

# Chetwynd Aston & Woodcote Parish Council

## Publication Scheme under the Freedom of Information Act 2000

This 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 Chetwynd Aston & Woodcote 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 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.
- 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 section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information:

Information	Format in which available	Charge for supply
Organisational information, locations and contacts, constitutional and legal governance	<ul style="list-style-type: none"> <li>Available via our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	<ul style="list-style-type: none"> <li>Financial reports for income and expenditure are prepared in report form which is reported in every set of minutes on our website.</li> <li>Our tendering (procurement) policy is available on our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.
Strategy and performance information, plans, assessments, inspections and reviews.	<ul style="list-style-type: none"> <li>Available via our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	<ul style="list-style-type: none"> <li>Available via our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.
Current written protocols for delivering our functions and responsibilities.	<ul style="list-style-type: none"> <li>Available via our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.
Information held in registers required by law and other lists and registers relating to the functions of the authority.	<ul style="list-style-type: none"> <li>Available via our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	<ul style="list-style-type: none"> <li>Available via our website.</li> <li>Printed copies (in A4).</li> </ul>	10p per sheet if printed. FREE online download.

Documents which are required to be in an alternative format or media e.g. Braille or alternative language, will be provided. Applicants will be informed of the time scale involved.

## 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.

**Exclusions:****Employment Practice and Procedure**

'Personal records', i.e. appraisals, employees specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

**Planning Documents**

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

**Audit and Accounts**

All commercially sensitive information, eg. Quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

**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.

You must write to Chetwynd Aston & Woodcote Parish Council for any such requests.