

LITTLE GADDESSEN PARISH COUNCIL PUBLICATION SCHEME

Little Gaddesden Parish Council's procedure for providing information to the public was adopted at the Parish Council meeting on **19th November 2018** and will be reviewed in **November 2020**.

LITTLE GADDESSEN PARISH COUNCIL ("LGPC") has adopted as its publication scheme the model publication scheme (v1.2 20151023) prepared and approved by the Information Commissioner.

INTRODUCTION

In compliance with the Freedom of Information Act 2000, this publication scheme commits LGPC 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 LGPC.

The scheme commits LGPC:

- To specify the information which is held by LGPC and falls within the classifications below and proactively to publish or otherwise make available as a matter of routine that information.
- 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 LGPC makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made available.
- To make this publication scheme available to the public.

CLASSES OF INFORMATION

The Classes of Information which are the subject of this scheme are set out in the table below.

The Classes of Information does not 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

The method by which information published under this scheme will be made available is set out in the table below. Generally photocopies of material will be made available or material will be published on the website is www.littlegaddesden.org.uk Documents not on the web site will be made available within 20 working days or such longer time as may be agreed.

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. If, because of a disability, you require the information in another format, please contact the Clerk.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

Charges are set out in the table below. Payment may be requested prior to provision of the information. Material which is published and accessed on the website will be free of charge.

WRITTEN REQUESTS

Information held by a public authority 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.

THE CLERK IS CONTACTABLE BY E-MAIL (parishclerk@littlegaddesden-parishcouncil.org.uk) OR BY TELEPHONE (01442 842795) OR BY WRITING TO 1, Pond Lane, Little Gaddesden, HP4 1UB

Signed  Dated..... 19/11/2018

CLASS OF INFORMATION	HOW THIS CAN BE OBTAINED	COST
Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance	Contacts – Website and six notice boards spread around the village. Copy Councillor contact sheet and standing orders and Parish newsletters Photocopy from Parish Clerk	Free from web site, www.littlegaddesden.org.uk 10 pence per sheet
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	Copies of Standing Orders Financial Regulations, budget papers, report of internal and external auditor, copies of expenditure reports, copy minutes Photocopy from Parish Clerk	Free from web site 10 pence per sheet
What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews	Parish plan, Parish survey, minutes of Annual Parish Meeting, Objectives for the current year Photocopy from Parish Clerk	Free from web site 10 pence per sheet
How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations	Agendas, minutes, copy planning applications and responses Photocopy from Parish Clerk	10 pence per sheet
Our policies and procedures Current written protocols for delivering our functions and responsibilities	Standing Orders, Financial Regs. Policies/procedures re Green and Playing Field, Risk Assessment, Code of Conduct, Complaints, Retention of Documents and Records Retention and Security , Planning, Notice boards, Public participation at meetings, Training & Development, Equality Photocopy from Parish Clerk	Free from web site 10 pence per sheet
Lists and Registers Information held in registers required by law and other lists and registers relating to the functions of the authority	Register of members interests Photocopy from Parish Clerk	Free from web site 10 pence per sheet
The Services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered	Website	Free