

Report to:	MSMTM
Report by:	Head of Corporate Services (HOCS) – Helen Gardner-Swift
Meeting Date:	7 November 2019
Subject/ Title: (and VC no)	Key Document Review – C1 Charging for Information Policy VC 125305
Attached Papers (title and VC no)	C1 Charging for Information VC103668

Purpose of report

1. To seek the approval of the Senior Management Team (SMT) to the review of the Key Document - C1 Charging for Information Policy (the key document).

Recommendations

2. I recommend that the SMT
 - (i) approves the revised key document
 - (ii) agrees the publication actions set out in paragraphs 13 and 14

Executive summary

Background

3. A review of the key document has been carried out in accordance with the Key Document procedures.
4. We very rarely charge for information and this key document sets out our reasons as to why we may impose a charge.
5. The reviewed key document has been circulated to the SMT for comment and their comments have been taken into account in the draft attached. The SMT is asked to note the following:
 - (i) the title of the key document has been changed from “Charging for Information” to “FOI and Re-use Charging Policy”
 - (ii) the policy sets out the charges we might make for providing access to our information under FOISA and the EIRs.
 - (iii) the policy also sets out the charges we might make for responding to re-use requests under the Re-use of Public Sector Information (RPSI).

the Policy does not cover charging for requests made under the General Data Protection Regulation or the Data Protection Act 2018.

Risk impact

6. There is no specific operational risk relating to charging for information but there are risks relating to publishing information and having effective policies and procedures in place which are relevant.

Equalities impact

7. There is no direct equalities impact arising from this report.

Privacy impact

8. There is no direct privacy impact arising from this report.

Resources impact

9. There is no direct resources impact arising from this report.

Operational/ strategic plan impact

10. None at present.

Records management impact (including any key documents actions)

11. Once approved, the key document will be published and issued in accordance with the Key Documents Handbook.

Consultation and Communication

12. QSMTM minute and internal blog.

Publication

13. This committee report should published in full
14. The revised draft key document should be also be withheld from immediate publication under section 27(1) of FOISA. This allows information to be withheld if it is held with a view to it being published within 12 weeks and it is reasonable for the information to be withheld from disclosure. It is reasonable to allow ourselves times to put the draft document, if approved, into its final form before publication