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| Title of Report: | Amendment to Charging Structure for Published Information |
| Committee Report Submitted To: | Corporate Policy and Resources Committee |
| Date of Meeting: | 25 February 2020 |
| For Decision or For Information | For Information |

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| Linkage to Council Strategy (2019-23) | |
| Strategic Theme | Leader and Champion |
| Outcome | Establish key relationships with strategic partners to deliver our vision for this Council area |
| Lead Officer | Head of Policy and Community Planning |

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| Budgetary Considerations | |
| Cost of Proposal | Nil |
| Included in Current Year Estimates | YES/NO |
| Capital/Revenue | |
| Code | |
| Staffing Costs | |

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| Screening Requirements | Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. | | |
| Section 75 Screening | Screening Completed: | Yes/No N/A | Date: |
| | EQIA Required and Completed: | Yes/No N/A | Date: |
| Rural Needs Assessment (RNA) | Screening Completed | Yes/No N/A | Date: |
| | RNA Required and Completed: | Yes/No N/A | Date: |
| Data Protection Impact Assessment (DPIA) | Screening Completed: | Yes/No N/A | Date: |
| | DPIA Required and Completed: | Yes/No N/A | Date: |

1.0 Purpose of Report

- 1.1 Under Section 12 of the Freedom of Information Act the Council is not obliged to comply with a request for information if the Council estimates that the cost of complying with the request would exceed the “*appropriate limit*” prescribed in the appropriate Regulations.
- 1.2 The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, identifies the “*appropriate limit*” of fees and charges the Council is permitted to levy in response to requests made under Freedom of Information. This also applies to requests for “unstructured” personal information under Section 9A of the Data Protection Act 1998.
- 1.3 There is no “*appropriate limit*” to the cost of complying with requests for environmental information. However, Regulation 8 of the Environmental Information Regulations 2004, provides for the recovery of “reasonable” costs.
- 1.4 A Charging Structure for Published Information (copy attached) has previously been approved by Council and this applies to the levying of fees and charges where appropriate in relation to information access requests received by the Council under:
 - The General Data Protection Regulations
 - The Data Protection Act 2018
 - The Freedom of Information Act 2000
 - The Environmental Information Regulations 2004
- 1.5 A review has been undertaken of this Charging Structure and it is proposed to amend one section of the charges outlined in the Structure. These relate specifically to the printing costs for A2/A1/A0 sized documents (ie, oversized documents such as plans). It is proposed to increase the charge for such documents from £3 per page to £5 per page.

2.0 Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council the increase in charges for the printing costs of A2/A1/A0 sized documents from £3 per page to £5 per page.