

*Adopted: February 2023*

*Reviewed: May 2024*

*For review: May 2025*

## **Kelbrook and Sough Parish Council**

### **Publication Scheme**

#### **Background**

The Freedom of Information Act 2000 received Royal Assent on 30<sup>th</sup> November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

#### **What is a Publication Scheme?**

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides 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 the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

#### **Model Scheme**

Kelbrook and Sough Parish Council's publication scheme defines information that the Parish Council holds and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

#### **What Charges are there?**

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

#### **Confidentiality Notice**

Kelbrook and Sough Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

#### **Requests for Information**

Anyone can request information in writing or by e-mail.

The request must include details of the applicant's address in the Parish and the information sought.

The applicant has two rights, to be told whether the information is held by the Parish Council and to receive the information as a copy or summary, if considered to be in the public interest.

The Parish Council will respond within 20 working days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

<b>INFORMATION</b>	<b>Obtained From:</b>	<b>Relevant Charge</b>
<p><b>Class1 - Who we are and what we do</b> <i>(current information only)</i></p> <p>Who's who on the Council and its Committee            Contact details for Parish Clerk            Kelbrook &amp; Sough Parish Council: Brief Overview – history of Kelbrook &amp; Sough Parish Council            Clerk to the Council: Brief Overview            Office location/accessibility</p>	<p>Website Or Hard Copy</p>	<p>Free  10p per page</p>
<p><b>Class 2 – What we spend and how we spend it</b> <i>(last three years)</i></p> <p>Annual Audit Form and Audit Report            Finalised budget            Precept            Financial Standing Orders and Regulations            List of current contracts and value</p>	<p>Website Or Hard Copy</p>	<p>10p per page</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> <i>(current and previous year)</i></p> <p>Minutes of meetings</p>	<p>Website Or Hard Copy</p>	<p>10p per page</p>

<p><b>Class 4 – How we make decisions</b> <i>(current except for Minutes)</i></p> <p>Timetable of meetings Agendas of meetings Minutes of meetings Reports presented to council meetings Responses to planning applications</p>	<p>Website Or Hard Copy</p>	<p>Free  10p per page</p>
<p><b>Class 5 – Our policies and procedures</b> <i>(current information only)</i></p> <p>Standing Orders Code of Conduct Complaints Procedures Risk Assessments Financial Regulations</p>	<p>Website Or Hard Copy</p>	<p>Free  10p per page</p>
<p><b>Class 6 – Lists and Registers</b> <i>(current information only)</i></p> <p>Asset Register Register of Members’ Interests</p>	<p>Hard Copy</p>	<p>10p per page</p>
<p><b>Class 7 – The services we offer</b> <i>(current information only)</i></p> <p>Seating, litter bins, Bus shelters</p>	<p>Website Or Hard Copy</p>	<p>Free  10p per page</p>
<p><b><u>Schedule of Charges</u></b></p> <p><b>Website</b></p> <p><b>Copying (black &amp; white)</b></p> <p><b>Postage (2<sup>nd</sup> class unless otherwise requested)</b></p>	<p>Free</p> <p>Cost incurred</p> <p>Royal Mail cost</p>	

Requests for information should be addressed to:-

Clerk to the Council: Carole Singleton, Kelbrook and Sough Parish Council

email: [clerk@kelbrookandsoughparishcouncil.org.uk](mailto:clerk@kelbrookandsoughparishcouncil.org.uk)

