

CHALFONT St. PETER PARISH COUNCIL

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Clerk: Mrs Debbie Evans

Deputy Clerk: Nick Stayt

FREEDOM OF INFORMATION PUBLICATION SCHEME

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Chalfont St Peter Parish Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Chalfont St Peter Parish Council is made readily available to the public, either free of charge or on payment.

The information maintained by the Chalfont St Peter Parish Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

For clarity,

- mandatory documents are shown in **bold** to distinguish them from optional documents of available information

Information is available for inspection at the Chalfont St Peter Parish Council Offices, Gravel Hill, Chalfont St Peter, Bucks, SL9 9QX, Mon to Thursday from 9am to 1pm. As the Parish Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Parish Council provides agendas for the Parish Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.

The agenda and public minutes are available on the Chalfont St Peter Parish Council's website. Supporting documents can be requested at the Offices of the Chalfont St Peter Parish Council.

INFORMATION AVAILABLE

1. Council Internal Practice and Procedure

Document	Where to source Information
Agendas, minutes, reports and supporting papers of all Council and committee meetings*	Parish Council Offices or website
Standing Orders	Parish Council Offices/website
Council Annual Report to Parish Meeting	Parish Council Offices/website
Terms of reference of Chalfont St Peters Council's committees	Parish Council Offices/website

*Note : Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

2. Code of Conduct

Document	Where to source Information
Members' Declaration of Acceptance of Office	Parish Council Offices/website
Members' Register of Interests	Parish Council Offices/website
Register of Gift's Book	Parish Council Offices/website

3. Periodic Electoral Review

This information relates to changes to the electoral arrangements for parish and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Document	Where to source Information
Information relating to the last periodic Electoral Review of the Council	Parish Council Offices
Information relating to the latest boundary review of the Council area	Parish Council Offices

Note: The public are reminded that detailed information with regards Elections is available from Chiltern District Council.

4. Employment Practice and Procedure

Document	Where to source Information
Terms and conditions of employment – Staff Handbook	Parish Council Offices
Job descriptions	Parish Council Offices/website
Staffing structure	Parish Council Offices/website

Note: Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

5. Planning Documents

Document	Where to source Information
Responses to planning applications	Parish Council Offices/website
Neighbourhood Plan and appendices	Parish Council Offices/website

6. Audit and Accounts

Document	Where to source Information
Annual return form	Parish Council Offices/website
Annual statutory report by auditor(internal & external)	Parish Council Offices/website
Precept request – limited to last financial year	Parish Council Offices
VAT records – limited to last financial year	Parish Council Offices
Financial Standing Orders and Regulations	Parish Council Offices/website

Asset Register	Parish Council Offices/website
Risk Assessments and safety checks	Parish Council Offices

Note: Exclusions – commercially sensitive information e.g. quotations and tenders, loans documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair.

7. Development and Implementation of Policy

Document	Where to source Information
Complaints handling procedure	Parish Council Offices/website

8. Council circulars/newsletters/publications/grants

Document	Where to source Information
Grant application policy and grant application forms.	Parish Council website or office

9. Tourist Information

Document	Where to source Information
Village Guide 2018-2019	Parish Council Offices
Celfunde Heritage Walk map	Parish Council Offices/website

Note: relates only to information provided by Chalfont St Peter Parish Council.

11. Allotments

Document	Where to source Information
Allotment Charges	Parish Council Offices/website
Tenancy Agreement	Parish Council Offices