

Kidsgrove Town Council

Freedom of Information and Publication Scheme

Introduction

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to: -

- proactively 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.
- specify the information that is held by the Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the Council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

Classes of Information

Class One - Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

Class Two - What we spend and how we spend it: Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

Class Three - What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

Class Four - How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five - Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Class Six - Lists and Registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven – Services we Offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally release 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 or is difficult to access for similar reasons.

Method of Publication

The Council 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 the Council, information will be provided on its 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

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
- 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.

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.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying at 10p per sheet (black and white)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail Standard 2nd Class

Other charges are specified in the table below.

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.

Contact Details

If you require a paper version of any information or want to ask whether information is available please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively, you can visit our website: www.kidsgrovetowncouncil.gov.uk

Email: townclerk@kidsgrovetowncouncil.gov.uk

Tel: 01782 782 254

Contact Address Kidsgrove Town Council, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire ST7 4EL

To help us to process requests quickly, please mark your correspondence "Publication Scheme Request". If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact Kidsgrove Town Council to ask if we have it.

Information available from Kidsgrove Town Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		As per guide above unless specified below
Who's Who on the Council and its Committees	Website/hard copy/electronic	
Contact details for the Town Clerk and Council Members	Website/hard copy/electronic	
Location Details of main Council Office	Website/hard copy/electronic	
Privacy and Cookie Policy	Website/hard copy/electronic	
Staffing Structure	Website/hard copy/electronic	
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum	(hard copy, website or arrangements to view)	As per guide above unless specified below
Precept	Website/hard copy/electronic	
Budget information	Website/hard copy/electronic	
Annual accounts	Website/hard copy/electronic	
Auditor's annual report	Website/hard copy/electronic	
Financial Regulations	Website/hard copy/electronic	£5.00
Grants Given and received	Website/hard copy/electronic	
Contracts awarded	Hard copy	
Members allowances and expenses	Website/hard copy/electronic	
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy, website or arrangements to view)	As per guide above unless specified below
Five-year plan and mission statement (currently in production)	Website/hard copy/electronic	
Audits other than governance and financial	Hard copy	£5.00 each
Minutes relating to the Annual Town Meeting	Website/hard copy/electronic	
Results of consultations conducted by the Town Council	Website/hard copy/electronic	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum **NB this will exclude information that has been considered with the press and public excluded due to the nature of the material (staff matters and commercially sensitive information)		As per guide above unless specified below
Timetable of Meetings – both Council and Committees	Website/hard copy/electronic	
Agendas of meetings (Council Meetings and Committee Meetings)	Website/hard copy/electronic	
Reports presented to Council and Committees **	Some on website/hard copy/electronic	
Minutes of meetings **	Website/hard copy/electronic	
Responses to consultations	Website/hard copy/electronic	
Responses to planning applications	Website/hard copy/electronic	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		As per guide above unless specified below
All adopted policies not solely related to the employment of staff	Website/electronic/hardcopy	
All adopted policies not solely related to the employment of staff	Electronic/hardcopy	
Schedule of adopted policies	Hard copy/electronic/online	
Schedule of Charges (for publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only		As per guide above unless specified below
Asset Register	Website/electronic/hardcopy	
Register of Members Interests	Website/electronic/hardcopy	
Register of Gifts and Hospitality	Website/electronic/hardcopy	
Training Records of Councillors	Website/electronic/hardcopy	
Training Records of Officers/staff	Electronic/hardcopy	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.		As per guide above unless specified below
Allotments	Website/electronic/hardcopy	
Newsletters	Website/electronic/hardcopy	