



**CHIPPERFIELD PARISH COUNCIL
FREEDOM OF INFORMATION ACT 2000**

(Amended in line with section 20, FOI 2000 - Adopted in Council 0303/08 8th December 2008)

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it.

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

What our priorities are and how we are doing.

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

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities

Lists and Registers.

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

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.

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

The authority 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 a public authority, information will be provided on a 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, a public authority 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.

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 authority 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.

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.



Chipperfield Parish Council Information available under the Publication Scheme

Adopted in Council 8th December 2008

Information published	Where it can be obtained (always available from Clerk's Office)	Hard Copy Cost
Class 1 - Who we are and what we do		where available 10p per A4 page
Who's who on the Council and its Committees	website and noticeboard	
Contact details of Clerk and Council members	website and noticeboard	
Location and accessibility of Council Office	website and noticeboard	
Staffing structure	website and Clerk's Office	
Class 2 - What we spend and how we spend it		
Annual Return form and report by Auditor	Clerk's Office	
Finalised budget	Clerk's Office	
Precept	January FC Minutes - website	
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Clerk's Office	
Grants given and received	Clerks Office	
List of current contracts and value	Clerk's Office	
Members allowances and expenses	Clerk's Office	
Class 3 - What are our priorities and how are we doing		
Parish Plan	under construction	
Annual report to Parish Meeting	Clerk's Office	
Quality Status	n/a	
Local Charters under DCLG guidelines	n/a	
Class 4 - How we make decisions		
Timetable of meetings	website, noticeboard	
Agenda of meetings	noticeboard	
Minutes of meetings	Website/Clerk's office	
Reports presented to council meetings	Clerk's Office	
Responses to Consultation papers	Clerk's Office	
Responses to Planning Applications	Minutes - website	
Bye-Laws	DBC website	
Class 5 - Our policies and procedures		
Council business: Procedural Standing Orders	Clerk's Office	
Committee terms of reference	n/a	
Delegated authority in respect of officers	see Standing Orders	

Code of Conduct	Clerk's Office	where available 10p per A4 page
Policy Statements	Clerk's Office	
Internal policy relating to delivery of services: Equality and diversity policy	Under construction	
Health & Safety policy	Under construction	
Recruitment policy	Under construction	
Policy and procedures for handling requests for information	website	
Complaints procedure	website	
Information security policy	under construction	
Records management policy	under construction	
Data protection policy	under construction	
Schedule of charges for information	website	
Class 6 - Lists and Registers		
Asset register	Clerk's Office	
Register of Member's Interests	Clerk's Office	
Register of gifts and hospitality	Clerk's Office	
List of Planning Applications since (2005)	Clerks Office	
Class 7 - Services we offer		
Allotment plots	Website/Clerks Office	
Bus Shelters	Clerk's Office	
Seating, litter bins	Clerk's Office	
Clocks and Memorial	Clerk's Office	
Bus Shelter	Clerk's Office	
Additional Information		
None		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) A4 or 20p per sheet A3	Agreed by Council.
	Postage	Actual cost of Royal Mail standard 2 nd class

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This statement will be reviewed every four years unless required earlier due to additional material or legislative changes.