

## Information available from Littleport Parish Council under the model publication scheme



Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per sheet plus postage
Location of main Council office and accessibility details	Website Hard Copy	Free 10p per sheet plus postage
Staffing structure	Website Hard Copy	Free 10p per sheet plus postage
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy	10p per sheet plus postage
Finalised budget	Hard Copy	10p per sheet plus postage

Precept	Hard Copy	10p per sheet plus postage
Borrowing Approval Letter	Hard Copy	10p per sheet plus postage
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet plus postage
Grants given and received	Hard copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy	10p per sheet plus postage
Members' allowances and expenses	N/A Members do not have allowances or expenses	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A Littleport currently does not have a Parish Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet plus postage
Quality Status Documentation	N/A Littleport currently working towards becoming a Quality Council	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per sheet plus postage

Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet plus postage
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p per sheet plus postage
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	Hard Copy	10p per sheet plus postage
Responses to consultation papers	Hard Copy	10p per sheet plus postage
Responses to planning applications	Hard Copy	10p per sheet plus postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	£2 per copy 10p per sheet 10p per sheet 10p per sheet £1 per copy All above plus postage
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	Hard Copy Hard Copy	10p per sheet 10p per sheet

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)	Hard Copy Hard Copy Hard Copy Hard Copy	10p per sheet 10p per sheet 10p per sheet 10p per sheet All above plus postage
Information security policy	Hard Copy	10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Hard Copy	10p per sheet plus postage
Data protection policies	Hard Copy	10p per sheet plus postage
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per sheet plus postage
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	10p per sheet plus postage
Assets Register	Hard Copy	10p per sheet plus postage
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)	N/A	
Register of members' interests	ECDC Website ( <a href="http://www.eastcambes.gov.uk">www.eastcambes.gov.uk</a> )	Free
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Allotments	Website	Free
Burial grounds/cemeteries and closed churchyards	Hard Copy	10p per sheet plus postage
Community centres and village halls	Hard Copy	10p per sheet plus postage
Parks, playing fields and recreational facilities	Hard Copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet plus postage
Bus shelters	Hard Copy	10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard Copy	10p per sheet plus postage
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact Details:

Parish Clerk, Littleport Parish Council

The Barn, Main Street, Littleport, Ely, Cambs CB6 1PH

Tel: 01353 860449 (9am to 1pm Monday to Friday)

Email: [clerk@littleportparishcouncil.gov.uk](mailto:clerk@littleportparishcouncil.gov.uk) or [info@littleportparishcouncil.gov.uk](mailto:info@littleportparishcouncil.gov.uk)

Website: [www.littleportparishcouncil.gov.uk](http://www.littleportparishcouncil.gov.uk)