

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This scheme sets out Little Witley Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and if the information is also available on the Parish Council's website at <https://www.littlewitley.org.uk/> this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The same information can be requested by phone (07828 650090), e-mail (littlewitleyparish@gmail.com) or by post from the Parish Clerk at 40 The Glebe, Great Witley, Worcester, Worcestershire WR6 6JR

Class 1 information – Who we are and what we do (Current information only)

1.1 Contact details for the Parish Clerk and Council members	W
1.2 Details of the Council's Committee structure	W
1.3 Location of the Council's office and accessibility arrangements	W
1.4 The Council's staffing structure	W

Class 2 information – What we spend and how we spend it (Current and previous financial year only)

2.1 Annual return form and report by auditor	W
2.2 Finalised budget	W
2.3 Precept	W
2.4 Financial Regulations	W
2.5 Grants given and received	W
2.6 List and value of current contracts awarded	
2.7 Members' allowances and expenses	W

Class 3 information – How we are doing (Current and previous financial year only)

3.1 Report to Annual Parish Meeting	W
3.2 Published Annual Reports	W

Class 4 information – How we make decisions (Current and previous financial year only)

4.1 Timetable all parish council meetings and committee meetings	W
4.2 Agendas of meetings (upcoming meeting)	W
4.3 Minutes of meetings	W
4.4 Reports presented to Council meetings	
4.5 Responses to Consultation papers	
4.6 Responses to planning applications	W
4.7 Bye-laws	

Class 5 information – Our policies and procedures (Current information only)

5.1 Procedural Standing Orders	W
5.2 Committee and Working Group terms of reference	W
5.3 Delegated authority	W
5.4 Councillors' code of conduct	W
5.5 Equality and diversity policy	
5.6 Health and safety policy	
5.7 Recruitment policy	
5.8 Information security policy	
5.9 Records management policy	
5.10 Charging policy for the publication of information	W
5.11 Complaints procedure	W
5.12 Grants procedure	W

Class 6 information – Lists and registers (Current information only)

6.1 Council asset register	W
6.2 Register of Members Disclosable Pecuniary interests	W
6.3 Register of gifts and hospitality	W

Class 7 information – Services we offer (Current information only)

7.1 Benches	W
7.2 Litter bins	W
7.3 Bus shelter	W
7.4 Notice boards	W
7.5 Services for which the Council can recover a fee	W

Charges which may be made for Information published under this scheme Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 5p per sheet (black and white), 10p per sheet (colour)
- photocopying – the Parish Council has no photocopier
- postage – actual cost of postage
- packaging - 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase
- the costs directly incurred as a result of viewing information

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.

Further information is available from: Kym Wild MA, BSc. Hons Parish Clerk, Little Witley Parish Council, 40 The Glebe, Great Witley, Worcestershire WR6 6JR 07828 650090, littlewitleyparish@gmail.com

Date of Next Review: April 2019