Little Bentley Parish Council
Publication Scheme

Little Bentley Parish Council has adopted the Model publication scheme Freedom of Information Act. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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
Classes of information
Who we are and what we do

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	(hard copy or website/email)	Website free Hard copy 10p per sheet
Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	(hard copy or website/email)	Website free Hard copy 10p per sheet
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	(hard copy or website/email)	Website free Hard copy 10p per sheet
Finalised budget	(hard copy or website/email)	Website free Hard copy 10p per sheet
Precept	(hard copy or website/email)	Website free Hard copy 10p per sheet
All items of expenditure above £100	(hard copy or website/email)	Website free Hard copy 10p per sheet
Financial Standing Orders and Regulations	(hard copy or website/email)	Website free

		Hard copy 10p per sheet
Grants given and received	(hard copy or website/email)	Website free Hard copy 10p per sheet
List of current contracts awarded and value of contract	(hard copy or website/email)	Website free Hard copy 10p per sheet
Members' allowances and expenses	(hard copy or website/email)	Website free Hard copy 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	(hard copy or website/email)	Website free Hard copy 10p per sheet
Parish Plan	N/A	Website free Hard copy 10p per sheet
Annual Report to Parish or Community Meeting	(hard copy or website/email)	Website free Hard copy 10p per sheet
Quality status	N/A	Website free Hard copy 10p per sheet
Local charters drawn up in accordance with DLUHC's guidelines	N/A	Website free Hard copy 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website/email)	Website free Hard copy 10p per sheet
Agendas of meetings (as above)	(hard copy or website/email)	Website free

		Hard copy 10p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	(hard copy or website/email)	Website free Hard copy 10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	(hard copy or website/email)	Website free Hard copy 10p per sheet
Responses to consultation papers	(hard copy or website/email)	Website free Hard copy 10p per sheet
Responses to planning applications	(hard copy or website/email)	Website free Hard copy 10p per sheet
Bye-laws	(hard copy or website/email)	Website free Hard copy 10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: ● Procedural standing orders ● Committee and sub-committee terms of reference ● Delegated authority in respect of officers ● Code of Conduct ● Policy statements	(hard copy or website/email)	Website free Hard copy 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: ● Internal instructions to staff and policies relating to the delivery of services ● Equality and diversity policy ● Health and safety policy ● Recruitment policies and details of current vacancies ● Policies and procedures for handling requests for information	(hard copy or website/email)	Website free Hard copy 10p per sheet

• Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	(hard copy or website/email)	Website free Hard copy 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	(hard copy or website/email)	Website free Hard copy 10p per sheet
Assets register, including details of public land and building assets	(hard copy or website/email)	Website free Hard copy 10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	(hard copy or website/email)	Website free Hard copy 10p per sheet
Register of members' interests	(hard copy or website/email)	Website free Hard copy 10p per sheet
Register of gifts and hospitality	(hard copy or website/email)	Website free Hard copy 10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	(hard copy or website/email)	Website free Hard copy 10p per sheet
Burial grounds and closed churchyards	N/A	Website free Hard copy 10p per sheet

Community centres and village halls	N/A	Website free Hard copy 10p per sheet
Parks, playing fields and recreational facilities	(hard copy or website/email)	Website free Hard copy 10p per sheet
Seating, litter bins, clocks, memorials and lighting	(hard copy or website/email)	Website free Hard copy 10p per sheet
Bus shelters	(hard copy or website/email)	Website free Hard copy 10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above		Website free Hard copy 10p per sheet

Wix Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged 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 an authority 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.

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 authority 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. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. 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

The parish clerk can be contacted via email at clerk@littlebentley-pc.gov.uk