

# Great Tey Parish Council

## Publication Scheme

This Publication Scheme details the information that Great Tey Parish Council makes available to the public, how it can be accessed, and whether there is a charge for it. It complies with the Freedom of Information Act 2000 and follows the model publication scheme approved by the Information Commissioner's Office (ICO).

### **1. Introduction:**

Great Tey Parish Council is committed to openness and transparency in its operations. This publication scheme aims to make as much information as possible readily available to the public and help the community understand the activities and decisions of the council.

### **2. Classes of Information:**

The information we publish is divided into the following categories (or classes):

1. **Who we are and what we do**
  - Information about the council, its structure, councillors, and staff.
2. **What we spend and how we spend it**
  - Financial information related to budgets, expenditures, audits, contracts, and procurement.
3. **What our priorities are and how we are doing**
  - Strategies, plans, performance reports, and other monitoring data.
4. **How we make decisions**
  - Decision-making processes, including meeting minutes, agendas, and reports.
5. **Our policies and procedures**
  - The rules, guidelines, and protocols by which we operate.
6. **Lists and registers**
  - Assets registers and other relevant information lists.
7. **The services we offer**
  - Details about the services we provide, including public amenities, recreational facilities, and community events.

### **3. How Information Can Be Accessed**

Information can be obtained through the following methods:

- **Website:** Many documents are available to download for free from our website at [[www.Greattey.com](http://www.Greattey.com)].
- **Email:** Specific requests for information can be submitted via email to [greatteyparishcouncil@outlook.com](mailto:greatteyparishcouncil@outlook.com)
- **In Person:** Certain documents are available for inspection at the Parish Council office by appointment. Contact the Parish Clerk to arrange a visit.

### **4. Charges**

The majority of the information we publish is available free of charge. However, charges may apply in the following cases:

- Photocopying costs: 10p per page (black and white).
- Postage: Charged at the actual rate.

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- Staff time: Free for requests taking less than 18 hours of staff time; for more complex requests, a fee may be charged at £25 per hour as per the Freedom of Information Act.

If a charge applies, we will inform you in advance before fulfilling the request.

### **5. Exempt Information**

Some information may be withheld if it falls under the exemptions allowed by the Freedom of Information Act, such as information relating to confidential personnel matters or commercially sensitive data.

### **6. Contact Details**

For further information or to make a request, please contact:

- **Parish Clerk:**  
Email: [greatteyparishcouncil@outlook.com](mailto:greatteyparishcouncil@outlook.com)

### **7. Review of the Publication Scheme**

This publication scheme will be reviewed annually to ensure that it remains current and effective. Any updates or amendments will be published on our website.