



# KESGRAVE TOWN COUNCIL

## Publication Scheme (Guide to Information provided by Council)

### Introduction

This scheme provides the information the Information Commissioner's Office (ICO) expects Council to provide in order to meet our commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits Council to *"produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public"*.

This scheme should be read in conjunction with Council's Transparency Code which is published on its website guidance at [this page](#).

### Publishing datasets for re-use

Council will publish any dataset it holds that has been requested, together with any updated versions, unless we are satisfied that it is not appropriate to do so<sup>1</sup>. So far as reasonably practicable, we will publish in an electronic form that is capable of re-use.

If the dataset, or any part of it, is a relevant copyright work and Council is the only owner, we will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. This will be in accordance with the [2018 section 45 Code of Practice](#) which recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

### Fees and Charging

Information available through this Publication Scheme will be made readily available at a low cost or at no cost to the public and confined to the cost of activities such as printing, photocopying and postage as well as information that Council is legally authorised to charge for.

Council will inform anyone requesting information of any charge before it provides the information. Payment must be made before the information is provided.<sup>2</sup>

If a fee is charged for licensing the re-use of datasets, we will state here how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. Council will not charge a re-use fee if the datasets are made available for re-use under the [Open Government Licence](#).

### Model Publication Scheme

The information in the table below provided by Kesgrave Town Council is in accord with the seven classes of information set out in the ICO's [model publication scheme](#) under the FOIA. This template guide covers only information we currently hold. If Council does not hold some of the information listed below, it will be marked as 'not held' in the table.

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<sup>1</sup> The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

<sup>2</sup> Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts Current information only	Hard copy or website
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard copy or website
Postal and email address Contact details for Town Clerk and Council members Named contacts including contact phone numbers and email addresses	Hard copy or website
Location of main Council office and accessibility details	Hard copy or website
Staffing structure	Hard copy or website Business Plan 2025-28
<b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year	Hard copy or website
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy or website
Finalised budget	Hard copy or website
Precept	Hard copy or website
Borrowing Approval letter	No borrowings
All items of expenditure above £500	Hard copy or website
Financial Regulations	Hard copy or website
Grants given and received	Hard copy or website
List of current contracts awarded and value of contract	Hard copy or website
Members' allowances and expenses	Hard copy or website Members do not receive allowances
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews Current and previous three years	Hard copy or website Business Plan 2025-28
Annual governance statement in format included in the Annual Return form	Hard copy or website
Town Plan	Hard copy or website Neighbourhood Plan Business Plan 2025-28
Annual Report to Town or Community Meeting	Hard copy or website Business Plan Annual Reviews
Quality status	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy or website
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous council year	Hard copy or website Standing Orders Minutes of Council and Committee meetings
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or website
Agendas of meetings (as above)	Hard copy or website
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	Hard copy or website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy or website
Responses to consultation papers	Hard copy or website
Responses to planning applications	Hard copy or website
Bye-laws	Not applicable
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy or website Council policies Employee Handbook
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy or website Council policies
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy or website Council policies Employee Handbook
Records management, personal data and access to information policies  Information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy or website Council policies
<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.
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy or website
Assets register, including details of public land and building assets	Hard copy or website

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy or website
Register of members' interests	Not held. Available from East Suffolk Council website
Register of gifts and hospitality	Hard copy or website
<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	Hard copy or website; some information may only be available by inspection
Allotments	Not applicable
Burial grounds and closed churchyards	Hard copy or website
Community centres and village halls	Hard copy or website
Parks, playing fields and recreational facilities	Hard copy or website
Seating, litter bins, clocks, memorials and lighting	Hard copy or website
Bus shelters	N/A
Markets	Hard copy or website
Public conveniences	N/A
Agency agreements	Hard copy or website
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy or website
<b>Additional Information</b> Information not itemised in the lists above	N/A

### Schedule of charges

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying A4 @ 10p per sheet (black & white)	Actual cost incurred
	Photocopying @ 15p per sheet (colour)	Actual cost incurred
	Standard second class postage at the time of request – dependant on the size of envelope	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Policy effective from: 29 September 2025

Date for next review: 02 June 2028