



LITTLEPORT TOWN COUNCIL

SERVING THE PEOPLE OF LITTLEPORT

Information available from Littleport Town Council based on the model publication scheme provided by the ICO.

Littleport Town Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

Information to be published

How the information can be obtained Cost

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)

This will be current information only.

N.B. Councils should already be publishing as much information as possible about how they can be contacted.

Who’s who on the Council and its Committees	Website / hard copy / email	Free / 10p per page / free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy / email	Free / 10p per page / free
Location of main Council office and accessibility details	Website / hard copy / email	Free / 10p per page / free
Staffing structure	Website / hard copy / email	Free / 10p per page / free

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)

Current and previous financial year as a minimum

Annual return form and report by auditor	Website / hard copy / email	Free / 10p per page / free
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Finalised budget	Website / hard copy / email	Free / 10p per page / free
Precept	Website / hard copy / email	Free / 10p per page / free
Borrowing Approval letter	Website / hard copy / email	Free / 10p per page / free
Financial Standing Orders and Regulations	Website / hard copy / email	Free / 10p per page / free
Grants given and received	Website / hard copy / email	Free / 10p per page / free
List of current contracts awarded and value of contract	Website / hard copy / email	Free / 10p per page / free
Members' allowances and expenses	Website / hard copy / email	Free / 10p per page / free

**Class 3 – What our priorities are and how we are doing
(Strategies and plans, performance indicators, audits, inspections and reviews)**

Current and previous year as a minimum

Parish Plan (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Quality status	Website / hard copy / email	Free / 10p per page / free
Local charters drawn up in accordance with DCLG guidelines	Website / hard copy / email	Free / 10p per page / free

**Class 4 – How we make decisions
(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 / hard copy / email	Free / 10p per page / free
Agendas of meetings (as above)	Website / hard copy / email	Free / 10p per page / free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy / email	Free / 10p per page / free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy / email	Free / 10p per page / free

Responses to consultation papers	Website / hard copy / email	Free / 10p per page / free
Responses to planning applications	Website / hard copy / email	Free / 10p per page / free
Bye-laws	Website / hard copy / email	Free / 10p per page / free

Class 5 – Our policies and procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of council business:	Website / hard copy / email	Free / 10p per page / free
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- Procedural standing orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

Policies and procedures for the provision of services and about the employment of staff:	Website / hard copy / email	Free / 10p per page / free
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- Internal instructions to staff and policies relating to the delivery of services
- 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)

Information security policy	Website / hard copy / email	Free / 10p per page / free
Records management policies (records retention, destruction and archive)	Website / hard copy / email	Free / 10p per page / free
Data protection policies	Website / hard copy / email	Free / 10p per page / free
Schedule of charges (for the publication of information)	Website / hard copy / email	Free / 10p per page / free

Class 6 – Lists and Registers

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

(some information may only be available by inspection)

Website / hard copy / email

Free / 10p per page / free

Website / hard copy / email

Free / 10p per page / free

Website / hard copy / email

Free / 10p per page / free

Website / hard copy / email

Free / 10p per page / free

Website / hard copy / email
(Original documents held by East Cambs District Council)

Free / 10p per page / free

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments

Burial grounds and closed churchyards

Community centres and village halls

Parks, playing fields and recreational facilities

Seating, litter bins, clocks, memorials and lighting

Bus shelters

Markets

Public conveniences

Agency agreements

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)

(some information may only be available by inspection)

Website / hard copy / email

Free / 10p per page / free

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Additional Information

Littleport Town Council will take the opportunity to publish information that is not itemised in the lists above subject to the exceptions as outlined above.

Website / hard copy / email

Free / 10p per page / free

Contact details

Town Clerk, Littleport Town Council Mrs Diane Bayliss The Barn Main Street Littleport Ely Cambridgeshire CB6 1PH	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Information Line: 01625 545745 or 08456 30 60 60 Switchboard: 01625 54 57 45 Website: www.ico.gov.uk
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Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Document History

Drafted by Diane Bayliss December 2022 Version 1

To Council for Debate 19th December 2022

Council Approved:

Minute Ref: 22/23.

Review Date: May 2024 (unless changes in legislation require an earlier update)
