



The Parish Council Publication Scheme

Information available from Rottingdean Parish Council

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p>	<p>Website 'About us' page. Hard copy on request</p>
<p>Who's who on the Council and its advisory group</p>	<p>Website 'About us and Meetings and advisory groups' pages. Hard copies on request.</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website 'About us and Contacts page. Hard copies on request.</p>
<p>Class 2 – What we spend and how we spend it</p>	
<p>Annual return form and report by auditor</p>	<p>Financial information page hard copy on request</p>
<p>Finalised budget</p>	
<p>Precept</p>	
<p>Financial Standing Orders and Regulations</p>	
<p>Grants given and received</p>	
<p>List of current contracts awarded and value of contract</p>	

Members' allowances and expenses	
Class 3 – What our priorities are and how we are doing	Financial information website page, hard copy on request
Parish Plan (current and previous year)	Project page on the website or hard copy on request
Annual Report to Parish Meeting	'Meetings' page on the website, hard copy on request
Class 4 – How we make decisions	Monthly minutes on the 'meetings page' hard copy on request. Standing Orders on 'About us' webpage – hard copy on request.
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Monthly meeting agendas and minutes on the 'meetings page', hard copies on request Meeting papers are available on request
Agendas of meetings (as above)	
Minutes of meetings (as above)	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers and planning applications	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website 'About us' page. Hard copies of individual Policies and Standing orders on request.
Policies and procedures for the conduct of council business:	
Procedural standing orders Committee and sub-committee terms of reference	

<p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	
<p>Information security and</p> <p>Data protection policies</p>	<p>GDPR Policy on About us page – Hard copy in request</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>
<p>Register of members’ interests, gifts and hospitality</p>	<p>Website ‘About us’ page, hard copy in request</p>
<p>Class 7 – The services we offer</p>	<p>(What we do on ‘about us’ place hard copy on request or website;</p>

Contact details: For more information or hard copies of the above information please contact the Parish Clerk at: enquiries@rottingdean-pc.gov.uk chris.hayes@rottingdean-pc.gov.uk; Tel 07

telephone 07547 017969

or write to:

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