



## **Kempsey Parish Council**

### **Freedom of Information Policy**

## Document revisions

| Revision | Description   | Adopted    |
|----------|---|------------|
| 1.0.0    | Freedom of Information Policy, approved and adopted | 10/09/2012 |
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## 1. Introduction

The Freedom of Information Act, 2000 provides right of public access to information held by public authorities. A new Model Publication Scheme came into force on 1<sup>st</sup> January 2009 and the Parish Council have agreed the format in which to publish information in accordance with this Scheme, full details of which are available on the Kempsey Hub ([www.kempseyhub.co.uk](http://www.kempseyhub.co.uk)) and the parish notice boards. Some information is also available in the Parish Magazine, in the Annual Newsletter and in hard copy from the Parish Office.

## 2. Information Available from Kempsey Parish Council under the Model Publication Scheme

Key: WS=Website, NB= Notice Board, PM = Parish Magazine, NL = Newsletter, HC = Hard Copy

| Information to be published  | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <b>Class 1 – Who are we and what do we do</b><br>(organisational information, structures, locations and contacts)<br>This will be current information only<br>N.B. Councils should already be publishing as much information as possible about how they can be contacted | HC or WS                            |      |
| Who's who on the Council and its committees  | WS, NB, PM and NL                   |      |
| Contact Details for parish clerk and its Council members<br>(named contacts where possible with telephone number and email address (if used))  | WS, NB, PM and NL                   |      |
| Location of main Council office and accessibility details  | WS, NB, PM and NL                   |      |
| Staffing Structure   | WS, NB, PM and NL                   |      |
| <b>Class 2 – What we spend and how we spend it</b><br>(financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum                                    | WS, NB, HC                          |      |
| Annual return form and report by auditor   | WS, NB, HC                          |      |
| Finalised Budget   | HC                                  |      |
| Precept  | HC                                  |      |
| Borrowing Approval Letter  | HC                                  |      |
| Financial Standing Orders and Regulations  | HC                                  |      |
| Grants given and received  | HC                                  |      |
| List of current contracts awarded and value of contract  | HC                                  |      |
| Members' allowances and expenses   | HC                                  |      |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(strategies and plans, performance indicators, audits, inspections and reviews)   | HC or WS                            |      |
| Parish Plan (current and previous year at minimum)   | HC or WS                            |      |

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|--|---|--|
| Annual Report to Parish or Community Meeting (current and previous year as minimum)  | HC, WS, NL  |  |
| Quality Status   | HC  |  |
| Local charters drawn up in accordance with DCLG guidelines   | HC  |  |
| <b>Class 4 – How we make decisions</b><br>(decision making processes and records of decisions)<br>Current and previous year as minimum   | HC or WS  |  |
| Timetable of meetings ( Council, any committees/sub-committee meetings and parish meetings)  | WS, NB, HC  |  |
| Agendas of Meetings (as above)   | WS, NB, HC  |  |
| Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting  | WS, HC  |  |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting   | HC  |  |
| Responses to consultation papers   | HC  |  |
| Responses to planning applications   | HC  |  |
| Bye-Laws   | HC  |  |
| <b>Class 5 – Our policies and procedures</b><br>(current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  | HC, WS  |  |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of conduct<br>Policy statements   | HC  |  |
| Policies and procedures for the provision of services about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information | HC  |  |
| Complaints procedures (including those covering requests for information and operating the publication scheme)   | HC  |  |
| Information security policy  | HC  |  |
| Records management policies ( record retention, destruction and archive)   | HC  |  |
| Data protection policies   | HC  |  |
| Schedule of charges for the publication of information   | HC  |  |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only  | HC or WS (some information may only be available by inspection) |  |
| Any publicly available register or list (if any are held this should be publicised, in most circumstances existing access provisions will suffice)   | HC  |  |

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|--|---|--|
| Assets register  | HC  |  |
| Disclosure log (including the information that has been provided in response to requests; recommended as good practice, but may not be held by parish council)                                       | HC  |  |
| Register of members' interests   | HC  |  |
| Register of gifts and hospitality  | HC  |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | HC or WS (some information may only be available by inspection) |  |
| Allotments   | -   |  |
| Burial grounds and closed churchyards  | -   |  |
| Community Centres and village halls  | HC  |  |
| Parks, playing fields and recreational facilities  | HC  |  |
| Seating, litter bins, clocks, memorials and lighting   | HC  |  |
| Bus shelters   | HC  |  |
| Markets  | -   |  |
| Public conveniences  | -   |  |
| Agency agreements  | -   |  |
| A summary of services for which the council is entitled to recover a fee, together with some of those fees (e.g burial fees)   | -   |  |

### 3. Contact Details

The Clerk to Kempsey Parish Council,  
Parish Office, Community Centre, Kempsey, Worcester, WR5 3LQ  
Tel: 01905 828183 | Email: [kempseyparishcouncil@btinternet.com](mailto:kempseyparishcouncil@btinternet.com)

## 4. Schedule of Charges

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

| Type of charge      | Description  | Basis of charge   |
|---------------------|--------------|---|
| Disimbursement cost | Photocopying | Minimum charge £1.00 for up to 6 copies and to include postage. Thereafter 10p per sheet plus postage |
| Statutory Fee       |              | In accordance with the relevant legislation (quote the actual statute)                                |
| Other               |              |   |
|                     |              |   |