



## Freedom of Information

Information to be published	How the information can be obtained	Cost
<b>Class 1</b> - Who we are and what we do: Kippax Parish Council. The first tier of local government.	Hard copy. Website	10p per sheet.
Who's who on the Council and its Committees Please see list of Groups and Members.	Hard Copy Website	10p per sheet.
Contact details for Parish Clerk and Council members. Please see Communications List	Hard Copy Website	10p per sheet.
Location of Parish Council office and accessibility details. 2 Deighton Avenue, Sherburn in Elmet, LS25 6BR	Hard Copy Website	10p per sheet.
Staffing structure The Clerk and Responsible Financial Officer	Hard Copy Website	10p per sheet.
<b>Class 2</b> – What we spend and how we spend it <ul style="list-style-type: none"> <li>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).</li> <li>The budget is set in November for the coming year; The Precept for the coming year is set during the January meeting.</li> <li>A copy of the annual budget and monthly expenditure is provided.</li> <li>The previous financial year budget and expenditure is provided.</li> </ul>	Hard copy Website	10p per sheet.
Annual return form and report by auditor. Report to be available following external audit	Hard Copy Website	10p per sheet
Finalised budget. To be published following budgeting meeting in November and following approval of full council in January	Hard Copy Website	10p per sheet
Precept. Based on above and published in January	Hard Copy Website	10p per sheet

Borrowing Approval letter Not applicable	Not applicable	
Financial Standing Orders and Regulations	Hard Copy Website	10p per sheet
Grants given and received Part of financial minutes	Hard Copy Website	10p per sheet
List of current contracts awarded and value of contract	Hard Copy Website	10p per sheet
Members' allowances and expenses. <ul style="list-style-type: none"> <li>Part of budget and monthly update.</li> <li><b>NOTE</b> Budget is a total for all councillor expenses not individual councillors</li> </ul>	Hard Copy Website	10p per sheet
<b>Class 3</b> – What our priorities are and how we are doing	Hardcopy Website	10p per sheet
Neighbourhood Plan The Plan is currently being finalised and is out for public consultation during Feb/ March 2017	Hard Copies will be available to view in the Library or online	N/A
<ul style="list-style-type: none"> <li>Annual Report of Parish Meeting.</li> <li>Minutes of meetings</li> </ul>	Hard Copy Website	10p per sheet
Quality status N/A	N/A	
Local charters drawn up in accordance with DCLG guidelines. Kippax Parish Council/ Leeds City Council Charter	Hard Copy available on application	10p per sheet
<b>Class 4</b> – How we make decisions <ul style="list-style-type: none"> <li>Meeting agendas are drawn up each month and the official summons is posted in the council notice boards 5 days (3 clear days) before the monthly council meeting.</li> <li>The agenda itemises all the decisions required and approval for all expenditure.</li> </ul>	Hard Copy Website	10p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) List of all meetings to be published at start of the financial year. (April)	Hard Copy Web Site	10p per sheet
Agendas of meetings (as above)	Hard Copy Website	10p per sheet
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting.		

Reports presented to council meetings – Minutes of all meeting.	Hard Copy Website	10p per sheet
Responses to consultation papers	Hard Copy	Individual priced at cost
Responses to planning applications Planning committee meeting minutes	Hard Copy Website	10p per sheet
Bye-laws	N/A	
<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• (Current written protocols, policies and procedures for delivering our services and responsibilities)</li> <li>• Current information only</li> <li>• Funding Application Process</li> </ul>	Held by Grants Administrator Hard Copy	10p per sheet
<p>Policies and procedures for the conduct of council business: The council operates via the following controls.</p> <ul style="list-style-type: none"> <li>• Standing Orders.</li> <li>• Financial Regulations</li> <li>• Risk Management.</li> <li>• Committee and working group terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard Copy	10p each sheet
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services</p> <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Risk Assessment Policy.</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Advertise, receive applications, interview by two councillors and member of YLCA</li> <li>• Policies and procedures for handling requests for information.</li> <li>• As recently undertaken.</li> <li>• Clerk responds and information made available via this process.</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Clerk responds and brings to the Chairman's notice ASAP. Put on agenda for full meeting. Action resolved.</li> <li>• Child Protection policy.</li> </ul>	All held by Clerk	All 10p per sheet
Information security policy As required by statute	TBA	

Records management policies (records retention, destruction and archive) A required by statute	Held by the Clerk Hard Copy	10p per sheet
Data protection policies As required by statute	TBA	
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy Held by the Clerk.	10p per sheet
Any publicly available register or list. <ul style="list-style-type: none"> <li>List of Interests.</li> <li>Acceptance of Office.</li> </ul>	Hard Copy Held by Clerk	10p per sheet
Assets Register	Hard Copy Website	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Register not held at present.	
Register of members' interests	Held by the Clerk	10p per sheet
Register of gifts and hospitality	No gifts received.	
<b>Class 7 – The services we offer</b> A quarterly magazine is produced for the public and businesses. A copy of this magazine is delivered to every resident and business in the village. Current information only	Hard copy.	Free.
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		

- This will provide Councils with the opportunity to publish information that is not itemised in the lists above.
- All listed information is held by The Clerk, contact details below,
- The website is currently being populated with all relevant information.