



## **Kippax Parish Council**

### **Publication Scheme**

**Approved: 16<sup>th</sup> May 2024**

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**Review date: May 2025**

***M Eyre***

**Chairman, Councillor Martin Eyre**

This policy details the information which Kippax Parish Council aims to make readily available under the ICO model publication scheme.

Kippax Parish Council aims to make as much information available, except in the case that:

- It does not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute
- The information is readily and publicly available from an external website.
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

This document should be read alongside Kippax Parish Council's:

- Freedom of Information Policy
- Vexatious Request Policy
- Record Management Policy

Information will ideally be requested in an electronic format, or directly via the website for which there is no charge. For hard copies, printing and postage costs will be incurred, details of which can be found at the end of the policy. Some information will only be available by inspection only and inspection will need to be arranged with the Parish Clerk.

All requests for information should be made to the Parish Clerk: [clerk@kippax-pc.gov.uk](mailto:clerk@kippax-pc.gov.uk)

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	(email, hard copy or website)
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	(email, hard copy or website)
Location of main Council office and accessibility details	(email, hard copy or website)
Staffing structure	(email, hard copy or website)
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum	
Annual return form and report by auditor	(email, hard copy or website)
Annual internal auditor report	(email, hard copy or website)
Finalised budget	(email, hard copy or website)
Precept	(email, hard copy or website)
Borrowing Approval letter	(email or hard copy)
Financial Standing Orders and Regulations	(email, hard copy or website)
Grants given and received	(email, hard copy or website)
List of current contracts awarded and value of contract	(email or hard copy)
Members' allowances and expenses	(email or hard copy)
Cashbook and Bank Reconciliation	(email, hard copy)
Invoices for goods and services	(email, hard copy)

<b>Class 3 – What our priorities are and how we are doing</b> Current and previous year as a minimum	
Parish Plans including Strategic and Action Plans	(email, hard copy or website)
Neighbourhood Plan	(email, hard copy or website)
Annual Report to Parish or Community Meeting	(email, hard copy or website)
Quality status	(email, hard copy or website)
Local charters drawn up in accordance with DCLG (Department of Communities and Local Government) guidelines	(email or hard copy)
<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum	
Schedule of meetings (and joining details) (Council and any committee/sub-committee meetings and parish meetings)	(email, hard copy, notice boards or website)
Agendas of meetings (as above)	(email, hard copy or website)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	(email, hard copy or website)
Reports and briefing papers presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	(email, hard copy)
Responses to consultation papers	(email or hard copy)
Responses to planning applications	Leeds City Council planning portal
Bye-laws	(email, hard copy or website)

## **Class 5 – Our policies and procedures**

Current information only

<b>Policies and procedures for the conduct of council business:</b> <ul style="list-style-type: none"><li>• Procedural Standing Orders</li><li>• Committee and Sub-Committee Terms of Reference</li><li>• Publication Scheme</li><li>• Scheme of Delegated Powers</li><li>• Code of Conduct</li><li>• Administration of Agendas and Minutes Policy</li><li>• Rules of Public Session Policy</li><li>• Recording of Meetings Policy</li><li>• Media Policy</li><li>• Social Media Policy</li><li>• Photography Policy</li><li>• Complaints Policy</li><li>• Expenses Policy</li><li>• Training Policy</li><li>• Co-Option Policy</li><li>• Equality Policy</li><li>• Vexatious Requests Policy</li><li>• Whistleblowing Policy</li><li>• Freedom of Information Policy</li><li>• Records Management Policy</li><li>• IT Policy</li><li>• Financial and Non-Financial Risk Assessments</li><li>• Health and Safety Policy</li><li>• Consent Management Policy</li><li>• Security Incident Policy</li><li>• Privacy Policies</li><li>• Grants Policy and Application Form</li><li>• Flexible Working Policy</li><li>• Lone Working Policy</li><li>• Substance Misuse Policy</li><li>• Recruitment and Selection Policy</li><li>• Equal Opportunities Policy</li><li>• Bullying and Harassment Policy</li><li>• Annual Leave Policy</li><li>• Appraisal Policy</li><li>• Grievance Policy</li><li>• Disciplinary Policy</li><li>• Sickness and Absence Policy</li><li>• Stress Management Policy</li></ul>	(email, hard copy or website)
Activity specific risk assessments	(email or hard copy)

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		(hard copy or website; some information may only be available by inspection)
Assets register		(email, hard copy)
Inspection Reports for Assets		(email or hard copy)
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)		(email or hard copy)
Register of members' interests		(email, hard copy or website)
Register of gifts and hospitality		(email or hard copy)
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments		(email, hard copy or website)
Burial grounds and closed churchyards		(email, hard copy or website)
Community centres and village halls		(email, hard copy or website)
Parks, playing fields and recreational facilities		(email, hard copy or website)
Seating, litter bins, clocks, memorials and lighting		(email, hard copy or website)
Bus shelters		(email, hard copy or website)
Markets		(email, hard copy or website)
Public conveniences		(email, hard copy or website)
Agency agreements		(email, hard copy or website)

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(email, hard copy or website)
Kippax Matters Magazine and other guides	(email, hard copy or website) *These items are also typically hand-delivered to every household and business in the parish
Events and Activities	(email, hard copy, website, public noticeboards, KPC social media accounts)
<b>Additional Information</b>	
Certificate of Public Liability Insurance	(email or hard copy)
Training registers for councillors	(email or hard copy)

**Contact details: Mrs Debi Meir, Parish Clerk:** [clerk@kippax-pc.gov.uk](mailto:clerk@kippax-pc.gov.uk)

#### **SCHEDULE OF CHARGES:**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>
<b>Disbursement cost</b>	Photocopying/Printing @ 10p per sheet (black & white)
	Photocopying/Printing @ 15p per sheet (colour)
	Postage: Charged at the relevant rates at the time of posting via recorded delivery.