

# **Kimblesworth and Plawsworth Parish Council**

## **Freedom of Information and Publication Scheme**

**v1.3 September 2023**

## **Introduction**

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and is now operated by Kimblesworth and Plawsworth Parish Council (KPPC).

## **Freedom of Information**

The scheme commits KPPC:

- To publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To 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 available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Manner of Publication**

The Parish Council feels it is important that all sections of the community can access the council's information, and systems are in place to make the listed information available to the public as easily as possible.

- Where possible, information has been placed on the Parish Council website at [www.kimblesworthandplawsworthparishcouncil.co.uk](http://www.kimblesworthandplawsworthparishcouncil.co.uk)
- Where this is not possible the information is available from the Parish Clerk – and/or paper copies can be sent through the post.
- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged 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 an authority 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.

## Information available from Kimblesworth and Plawsworth Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) <b>This will be current information only</b>		
Who's who on the Council and its Committees/Working groups	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Contact details for Parish Clerk and Council members	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Staffing structure	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
<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)  <b>Current and previous financial year as a minimum</b>		
Annual return form and report by auditor	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Finalised and agreed budget	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Precept request	Hard copy – contact Parish Clerk	10p per page plus postage*
Standing Orders (covering finance) and Financial Regulations	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Grants given and received	Hard copy – contact Parish Clerk	10p per page plus postage*
List of current contracts awarded and value of contract	Hard copy – contact Parish Clerk	10p per page plus postage*

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
<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 – contact Parish Clerk	Free 10p per page plus postage*
Agendas of meetings (as above)	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Minutes of meetings (as above) – note, this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Reports presented to council meetings – note, this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Parish Clerk	10p per page plus postage*
Responses to consultation papers	Hard copy – contact Parish Clerk	10p per page plus postage*
Responses to planning applications	Hard copy – contact Parish Clerk	10p per page plus postage*

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

**This will be current information only.**

Policies and procedures for the conduct of council business:

- Standing Orders (covering procedures)
- Delegated Scheme
- Code of Conduct
- Complaints Procedure
- Disciplinary Procedure
- Grievance Procedure
- Public Participation Policy
- Grants and Donations Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Memorial Bench Policy
- Risk Register
- Document Retention and Disposal Policy
- Information and Data Protection Policy
- Social Media Policy for Councillors
- Co-option of members

Website

Hard copy – contact Parish Clerk

Free

10p per page  
plus postage\*

<b>Class 6 – Lists and Registers</b>  <b>This will be currently maintained lists and registers only.</b>		
Assets Register	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
Register of members' interests	Website Hard copy – contact Parish Clerk	Free 10p per page plus postage*
<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)  <b>This will be current information only.</b>		
Allotments	Website Hard copy – contact Parish Clerk	Free 10p per copy plus postage*
Playing field	Website Hard copy – contact Parish Clerk	Free 10p per copy plus postage*
Seating and litter (and salt) bins	Website Hard copy – contact Parish Clerk	Free 10p per copy plus postage*
A summary of services for which the council is entitled to recover a fee, together with those fees.	Website Hard copy – contact Parish Clerk	Free 10p per copy plus postage*

## CONTACT DETAILS

Parish Clerk – John Kelly

Kimblesworth and Plawsworth Parish Council

Telephone: 07762134777

Email: [clerk@kimblesworthandplawsworthparishcouncil.co.uk](mailto:clerk@kimblesworthandplawsworthparishcouncil.co.uk)

Website: [www.kimblesworthandplawsworthparishcouncil.co.uk](http://www.kimblesworthandplawsworthparishcouncil.co.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. 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.

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by public authority.
	Postage	*Actual cost of Royal Mail standard 2 <sup>nd</sup> class.
<b>Statutory Fee</b>		The appropriate cost limit for a request is £450 for other public authorities.

## WRITTEN REQUESTS

Information held by a public authority 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.