South Kilworth Parish Council

Publication Scheme

Adopted under the Freedom of Information Act 2000

Adopted by resolution of the Council on: 8/9/2026 Next review due: 1/9/2028

1. Introduction

This is the Publication Scheme of South Kilworth Parish Council ("the Council"), adopted under section 19 of the Freedom of Information Act 2000. It commits the Council to make certain information routinely available without the need for a specific request, and it is based on the model publication scheme approved by the Information Commissioner's Office (ICO) for local councils.

The scheme sets out the classes of information the Council publishes or intends to publish, the format in which the information is typically available, and whether a charge is made.

Information covered by this scheme does not include personal information about individual members of the public, staff, or councillors, which is protected under data protection legislation, nor information that is otherwise exempt from disclosure under the Act (for example, certain staffing, legal, or commercially sensitive matters).

2. Classes of Information

The Council publishes information within the following seven classes, wherever practicable and subject to the exemptions in the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Class 1 — Who we are and what we do

Organisational information, structures, locations and contacts.

Information	What we publish	How
Councillor details	Names, register of interests	Website South Kilworth Parish Council - Register of Interest Forms | Harborough District Council
Officer details	Name and contact details of the Clerk (RFO / Proper Officer)	Website / notice board
Council structure	Details of any committees or working groups and their terms of reference	Website
Contact details	Email address, and telephone number for the Parish Council	Website / notice board
Electoral area	Description of the parish can be found in the link to the Neighbourhood Plan. The Electoral area is found in the HDC link	South Kilworth Neighbourhood Plan | Harborough District Council Community Governance Review - Parish Boundaries | Harborough District Council

Class 2 — What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, and audit.

Information	What we publish	How
Annual budget / precept	Annual precept request and budget summary record.	Website / Minutes
Annual accounts	Annual Governance and Accountability Return (AGAR), including Annual Governance Statement and Accounting Statements.	Website / Minutes / on request
Internal and external audit reports	Internal auditor's report; external audit report and certificate.	Website / Minutes / on request.
Payments made	All payments are approved monthly at the Parish Council meeting and itemised in the minutes.	Website / Minutes / on request
Financial regulations	Council's adopted Financial Regulations	Website / on request
Grants awarded	Details of grants made to local organisations are approved monthly at the Parish Council meeting and itemised in the minutes	Website / Minutes
Public rights to inspect accounts	Notice of the annual period for the exercise of public rights.	Website / notice board

Class 3 — What our priorities are and how we are doing

Strategies, plans, performance indicators, inspections and reviews.

Information	What we publish	How
Council plan / strategic priorities	The parish Council strategic priorities are guided by and support the Neighbourhood plan	Website
Neighbourhood Plan	Neighbourhood plan was published in 2021 but is currently undergoing a review	Website South Kilworth Neighbourhood Plan | Harborough District Council
Annual report	Chair's annual report to the parish	Website / Annual Parish Meeting

Class 4 — How we make decisions

Decision-making processes and records of decisions.

Information	What we publish	How
Meeting dates	Timetable of ordinary Parish Council meetings. Usually held the 2nd Tuesday of the month, starting at 7.15pm	Website / notice board
Agendas	Published at least 5 clear days before each meeting	Website / notice board
Minutes	Draft minutes published promptly; final minutes following approval at following PC meeting.	Website / notice board
Standing Orders	Council's adopted Standing Orders	Website / on request
Public participation	Arrangements for public question time at meetings. Public Participation and questions are an	Website / agenda

Information	What we publish	How
	agenda item of every Council meeting	

Class 5 — Our policies and procedures

Current written protocols, policies and procedures for delivering services and for the conduct of Council business.

Information	What we publish	How
Members' Code of Conduct	Members' Code of Conduct	Website / on request
IT Policy	IT Policy	Website / on request
Employment policies	Equal Opportunities Policy	Website / on request
Safeguarding	Safeguarding Policy	Website / on request
Financial Regulations	Financial Regulations Policy	Website / on request
Data Protection	Data Protection Policy	Website / on request
Standing Orders	Standing Orders	Website / on request

Class 6 — Lists and registers

Information held in registers required by law, and other lists and registers relating to the Council's functions.

Information	What we publish	How
Register of members' interests	Declarations of interest for all councillors	Website / HDC monitoring officer
Assets register	Register of land and assets owned by the Council	On request
Register of correspondence/complaints (where held)	Summary record, subject to data protection	On request

Class 7 — The services we offer

Information about the services the Council provides, including leaflets, guidance and self-help materials, and service standards.

Information	What we publish	How
Services provided	Children's play area, litter bins, street lighting, grass cutting, community grants etc	Website
Charges	Any fees charged for services	Website / on request
Facilities for hire	Details and booking arrangements for any Council-owned facilities such as the MUGA	Website / on request

3. How to Request Information

Most of the information covered by this scheme is available free of charge on the Council's website at southkilworth.co.uk or on the parish notice board at Rugby Road, (Outside The Old Rectory's boundary wall) Where information is not published, or you would like a paper copy, you may request it from:

The Clerk, South Kilworth Parish Council, email: parishclerk@southkilworth.co.uk

If the information you require is not listed in this scheme, you may make a written request under the Freedom of Information Act 2000. The Council will respond within 20 working days.

4. Charges

Information routinely published under this scheme is normally provided free of charge, for example via the website. The Council may charge for:

- Photocopying and printing (at cost, typically £0.20 per A4 sheet)
- Postage, where copies are posted rather than collected or emailed
- Recorded staff time to locate and extract information not routinely published, where permitted under the Act

Any applicable charges will be notified to the requester before they are incurred.

5. Information Not Available

Some information will not be made available under this scheme, or will be redacted, where an exemption under the Freedom of Information Act 2000 applies, or where disclosure would breach the UK General Data Protection Regulation or the Data Protection Act 2018. This may include personal data, information provided in confidence, or information relating to ongoing legal matters.

6. Feedback and Request for Information Only Complaints

If you are unhappy with the way a request for information has been handled, you may raise this with the Clerk in the first instance. If you remain dissatisfied, you may complain to the Information Commissioner's Office:

- Website: ico.org.uk
- Telephone: 0303 123 1113
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

7. Review of this Scheme

This Publication Scheme will be reviewed by the Council at least every two years, or sooner if there is a significant change in the law or in the Council's functions.

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