

CHEPPING WYCOMBE PARISH COUNCIL

Introduction

The Freedom of Information Act 2000

The Freedom of Information Act 2000 provides the public with access to information held by public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK wide public authorities based in Scotland.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

The Council's Obligations under the Act

The Council has two main obligations under the Act. We must;

- Publish certain information proactively, such as policies and procedures, minutes of meetings, annual reports and financial information;
- Respond to requests for information.

In addition we are required to follow two codes of practice relating to the advice and assistance that we should give people requesting information, including a procedure for dealing with complaints and maintaining records in a managed and ordered way so that information can be easily retrieved when requested.

Freedom of Information Requests

The Council will respond to any valid written request for information within 20 days of receipt of the request. Requests must be in writing, contain the requestors real name, a contact address and details of the information requested. The request does not need to mention the Act.

It is the duty of the Council to identify freedom of information requests and to handle them accordingly. In responding to the requestor we must tell them whether we hold the information that they have requested and provide that information.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 0.05p per sheet (black & white)	Actual cost
	Photocopying @ 0/10p per sheet (colour)	Actual cost
	Postage	Cost of 2 nd class postage at time of request
Website	Downloads	Free of charge
Clerks Time	Will be charged if deemed excessive	£25/hour

The cost limit for complying with a request of a series of linked requests is £450.00. If the estimated cost of complying with the request exceeds this amount the Parish Council can refuse a request¹.

¹ Freedom of Information Act 2000 Pt 1, S12

Contact Details: The Clerk
Chepping Wycombe Parish Council
Council Offices
Cock Lane
Tylers Green
Buck HP10 8DS

Email: clerk@cwpc.org.uk
Tel: 01494 814600

Publication Scheme

This publication scheme commits the 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 the Parish Council. Additional assistance is provided in the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish Council;

- 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 classification 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 states contained within this scheme.
- To produce and publish methods by which 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 preclude a schedule of fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act S 19.

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.

Information available from Chepping Wycombe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost per side A4
CLASS 1 – Who we are and what we do		
Who's who on the Council and its committees	The Parish newsletter The Parish Council website; www.cwpc.org.uk	Free of charge Free of charge
Staffing structure	By application to the Clerk	Free of charge
Contact details for the Parish Clerk and Council members	The Parish newsletter The Parish Council website; www.cwpc.org.uk	Free of charge Free of charge
Location of Council office and accessibility details	The Parish newsletter The Parish Council website; www.cwpc.org.uk	Free of charge Free of charge
CLASS 2 – What we spend and how we spend it		
Annual return form and auditor's report	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Finalised budget	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Precept	By application to the Clerk The Parish Council website; www.cwpc.org.uk Wycombe District Council website; www.wycombe.gov.uk/council-services/council-tax-and-benefits/council-tax-guide.aspx	0.05p Free of charge Free of charge
Financial Regulations	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Grants given and received	By application to the Clerk	0.05p
Members' allowances and expenses	By application to the Clerk	0.05p
CLASS 3 – What our priorities are and how we are doing		
Annual Report	The Parish Council website; www.cwpc.org.uk (Annual Parish Meeting) By application to the Clerk	Free of charge 0.05p
Inspections, reviews and strategies	The Parish Council website; www.cwpc.org.uk By application to the Clerk	Free of charge 0.05p
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG	Not applicable	
CLASS 4 – How we make decisions		
Timetable of meetings (Calendar)	By application to the Clerk On Parish noticeboards in each ward The Parish Council website; www.cwpc.org.uk	0.05p Free of charge Free of charge

Information to be published	How the information can be obtained	Cost per side A4
Agendas of meetings	By application to the Clerk On Parish noticeboards in each ward The Parish Council website; www.cwpc.org.uk	0.05p Free of charge Free of charge
Minutes of meetings	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Responses to consultation papers	By application to the Clerk	0.05p
Responses to planning applications	The Parish Council website; www.cwpc.org.uk (Agenda Works, Services & Planning committee) Wycombe District Council website: www.wycombe.gov.uk By application to the Clerk	Free of charge Free of charge 0.05p
Reports presented to Council meetings (this will exclude information that is regarded as private to the meeting)	By application to the Clerk	0.05p
Byelaws	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
CLASS 5 – Our policies and procedures		
Policies and procedures for conduct of Council business; Standing Order and delegated authority, Terms of Reference, Code of Conduct, Policy statements.	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Policies and procedures for the provision of services and employment of staff; Health & safety, Complaints procedure	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Schedule of charges	By application to the Clerk	0.05p
CLASS 6 – List and Registers		
Publicly available register or list	By application to the Clerk The Parish Council website; www.cwpc.org.uk	0.05p Free of charge
Asset register	By application to the Clerk	0.05p
Register of members' interests	By application to the Clerk The Parish Council website; www.cwpc.org.uk Wycombe District Council website: www.wycombe.gov.uk	0.05p Free of charge Free of charge
CLASS 7 – The services we offer		
Allotments	By application to the Clerk	0.05p
Cemeteries	By application to the Clerk	0.05p
Recreational facilities and playing fields	By application to the Clerk	0.05p
Seating and litter bins	By application to the Clerk	0.05p

