

CODE OF PRACTICE – PUBLICATION OF INFORMATION

Little Baddow Parish Council commits to make information available to the public as part of its normal business activities. The information covered is included in the classes of information outlined below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Little Baddow Parish Council commits to:-

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- Specify the information which is held by the Council and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the Council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

CLASSES OF INFORMATION

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the Council.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases, a description of the services offered.

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.

SOURCES OF INFORMATION

The information covered by this scheme and how it can be obtained is shown on the Attachment together with charges and contact details.

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.

WRITTEN REQUESTS

Information held by Little Baddow Parish Council that is not published under this Code can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Little Baddow Parish Council
October 1, 2015

Available Information - Little Baddow Parish Council

<u>Information Available</u>	<u>Source</u> W- Website C – Clerk N – Notice Board
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	W/N
Contact details for Parish Clerk and Council members	W/N
Location of main Council office and accessibility details	W/N
Staffing structure	C
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	W/C
Finalised budget	W/C
Precept	W/C
Borrowing Approval letter	C
Financial Standing Orders and Regulations	W/C
Grants given and received	C
List of current contracts awarded and value of contract	C
Members' allowances and expenses	W/C
Class 3 – Our priorities are & how we are doing	
Parish Plan (Village Design Statement)	W/C
Annual Report to Parish or Community Meeting	W/C
Quality status	W/C
Local charters drawn up in accordance with DCLG guidelines	W/C
Class 4 – How we make decisions	
Timetable of meetings	W/C
Agendas of meetings	W/C/N
Minutes of meetings	W/C
Reports presented to council meetings	C
Responses to consultation papers	C
Objections to planning applications	C
Bye-laws	C

Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business:- <ul style="list-style-type: none"> - Procedural standing orders - Committee and sub-committee terms of reference - Delegated authority in respect of officers - Code of Conduct - Policy statements 	W/C C C W/C W/C
Policies and procedures for the provision of services and about the employment of staff:- <ul style="list-style-type: none"> - Equality and diversity policy - Health and safety policy - Recruitment policies (including current vacancies) - Policies and procedures for handling requests for information - Complaints procedures (including those covering requests for information and operating the publication scheme) 	W/C W/C W/C W/C W/C
Information security policy	C
Record management policies (records retention, destruction, archive)	C
Data protection policies	C
Schedule of charges for the publication of information	W/C
Class 6 – Lists and Registers	
Any publicly available register or list	C
Assets Register	W/C
Disclosure log	C
Register of members' interests	W/C
Register of gifts and hospitality	WC
Class 7 – The services we offer	
Community centres and village halls	W/C
Parks, playing fields and recreational facilities	W/C
Seating, litter bins, clocks, memorials and lighting	C
Agency agreements	C

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying less than 10 pages – no charge	
	Photocopying more than 10 pages - 20p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Waived	
Other	Mileage	NALC approved rates

