

KINGSBRIDGE TOWN COUNCIL

FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000, which came into full effect on 1 January 2005, gives a general right of access to all kinds of recorded information held by public authorities. Kingsbridge Town Council (the Council) is a public authority as defined in the Act.

Every public authority is required to adopt and maintain a model publication scheme with effect from 1 January 2009. The Council adopted the generic model publication scheme (detailed below) at its meeting on 9 December 2008 (revised 10 December 2024).

Members of the public already have a high degree of access to information from the Council via meetings, the telephone, email, social media and its website or by personal visits to Town Councillors and the Council Offices.

Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld due to an exemption. All applications must be made in writing to: The Town Clerk, Kingsbridge Town Council, Quay House, Ilbert Road, Kingsbridge, TQ7 1DZ. All information not covered by an exemption must ordinarily be released to the applicant within 20 working days of the request. If the Council considers that the information requested should not be made available because of an exemption applying then the applicant will be informed of this.

Model Publication Scheme

This document has been based on the Information Commissioner's Office's Model Publication Scheme Version 1.2 20151023

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

This publication scheme commits an authority 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 an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively 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 Council 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 Council that has been requested, and any updated versions it holds, unless the Council 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 Council 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 registers relating to the functions of the Council.

The 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 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.

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

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 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 the Council 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 Council 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.

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 the Council 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.

Information available from Kingsbridge Town Council under the Model Publication Scheme:

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only</p>	<p>Website www.kingsbridge.gov.uk or hard copy</p>	<p>Free 7p per single sheet 10p per double sheet</p>
<p>List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies</p>	<p>Website or hard copy</p>	<p>As above</p>
<p>Postal and email address Contact details for Town Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website or hard copy</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Website or hard copy</p>	<p>As above</p>
<p>Staffing structure</p>	<p>Website or hard copy</p>	<p>As above</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website www.kingsbridge.gov.uk or hard copy</p>	<p>Free</p> <p>7p per single sheet 10p per double sheet</p>
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy	As above
Finalised budget	Hard copy	As above
Precept	Website, or hard copy	As above
Borrowing Approval letter	Hard copy	As above
All items of expenditure	Website, or hard copy	As above
Financial Standing Orders and Regulations	Hard copy	As above
Grants given and received	Website, or hard copy	As above
List of current contracts awarded and value of contract	Hard copy	As above
Members' allowances and expenses	Hard copy	As above
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Website www.kingsbridge.gov.uk or hard copy</p>	<p>Free</p> <p>7p per single sheet 10p per double sheet</p>
Annual governance statement in format included in the Annual Return form	Website, or hard copy	As above
Parish Plan	Hard copy	As above

Annual Town Meeting	Website	As above
Quality status	Hard copy	As above
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy	As above
CCTV Data Protection impact assessment	Website, or hard copy	As above
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website www.kingsbridge.gov.uk or hard copy	Free 7p per single sheet 10p per double sheet
Timetable of meetings (Council and any committee/sub-committee meetings and town meetings)	Website, or hard copy	As above
Agendas of meetings (as above)	Website, or hard copy	As above
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website, or hard copy	As above
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	As above
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Website, or hard copy	As above
Bye-laws	Hard copy	As above

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website www.kingsbridge.gov.uk or hard copy</p>	<p>Free</p> <p>7p per single sheet 10p per double sheet</p>
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Hard copy Hard copy Hard copy Hard Copy Hard Copy</p>	<p>As above As above As above As above As above</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard copy Hard copy Hard copy Hard copy Website, or hard copy Hard copy</p>	<p>As above As above As above As above As above As above</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard copy</p>	<p>As above</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p><i>Hard copy;</i> <i>some information may only be available by inspection</i></p>	<p>7p per single sheet 10p per double sheet</p>
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard copy</p>	<p>As above</p>
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy</p>	<p>As above</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard copy</p>	<p>As above</p>
<p>Register of members' interests</p>	<p>Hard copy</p>	<p>As above</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>	<p>As above</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website www.kingsbridge.gov.uk</p> <p><i>or hard copy</i> <i>some information may only be available by inspection</i></p>	<p>Free</p> <p>7p per single sheet 10p per double sheet</p>
<p>Allotments</p>	<p>Website, or hard copy</p>	<p>As above</p>
<p>Burial grounds and closed churchyards</p>	<p>Website or hard copy</p>	<p>As above</p>
<p>Community centres and village halls</p>	<p>Not applicable at present</p>	<p></p>
<p>Parks, playing fields and recreational facilities</p>	<p>Not applicable at present</p>	<p></p>

Seating, litter bins, clocks, memorials and lighting	Website or hard copy	As above
Bus shelters	Not applicable at present	
Markets	Website or hard copy	As above
Public conveniences	Not applicable at present	
Agency agreements	Hard copy	As above
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Website or hard copy	As above

Contact details:

Website address: www.kingsbridge.gov.uk

Martin Johnson

Town Clerk

Kingsbridge Town Council

Quay House

Kingsbridge

TQ7 1DZ

Telephone: 01548 857073

Email: clerk@kingsbridge.gov.uk

Schedule of Charges:

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

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @7p per A4 sheet (black & white)	Actual cost
	Photocopying @10p per A4 double (back-to-back) sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class