

## Information available from the Chilterns Conservation Board under the model publication scheme

Information to be published	How the information can be obtained	Cost (Standard administration charge of £3 plus postage plus per page cost below)
<p><b>Class 1 – Who we are and what we do</b></p> <p><i>(organisational information, structures, locations and contacts)</i></p>		
Who's who on the Conservation Board and its committees	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Contact details for staff	Electronically Hard copy	Free 20p/page
Location of Conservation Board office and accessibility details	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Staff structure	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Role and responsibilities of the Conservation Board	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
<p><b>Class 2 – What we spend and how we spend it</b></p> <p><i>(financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p>		
Annual accounts (for the previous 3 years)	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page

Report by auditor	Hard copy	20p/page
Budget for current financial year	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Financial Standing Orders and Regulations	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Register of members' allowances	Hard copy Electronic version	20p/page Free
Current pay scales of Board staff by reference to existing job grades or clusters	Hard copy Electronic version	20p/page Free
Grants given and received	Hard copy Electronic version	20p/page Free
Staff expenses by category (senior staff only)	Hard copy Electronic version	20p/page Free
<b>Class 3 – What our priorities are and how we are doing</b>  <i>(strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Business Plan for current financial year	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Annual Review for previous financial year	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Management Plan for the Chilterns AONB	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free £20
<b>Class 4 – How we make decisions</b>  <i>(decision-making processes and records of decisions)</i>		

Timetable of meetings (Conservation Board, Executive Committee, Planning Committee)	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Agendas of meetings (Conservation Board, Executive Committee, Planning Committee)	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Minutes of meetings (Conservation Board, Executive Committee, Planning Committee) Note: this will exclude information that is properly regarded as private to the meeting	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Responses to consultation papers	Hard copy Electronic version	20p/page Free
Responses to planning applications	Hard copy Electronic version	20p/page Free
Analysis of responses received to public consultation by the Board	Hard copy Electronic version	20p/page Free
<b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Procedural standing orders (Code of Governance) and financial regulations	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Terms of reference for committees	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Delegation Schemes	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Members' Code of Conduct	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy	Free 20p/page
Complaints and feedback procedure	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a>	Free

	Hard copy	20p/page
All the Conservations Boards's policies are available on request	Hard copy Electronic version	20p/page Free
<b>Class 6 – Lists and registers</b>  <i>(currently maintained lists and registers only)</i>		
Assets Register	Hard copy Electronic	20p/page Free
Register of Members' Interests	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> Hard copy Electronic	20p/page Free
Register of gifts and hospitality	Hard copy Electronic	20p/page Free
<b>Class 7 – The services we offer</b>		
Conservation and enhancement of the AONB – including access improvements, promotion of good building design, specialist advice on land management, built environment, landscape design and wildlife conservation	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> A range of printed publications, some of which are charged for	Free Free or charged at the published price – contact the Board
Visitor information, educational and promotional material – including information leaflets, newsletters, magazines, education packs, videos, advice on interpretation, press releases.	Website: <a href="http://www.chilternsaonb.org">www.chilternsaonb.org</a> A range of printed publications, some of which are charged for	Free Free or charged at the published price – contact the Board

Contact us:

[www.chilternsaonb.org/contact-us](http://www.chilternsaonb.org/contact-us)  
[office@chilternsaonb.org](mailto:office@chilternsaonb.org)

You can also contact us by letter or phone:

Chilterns Conservation Board  
The Lodge  
90 Station Road  
Chinnor OX39 4HA

**Telephone:** 01844 355500