

# **MERTON PARISH COUNCIL**

## **FREEDOM OF INFORMATION POLICY.**

This document sets out Merton Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

<b>Document Number:</b>	<b>MPC 007</b>
<b>Approved by Resolution Number:</b>	<b>RR2019/030</b>
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<b>Ratified on:</b>	<b>13<sup>th</sup> May 2019</b>
<b>Frequency of review:</b>	<b>Annually at Annual Parish Council Meeting in May</b>
<b>Version Number:</b>	<b>1.0</b>

### **Version Control:**

<b><u>Date</u></b>	<b><u>Version</u></b>	<b><u>Notes</u></b>
13-05-2019	1.0	Policy adopted

### **Policy Review (where document reviewed but no changes made):**

<b>Review Number</b>	<b>Date</b>	<b>Resolution number &amp; Minutes Ref:</b>
R1	08-06-2020	RR2020/013 8.6.20

### **THIS IS A CONTROLLED DOCUMENT**

Whilst this document may be printed, the electronic version maintained on the Merton Parish Council laptop is the controlled copy. A .pdf version of this document is published on the Merton village website in the Parish Council section. Any printed copies of this document are not controlled.

**Documents to be signed when face to face meetings resume.**

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**Information available from Merton Parish Council under the model publication scheme August 2015:**

<b>Information to be published</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.
Who's who on the Council
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))
Location of Council office and accessibility details
Staffing structure
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum
Annual return form and report by auditor
Finalised budget
Precept
Borrowing Approval letter
Financial Standing Orders and Regulations
Grants given and received
List of current contracts awarded and value of contract
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum
Parish Plan (current and previous year as a minimum)
Annual Report to Parish Meeting (current and previous year as a minimum)
Local charters drawn up in accordance with DCLG guidelines
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum
Timetable of Council meetings (and parish meetings)

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Agendas of meetings (as above)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.
Responses to consultation papers
Responses to planning applications
Bye-laws
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)
Information security policy
Data Retention and disposal policy (records retention, destruction and archive)
Data protection policies
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
Assets register
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)
Register of members' interests
Register of gifts and hospitality

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only
Parks, playing fields and recreational facilities
Seating, litter bins, clocks, memorials and lighting
Bus shelters
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above

**INFORMATION AVAILABLE VIA:-**

PARISH WEBSITE:- <http://mertondevon.com/parish-council.html> – FREE

EMAIL Parish Clerk: [Clerk.mertonparishcouncildevon@gmail.com](mailto:Clerk.mertonparishcouncildevon@gmail.com) - FREE

HARDCOPY POSTED: £2.50 per request

Contact details:

Miss Alice Turner, Parish Clerk/RFO

Merton Parish Council

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