



FREEDOM OF INFORMATION POLICY

Chippenham Town Council welcomes the Freedom of Information Act 2000 and its purpose to promote greater openness by public authorities. The Town Council recognised that the Freedom of Information Act gives only limited availability to documents. Therefore the town council will try wherever possible to provide access to information which is excluded from the Act unless it is:

- Covered by the Data Protection Act
- Concerns individual members of staff
- Would adversely affect the interest of the Chippenham tax payer (such as prejudice the town council's position in litigation or would enable contract tenderers to unfairly adjust their bids)

Freedom of Information Publication Scheme

This policy sets out

- The contact for whom request should be made
- The information held by Chippenham Town Council and the methods and formats by which information is published
- Whether a charge will be made for the provision of information

Information held by a public authority under this scheme can be requested in writing; by letter of email, verbally (under the Environmental Information Regulations 2004) when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Documents can be made available in larger print, Braille, on tape or another language on request.

Contact: Clerk & Chief Executive, Chippenham Town Council, Town Hall, High Street, Chippenham, Wiltshire SN15 3ER
Tel. 01249 446699 www.chippenham.gov.uk enquiries@chippenham.gov.uk

Information available from Chippenham Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do <i>Current organisational information, structures, locations and contacts</i>	
Who's who on the Council and its Committees	Hard copy, website, newsletter, annual report, leaflet, town hall reception
Membership details of committees, sub committees, working groups and representatives on Outside Bodies.	Hard copy, website, noticeboard, town hall reception
Contact details for Clerk & Chief Executive and Council members	Hard copy, website, newsletter, town hall reception
Location of main Council office and accessibility details	Hard copy, website, noticeboard, newsletter
Staffing structure	Hard copy, website
Class 2 – What we spend and how we spend it <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit; current and previous year</i>	
Current and previous financial year approved budget	Hard copy
Report by external auditor	Hard copy
Precept	Hard copy, website, annual report, newsletter
Borrowing Approval letter	Hardcopy
Grants given and received	Hard copy, website, annual report, newsletter
Financial Regulations and Standing Orders	Hard copy, website
Medium Term Financial Strategy	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' Allowances and expenses	Hard copy, website
Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>	

Strategic Plan	Hard copy, website
Annual Report	Hard copy, website
Class 4 – How we make decisions <i>Decision making processes and records of decisions</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, website, newsletter, noticeboards, town hall reception
Agendas of meetings (as above)	Hard copy, website, noticeboard, town hall reception
Minutes of meetings (as above) excluding “exempt information”	Hard copy, website, town hall reception
Reports presented to council meetings excluding “exempt information”	Hard copy, town hall reception
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy, website (in committee minutes)
Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and conducting council business</i>	
Standing Orders and Financial Regulations	Hard copy, website
Member/Employee Protocol	Hard copy, website
Members’ Code of Conduct	Hard copy, website
Delegated authority in respect of Officers	Hard Copy, website
Equality and diversity policy	Hard Copy, website
Health and safety policy	Hard copy, website
Complaints procedure	Hard copy, website
Information security policy	Hard copy, website
Data protection policies	Hard copy, website
Other policies	Hard copy, website

Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	
Any publicly available register or list	Hard copy
Assets Register	Hard copy
Register of Members' interests (via Wiltshire Council website)	Website link
Register of gifts and hospitality over £25.00	Hard copy
Class 7 – The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i>	
Cultural and Heritage	Hard copy, website, newsletter, annual report
Recreation and Sport	Hard copy, website, newsletter, annual report
Open Spaces	Hard copy, website, newsletter, annual report
Cemetery	Hard copy
Economic Development	Hard copy
Community Development	Hard copy
Seating, litter bins, Parking Services	Hard copy
Corporate Management	Hard copy
Democratic Representation and Management	Hard copy
Civic Expenses	Hard copy
Approved Fees & Charges	Hard copy, website,

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @10p per sheet (Black and White print)	Charge for materials, copy and staff costs
	Photocopying @ 20 p per sheet (Colour Print)	Charge for materials, copy and staff costs
	Postage	Actual cost of Royal Mail 2 nd Class post

Policy Review Date: March 2019