

PUBLICATION SCHEME

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy or website
Who's who on the Council and its Committees	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	
Location of main Council office and accessibility details	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy or website
Annual return form and report by auditor	
Finalised budget	
Precept	
Financial Standing Orders and Regulations	
Grants given and received	
List of contracts awarded and value of contract	
Members' allowances and expenses	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Hard copy or website
Parish Action Plan	
Neighbourhood Plan	
Annual Report to Parish or Community Meeting	
LCAS Quality status	
Local charters drawn up in accordance with DCLG guidelines	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Hard copy or website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	
Agendas of meetings (as above)	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy or website
<p>Policies and procedures for the conduct of council business:</p> <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 	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> Internal instructions to staff and policies relating to the delivery of services Equality and Diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) 	
Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	

Class 6 – Lists and Registers	Hard copy or website: Some information may only be available by inspection
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets register	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	
Register of members' interests	
Register of gifts and hospitality	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy or website: Some information may only be available by inspection
Current information only	
Allotments	
Parks, playing fields and recreational facilities	
Seating, litter bins, memorials and lighting	
Bus shelters	
Services for which the council is entitled to recover a fee together with those fees	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

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This document was adopted by the Council at its meeting held on 20th June 2024. Review Date: June 2026

Signed _____ Chair