



Adopted by Full Council on: 9<sup>th</sup> January 2024

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Author: Town Clerk

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## **FREEDOM OF INFORMATION PROCEDURE**

### **1.0 Purpose of the Policy**

1.1 To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Kingswood Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

1.2 The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Kingswood Town Council is made readily available to the public, either free of charge or on payment.

1.3 The information maintained by Kingswood Town Council comprises of both mandatory documents and optional documents. The classes of information are identified below.

### **2.0 Where is the information available**

2.1 Information is available for inspection on request to the Town Clerk who will arrange to meet you at the Civic Centre or the Park Centre in Kingswood. This will be Monday to Friday between 10am and 3pm (excluding Bank Holidays). Prior notification of an information request will need to be given in order to arrange the meeting and to give notice to ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

2.2 The Town Council provides agendas to Town Councillors to receive information and to make decisions. The agenda is discussed in public, and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information, and some relevant reports are published on the website. However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act

2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, any such data will not be available to persons requesting information.

### Information Available

Class of Information	Document	Where the information can be obtained
<b>Class One</b> <b>Who are we and what do we do?</b>	Organisational Structure	Website
	Who's Who with Contact Details	Website
	Staffing Structure	Website
	Contact Details of Clerk	Website
<b>Class Two</b> <b>What we spend and how we spend it</b>  Financial information, procurement, contracts and financial audit	Annual Governance and Accountability Return	Website when published in 2024
	Reports by Auditor	Website when published in 2024
	Finalised Budget	Website
	Precept	Website
	Borrowing Approval letters	n/a
	Financial Regulations	Website
	Grants Received and Awarded	Website when published in 2024
	Contracts Register	Website when published in 2024
	Member's Allowances and Expenses	N/a
	Monthly Expenditure list	Website
	Medium Term Financial Strategy	Website when published in 2024
<b>Class Three</b> <b>What our priorities are and how we are doing</b>  Strategies, Performance Indicators and Plans	Corporate Plan	Website when published in 2024
	Annual Report to the Council	Website when published in 2024
	Quality Status	n/a
	Local Charters	n/a
<b>Class Four</b> <b>How we make decisions</b>  Decision making process and records of decision	Bye Laws	n/a
	Timetable of meetings	Website/hard copy
	Agendas for Meetings	Website/hard copy
	Minutes of Meetings	Website/hard copy
	Reports presented to council/committee (unless confidential)	Website/hard copy
	Responses to Consultations	Hard Copy
	Responses to Planning Applications	Website
<b>Class Five</b> <b>Our Policies and Procedures</b>  Protocols, policies and procedures for delivering our responsibilities	Policy Statements	Website/hard copy
	Standing Orders	Website/hard copy
	Committee Terms of Reference	Website/hard copy
	Scheme of Delegation	Website/hard copy
	Code of Conduct	Website/hard copy
	Equality and Diversity Statement	Website/hard copy
	Complaints Procedure	Website/hard copy
	Freedom of Information Scheme	Website/hard copy
	Website Privacy Notice	Website/hard copy
	Media Policy	Website/hard copy
	Health and Safety Policy	Website/hard copy

	Data Protection Policies and for the handling of information	Website/hard copy
<b>Class Six Lists and Registers</b>  Currently maintained lists and registers only	Asset Register	Hard Copy
	Dispensations Log	Hard Copy
	Register of Member's Interests	Website/hard copy
	Register of Gifts and Hospitality	Hard Copy
<b>Class Seven The services we offer</b>  As the council is new, is currently does not have any public assets, nor offer any services	Public Conveniences	n/a
	Allotments	n/a
	Burial Grounds and Closed Churchyards	n/a
	Community Centres	n/a
	Parks, Playing Fields, Recreational	n/a
	Public Realm – seating, bins etc	n/a
	Bus Shelters	n/a
	Markets	n/a
	Events	Website/hard copy

## HOW TO CONTACT KINGSWOOD TOWN COUNCIL

Town Clerk – Mrs Charlotte Littlewood

[Clerk@kingswood-tc.gov.uk](mailto:Clerk@kingswood-tc.gov.uk)

Tel 0117 4576531

[www.kingswood-tc.gov.uk](http://www.kingswood-tc.gov.uk)

## SCHEDULE OF CHARGES

Information on the town council's website is downloadable for free.

If the information can be posted, the actual cost of printing and postage will be charged

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @20p per sheet (A4)for black and white	Actual Cost
	Photocopying @ £1 per sheet (A4) for colour	Actual Cost
	Postage	Cost at time for Royal Mail standard 2 <sup>nd</sup> Class