

Little Bromley Parish Council

Information available to the public under the ICO model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only	
Who's who on the Council and its Committees	website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website
Location of main Council office and accessibility details	N/A - Clerk is home-based
Staffing structure	N/A - Clerk is the sole employee
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	
Annual return form and report by auditor	Website , noticeboards Hard copy
Finalised budget	Website Hard copy
Precept	Website Hard copy
Borrowing Approval letter	N/A
Financial Regulations	Website Hard copy
Grants given and received	Website Hard copy
List of current contracts awarded and value of contract	Website Hard copy
Members' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Action Plan - current and previous year as a minimum	Website Hard copy

Annual Report to Parish or Community Meeting - current and previous year	Website Hard copy
Internal and external audit reports	Website Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website /hard copy
Agendas of meetings (as above)	website /hard copy
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting.	website /hard copy
Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.	website /hard copy
Responses to consultation papers	website /hard copy
Responses to planning applications	website /hard copy
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
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints policy (including vexatious complaints, those covering requests for information and operating the publication scheme)	hard copy policies will be added to the website .
Privacy policy	website /hard copy
Records management policies (records retention, destruction and archive)	hard copy
Data protection policies	hard copy

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)	not applicable
Assets Register	hard copy
Register of members' interests	hard copy website
Register of gifts and hospitality	hard copy
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	
N/A	

Accessing Information not included within the Model Publication Scheme

Information held by Little Bromley Parish Council (LBPC) 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 (FOIA).

Written requests must include your real name and be submitted to the Clerk at:

Clerk@littlebromleyparishcouncil.gov.uk or Little Bromley Parish Council, c/o 9 Johnson Road, St Osyth, Clacton-on-Sea, Essex CO16 8PL.

Council's Response to a written request

Your request will be recorded in a FOI register on and we will respond within 20 working days to:

- confirm to you whether it holds the information
- advise you if a fee will be charged.
- provide you with the information (after any relevant fee has been paid) unless it is assessed to be a vexatious/repeat request or be subject to an exemption.

Responses will be in accordance with the Freedom of Information Act 2000 as set out in guidance provided by the Information Commissioner's Office, which is available at: [Freedom of information guidance and resources | ICO](#)

Exempt Information

The FOIA provides for the exemption of some information from disclosure, for example, if it would be harmful to another person. We will inform you if an exemption applies to the information you are requesting.

Vexatious or repeated requests

LBPC is committed to openness and transparency, however, responding to vexatious and/or habitual requests can be both time consuming

and wasteful of our limited resources. Therefore, these will be assessed and responded to in accordance with our Vexatious Requests policy, which is published on our website.

Fees

Disbursement costs:

- Website: free of charge
- Email & attachments: free of charge
- Printing or photocopy of up to 5 A4 pages provided free, additional pages at 20p per page
- Postage (if required) will be charged at cost.

Staff Costs:

A charge of £25 per hour will be implemented should the estimated staff costs involved in locating and/or compiling the requested information exceed £450. An estimate of all charges to be implemented will be provided in advance and for agreement prior to any work commencing.

Contact details:

Elizabeth Ridout

Interim Parish Clerk & RFO

c/o 9 Johnson Road, St Osyth, Clacton-on-Sea, Essex CO16 8PL

E-mail: Clerk@littlebromleyparishcouncil.gov.uk