

LITTLEHAMPTON TOWN COUNCIL

Publications & Policies

PUBLICATION SCHEME

INTRODUCTION

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Under the Act every public authority is required to adopt and maintain a Publication Scheme. This scheme will provide the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The Scheme must set out how it intends to publish the different classes of information it makes available and whether it intends to charge for providing the information.

IF YOU WOULD LIKE ANY FURTHER INFORMATION PLEASE CONTACT -

Town Clerk - Mr Peter Herbert

Littlehampton Town Council, Manor House, Church Street, Littlehampton,

West Sussex BN17 5EW.

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The Town Council's Publication Scheme can be downloaded below and gives details of how information on the Council's documentation can be obtained and sets out any cost for the photocopying of documents, if appropriate.

- [Littlehampton Town Council's Model Publication Scheme](#)

Below is information contained in the document that can be obtained from our website. Please read the Model Publication Scheme Document for other methods of accessing information on the Council's services.

Class 1 - Who we are and what we do

- [Scheme of Delegation to Committees](#)
- [Constitution of Committees for 2008/2009](#)
- [Town Councillors' Contact Details](#)
- [Town Clerk Contact Details including details of how to access the Council's offices and location plan](#)
- [Staffing Structure](#)

Class 2 - What we spend and how we spend it

- [Financial Regulations adopted](#)
- [Details of grants given can be found on the Community Resources Committee Reports](#)
- [Details of current contracts can be found under the Council's Committee Reports](#)
- [Members Allowances](#)

Class 3 - What our priorities are and how we are doing

- [The Council's Annual Report](#)
- [Budget](#)

Class 4 - How we make decisions

- [Timetable of Meetings for the Council and its Committees](#)
- [Agendas and Reports for Council, Committee and Sub-Committee Meetings \(supporting papers available for public inspection at the Manor House\)](#)
- [The Council's responses to consultation documents can be found under the reports of Committees](#)
- [Observations on Planning Applications can be obtained from the Minutes of the Planning & Transportation Committee Meetings](#)

Class 5 - Our Policies and Procedures

Policies and Procedures for the conduct of Council Business

- [Procedural Standing Orders](#)
- [Terms of Reference for Committees](#)

Policies and Procedures for the provision of services and about the employment of staff

- [Littlehampton Town Council's Code of Conduct](#)
- [Equalities Policy](#)
- [Health & Safety Policy](#)
- [Job Descriptions](#)
- [Terms & Conditions of Employment](#)
- [Complaints Procedure](#)
- [Data Protection Scheme](#)
- [Schedule of Charges \(for the Publication of information\) Fees and](#)
- [Charges applied by the Council](#)

Class 7 - The services we offer

These are set out in the:-

- [Council Tax Leaflet](#)
- [Annual Report and Budget Proposals](#)

Additional Information

- [Policy Statements issued by the Council](#)
- [Training and Development Policy](#)
- [Freedom of Information Guidance Notes](#)

For more information contact:

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