

This is Chieveley Parish Councils' Freedom of Information Publication Scheme

The Parish Council is responsible for maintenance of this scheme, which was approved on 9 December 2008.

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Chieveley Parish Council 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 Chieveley Parish Council.

The scheme commits Chieveley Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Chieveley Parish Council and falls within the classifications below.
- To specify the information which is held by Chieveley Parish 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 Chieveley Parish 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.

2.0 Classes of information

2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

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

2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 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.

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

Chieveley Parish 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 Chieveley Parish Council, information will be provided on our 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, we 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 an authority 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.

4. 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
- the 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.

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.

5. Written requests

Information held by a public authority 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the council by telephone, email, fax or letter. Contact details are set out below, or you can visit the website at www.mychieveley.co.uk

Email: **chieveley.pc@btinternet.com**

Tel: **01635 247507**

Fax: **01635 247507**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on the website, you can still contact Chieveley Parish Council to ask if we have it.

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

Information available from Chieveley Parish Council under the model publication scheme 2009

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website Email Hard copy Notice board Parish Magazine</p>	<p>Free Free Charge Free Charge</p>
<p>Who's who on the Council and its Committees</p>	<p>Website/Email Hard copy Notice board</p>	<p>Free Charge Free</p>
<p>Contact details for Parish Clerk and Council members</p> <p>Individual Councillor contact details including address and contact details</p>	<p>Website/Email Hard copy Notice board Hard copy Notice board/Email</p>	<p>Free Charge Free Charge Free</p>
<p>Location of Clerks Office and accessibility details</p>	<p>Notice boards/Email Hard copy</p>	<p>Free Charge</p>

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum In minute records</p>	Hard copy	Charge
Annual return form and report by auditor	Hard copy Clerks Office for inspection	Charge Free
Finalised budget	Clerks Office for inspection Hard copy	Free Charge
Precept	Clerks Office for inspection Hard copy	Free Charge
Financial Standing Orders and Regulations	Website Hard copy	Free Charge
Grants given and received	Website Hard copy	Free Charge
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	In progress	
Chieveley Statement 2006	Hard copy Website/Email	Charge No charge
Annual Report to Parish Assembly (current year) Annual Report to Parish Assembly (more than 1 year)	Website Hard copy	No charge Charge

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<p>Hard copy of minute record Website (previous 12 months)/Email</p>	<p>Charge Free</p>
<p>Timetable of meetings</p>	<p>Hard copy Website/Email Notice board</p>	<p>Charge No charge No charge</p>
<p>Agendas of meetings</p>	<p>Parish Notice boards Email</p>	<p>No charge</p>
<p>Minutes of meetings nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Clerks Office for Inspection/Email</p>	<p>Charge No charge</p>
<p>Minutes of meetings held in the past 12 months</p>	<p>Website/Email</p>	<p>No charge</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Clerks Office for inspection</p>	<p>Charge No charge</p>
<p>Reports presented to council meetings in the past 12 months</p>	<p>Website</p>	<p>No charge</p>
<p>Responses to consultation papers</p>	<p>Hard copy Clerks Office for Inspection West Berkshire Council website</p>	<p>Charge No charge No charge</p>
<p>Responses to planning applications</p>	<p>Hard copy Website</p>	<p>Charge No charge</p>

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders, financial regulations, chairmanship Code of Conduct 2007 Adopted 12 June 2008	Hard Copy Website Clerks Office for inspection	Charge No charge No charge
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme) Planning Application procedure Grant criteria and application form	Hard copy Email Hard copy Email	No charge No charge Charge No charge
Records management policies (records retention, destruction and archive)	Hard copy	No charge
Schedule of charges (for the publication of information)	Hard copy Website/Email	No charge No charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available for inspection	No charge
Register of members' interests	Available for inspection	No charge
Register of gifts and hospitality	Available for inspection	No charge

Class 7 – The services we offer (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)	
Chieveley Footpath Leaflet	Hard copy	No charge
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Assessments for Parish Council	Hard copy Available for inspection	No charge
Risk Assessment for Councillors	Hard copy Available for inspection	No charge
Chieveley Village Design Statement	Hard copy Website	£5 No charge
Housing Needs Survey	Hard copy Website	£5 No charge

Please note that for documents available for inspection a mutually convenient time and venue is to be agreed in advance between parties and will be subject to a time limit.

Contact details:

Tel: 01635 247507

Email: chieveley.pc@btinternet.com

SCHEDULE OF CHARGES
Requests for Information under Freedom of Information – Charges and Fees

- **Email & attachments** free of charge unless otherwise specified
- **Website** free of charge unless otherwise specified.
- **Copies by post of information:**
Photocopies:
A minimum charge of £1 for up to 5 pages A4 (back to back copying)
A minimum charge of £1.20 for up to 3 pages A3 (back to back copying)
Further pages are charged at:
A4 pages at 20p per page (back to back copying)
A3 pages at 40p per page (back to back copying)
- **Photocopies:** information accessed at the Parish Council Office can be viewed free of charge. Photocopies can be made for 20 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters first and second class no charge will be made. For larger collections postage will be charged for any item or items in excess of a cost of £2.
- **Copies of published materials:** copies of specialist publications ie the Chieveley Village Design Statement are available on payment of the fee specified against that document ie £5.00. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.

This fees regime was written in December 2008 to be effective from 1 January 2009 and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.