li>• Training policy</li> </ul>	W W H W H W
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<b>Class6. Lists and Registers</b> Information held in registers required by law and other lists and registers relating to the functions of the Parish Council.	
<ul style="list-style-type: none"> <li>• Asset Register</li> <li>• Register of Councillors interests</li> </ul>	W W

<b>Services we offer</b> Information about the services we offer, advice and guidance, leaflets and newsletters	
<ul style="list-style-type: none"> <li>• Parks, playing fields and recreational facilities</li> <li>• Seating, litter bins</li> <li>• Memorial</li> <li>• Allotments</li> </ul>	H H H H

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 or is unable 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 Parish 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.

### **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 Parish 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 packing
- Costs directly involved 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 made to the Clerk

Mrs M Harrison

[clerk@littlewaltham.org.uk](mailto:clerk@littlewaltham.org.uk)

### **Schedule of Charges**

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
Disbursements costs	Photocopying (black and white) 10p a sheet	Actual cost
	Photocopying (colour) 15p a sheet	Actual cost
	Printing 15p a sheet	Actual cost
	Postage	Current cost of Royal Mail second class post
	Other disbursement directly attributable to provision of information	Actual cost

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

**This document was approved and adopted on 5 July 2016**

**Reviewed: 2 May 2017, 1 May 2018, 20 May 2019, 2 June 2020, 4 May 2021, 5 May 2022, 16 May 2023, 14 May 2024**

**Date of next review May 2025**