



This publication scheme commits Chineham Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the seven classes of information mentioned below:

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, 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 Parish Council.
- 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.

This publication scheme commits Chineham Parish Council to the following:

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

- 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 Parish Council 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.

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 Parish Council for routinely published material will be justified, 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 actual disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.

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.

Obligations under disability 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.

Information held by the Parish Council 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.