



Kimberley Town Council

Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner and can be adopted without modification by any public authority without further approval and will be valid until further notice.

The publication scheme commits an authority to make information available to the public as part of normal business activities. The information covered is included in the classes of information mentioned below. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available, as a matter of routine, information which is held by the authority and falls within the below classifications.
- 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 proactively 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.

Classes of Information

Who we are and what we do:

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it:

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing:

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions:

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures:

Current written protocols for delivering our functions and responsibilities.

Lists and registers:

Information held in registers required by law and other lists and relating to the functions of the authority.

The classes of information will not generally include:

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

Information in draft form.

Information that is no longer readily available as it is contained in files that have been placed in archive storage.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

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

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

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.

Adopted on 28th September 2023 TC/23/592



Kimberley Town Council

Publication Scheme under the Freedom of Information Act 2000

Kimberley Town Council Freedom of Information Publication Scheme

The purpose of this publication scheme is to be a means by which the Council can make a significant amount of information available routinely. The scheme will ensure that the Council will publish more information proactively and help it to develop a greater culture of openness and transparency.

The authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership and focus for the community. Please note the exempt classes at the end of this document.

Information to be Published	How the Information can be Obtained	Cost
<i>Class 1 – Who we are and what we do</i> Organisational information, structures, locations and contacts (This will be current information only)	Hard copy	50p per sheet
Who's who on the Council and its Committees	Website Hard copy	Free of charge 50p per sheet
Contact details for Parish Clerk and Council Members	Hard copy	50p per sheet
<i>Class 2 – What we spend and how we spend it</i> Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	Hard copy	50p per sheet
Annual return form & report by Auditor	Hard copy	50p per sheet

Finalised budget	Hard copy	50p per sheet
Precept	Hard copy	50p per sheet
Financial Standing Orders and Regulations	Hard copy	50p per sheet
Grants given and received	Hard copy	50p per sheet
List of current contracts awarded and value of contracts	Hard copy	50p per sheet
Chairman's allowance	Hard copy	50p per sheet
Travel Expenses awarded & cost of training	Hard copy	50p per sheet
<i>Class 3 – What our priorities are and how we are doing</i> Strategies and plans, performance indicators, audits, inspections and reviews		
Annual Report (current and previous year as a minimum)	Hard copy	£2.00
<i>Class 4 – How we make decisions</i> (Decision making process and records of decisions) Current and previous Council year as a minimum		
Timetable of all Council and committee meetings	Website Hard copy	Free of charge 50p per sheet
Agendas of meetings	Website Hard copy	Free of charge 50p per sheet
Minutes of Meetings – excludes information that is regarded as private to the meeting	Website Hard copy	Free of charge 50p per sheet
Reports presented to Council Meetings – this will exclude information that is regarded as private to the meeting	Hard copy	50p per sheet
Responses to consultation papers	Hard copy	50p per sheet
<i>Class 5 – Our policies and procedures</i> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of council business:	Hard copy	50p per sheet

Procedural Standing Orders Committee and sub-committee Terms of Reference Code of Conduct Policy statements Delegated Authority (Financial Regulations)		
Policies and procedures for the provision of services and about the employment of staff: Equality and Diversity policy Freedom of Information Act 2000 procedures for handling requests for information. Complaints procedures Vexatious Policy Health and Safety Policy Child Protection Policy	Hard copy	50p per sheet
Records management Policies (records retention, destruction and archive)	Hard copy	50p per sheet
Data Protection Policies	Covered by Data Protection Act 1998	50p per sheet
Schedule of charges (for the publication of information)	Hard copy	50p per sheet
Information Security Policy	Paperwork watermarked Confidential	
<i>Class 6 – Lists and Registers</i> Currently maintained lists and registers only	(Hard copy or website, 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)		
Assets Register	Hard Copy (by Inspection Only)	
Register of members' interests	Website Hard copy	Free of charge 50p per sheet

Register of gifts and hospitality	Hard Copy (by Inspection Only)	
<i>Class 7 – The services we offer</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	Hard copy or website; some information may only be available by inspection	
Parks, playing fields and recreational facilities	Hard Copy (by Inspection Only)	
Hanging baskets and planting	Hard Copy (by Inspection Only)	
Fees/Rents	Hard copy	50p per sheet
Kimberley Town Council does not have: (Burial Grounds, Markets, Public Conveniences, Agency Agreements)		

Exclusions

Employment Practice and Procedure

“Personal records” i.e. appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning Documents

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath Maps, all of which are available from the local planning and/or highway authority respectively.

Contact Details:

Please email theclerk@kimberley-tc.gov.uk, or telephone 01159382733.

How Kimberley Town Council responds to requests:

- Acknowledge the request
- Calculate payment for the request
- Prepare the documents
- Send via second class post within twenty working days with invoice for payment, unless available electronically in which case it will be sent via e-mail