



**Clerk: Elizabeth Winter**  
**Tel: 07585 232933**  
**E-mail: [greatnotleyclerk@gmail.com](mailto:greatnotleyclerk@gmail.com)**

## Freedom of Information Act Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Great Notley Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council.

This scheme commits Great Notley Parish Council –

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

### Classes of information

### Format

<b>Class 1. Who we are and what we do</b> Organisational information, structures, locations and contacts	
<ul style="list-style-type: none"><li>• Who's who on the Parish Council</li><li>• Contact details for the Parish Clerk and Council members (names contacts with telephone number and email address if used)</li><li>• Staffing structures</li></ul>	W W  H

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

<b>Class 2. What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure tendering, procurement and contracts	
<ul style="list-style-type: none"> <li>• Annual return form</li> <li>• Report by auditor</li> <li>• Finalised budget and precept demand</li> <li>• Financial Regulations</li> <li>• Members allowances and expenses</li> <li>• Grants made</li> <li>• Current Contracts</li> </ul>	W W W W H H H

<b>Class 3. What our priorities are and how we are doing</b> Strategy and performance information, plans, assessments, inspections and reviews.	
<ul style="list-style-type: none"> <li>• Annual report to Parish Meeting</li> <li>• Response to consultation papers</li> </ul>	W H

<b>Class 4. How we make decisions.</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	
<ul style="list-style-type: none"> <li>• Timetable of meetings</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting.)</li> <li>• Reports presented to council meetings</li> <li>• Responses to consultation papers</li> <li>• Responses to planning applications</li> </ul>	W W W  H H H

<b>Class 5. Our Policies and Procedures</b> Current written protocols for delivering out functions and responsibilities.	
<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Scheme of Delegation</li> <li>• Rules for virtual meetings</li> <li>• Code of Conduct</li> <li>• Financial Regulations</li> <li>• Risk Management Policy</li> <li>• Reserves policy</li> <li>• Investment policy</li> <li>• Terms of reference for personnel committee and sub committee</li> </ul>	W W W W W W W W H
<b>Policies and procedures for the provision of services and the employment of staff –</b> <ul style="list-style-type: none"> <li>• Complaints procedure</li> </ul>	W

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

• Vexatious complaint policy	W
• Health and Safety Policy	W
• Document Management policy	W
• Equal opportunities policy	W
• Schedule of Charges	W
• Planning policy including early consultation on planning policy	W
• Emergency Plan	W
• Media policy	H
• First Aid policy	W
• Data Protection Policy	W
• Training Policy	W
• Grant Policy	W
• communication policy	H
• Company vehicle policy	H
• Councillor / Employee protocol	H
• Councillor representation protocol	H
• Health and Wellbeing plan	W
• Website accessibility statement	W
• Website documentation policy	W
• Community Engagement policy	W
• Disciplinary and Grievance policy for employees	H
• Meeting risk assessment	W
• Play area risk assessments	H
• Various risk assessments for activities carried out by employees	H
• Biodiversity Policy	W

<b>Class 6. Lists and Registers</b> Information held in registers required by law and other lists and registers relating to the functions of the Parish Council.	
• Asset Register	W
• Register of Councillors interests	W

<b>Class 7. The Services we offer</b> Information about the services we offer, advice and guidance, leaflets and newsletters.	
• Parks, playing fields and recreational facilities	H
• Seating litter bins, memorials and lighting	H
• Bus shelters	H
• Agency agreements	H

The classes of information will not generally include :

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

- 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.

### **Methods by which information published under this scheme will be made available**

- Where it is within our capability, information will be published on our website.
- Where it is impracticable to make information available on our website, or if an individual does not wish to access the information by the website, hard copies can be requested or an appointment made to view the requested information at a mutually convenient time and location within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

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.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as :

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

### **Written requests**

Information held by the Council 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.

Key to abbreviations – W = available on website H = hard copy which may be emailed or sent by post I = available for inspection

**Clerk contact details**

Mrs E Winter  
greatnotleyclerk@gmail.com  
07585 232933

Policy approved 17 <sup>th</sup> June 2013	
Updates and reviews	
29 <sup>th</sup> June 2015	16 <sup>th</sup> May 2016
22 <sup>nd</sup> May 2017	21 <sup>st</sup> May 2018
13 <sup>th</sup> May 2019	11 <sup>th</sup> May 2020
5 <sup>th</sup> May 2021	9 <sup>th</sup> May 2022
15 <sup>th</sup> May 2023	15 <sup>th</sup> July 2024
16 <sup>th</sup> June 2025	
Date of next review – May 2026	