

## Information available from Litton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost (NB 2<sup>nd</sup> class Postage will be added to the per sheet cost)</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
This will be current information only  NB Council should already be publishing as much information as possible about how they can be contacted.	Website Hard copy	Free 20p per sheet
List of Council members and their responsibilities (if applicable)	Website Hard copy	Free 20p per sheet
Contact details for Parish Clerk – postal address and email	Website Hard copy	Free 20p per sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous 5 financial years (as a minimum)	Website Hard copy	Free 20p per sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 20p per sheet

Finalised budget	Hard copy	20p per sheet
Precept	Hard copy	20p per sheet
All items of expenditure above £100	Website Hard copy	Free 20p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 20p per sheet
Grants given and received	Website Hard copy	Free 20p per sheet
List of current contracts awarded and value of contract	Hard copy	20p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual governance statement in format included in the Annual Return form Current and previous 5 years as a minimum	Website Hard copy	Free 20p per sheet
Annual Report to Parish or Community Meeting Current and previous 5 years as a minimum	Hard copy	20p per sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard copy	Free 20p per sheet
<b>Class 4 – How we make decisions</b> (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)	Website Noticeboard Hard copy	Free 20p per sheet
Agendas of meetings (as above)	Website Noticeboard Hard copy	Free 20p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 20p per sheet

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 20p per sheet
Responses to consultation papers	Hard copy	20p per sheet
Responses to planning applications	Within Minutes on Website Hard copy	Free 20p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Hard copy	Free 20p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Hard copy</p> <p>Website Hard copy</p>	<p>20p per sheet</p> <p>Free 20p per sheet</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection</p>	Website Hard copy	Free 20p per sheet

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website Hard copy	Free 20p per sheet
Assets register, including details of public land and building assets	Website Hard copy	Free 20p per sheet
Register of members' interests	Website Hard copy	Free 20p per sheet
<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 (some information may only be available by inspection)		
Burial grounds and closed churchyards	Website Hard copy	Free 20p per sheet
Community centres and village halls	Website Hard copy	Free 20p per sheet
Parks, playing fields and recreational facilities	Website Hard copy	Free 20p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free 20p per sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Hard copy	Free 20p per sheet
<b>Additional Information</b>		
Information not itemised in the lists above	None	

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred

Adopted: 17<sup>th</sup> June 2023