

MORETON MORRELL PARISH COUNCIL FREEDOM OF INFORMATION POLICY

Moreton Morrell Parish Council (MMPC) has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

1. The Freedom of Information Act 2000

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

2. The Revised Model Publication Scheme

As of the issue date on this policy, MMPC adopted the revised model publication scheme issued by the Information Commissioner's Office. You can access a copy of the model scheme at the bottom of this document.

3. Website

A significant amount of information about MMPC can be accessed on MMPC's website.

www.moretonmorrellpc.co.uk

4. Requesting Information

Individuals or organisations may make a written request for information which they believe MMPC holds. To request information under the provisions of the Act, and to help MMPC in identifying the precise information you require please email pamroutly@btinternet.com, or write to the Clerk at Moreton Morrell PC, 7 Wilkins Way, Ilmington, Shipston on Stour, Warwickshire, CV36 4PS.

As required under the Act, the following will need to be included with the request:

- Name of person requesting the information
- Postal address of the person requesting the information
- A clear description of the information being requested.
- A preference of how the information is to be communicated e.g. hard copy, electronic or the opportunity to inspect a record containing the information.

MMPC will try to provide the information in the preferred media as far as is reasonably practical, or will notify the person requesting the information if MMPC cannot do so.

5. Responding to Requests

MMPC will inform the person requesting the information in writing if MMPC hold the information requested and if so, will provide the information no later than 20 working days after receipt of the request.

6. Information Exempt from the Act

The Freedom of Information Act does identify a number of categories of information which MMPC is not required to disclose under the Act. In this case, MMPC will write to the person requesting the information, stating the exemption which provides the basis for refusal within the Act and why it applies to the information requested. MMPC will communicate this within 20 working days.

7. Charges

There is no “flat rate” fee to receive information requested under the Freedom of Information Act and in many cases MMPC will provide the information free of charge. However, if the information requested is not readily available in the media in which it is requested, MMPC may charge a fee based on the costs associated with providing the information e.g. photocopying and postage (known as ‘disbursements’).

8. Refusal of Requests

The Freedom of Information Act does permit MMPC to refuse a request if MMPC estimate that it will cost MMPC in excess of the appropriate cost limit (currently £450) to fulfil the request.

9. Freedom of Information Fees Notice

If a fee is required for disbursements or because the costs exceed the appropriate cost limit, MMPC will write advising of the fee required within 20 working days of receipt of the request. This is known as a “Fees Notice”. When a Fees Notice has been issued, the 20 working day limit for responding stops, and then will start again when MMPC receive payment. If MMPC do not receive the fee within three months MMPC are not obliged to comply with the request.

10. Complaints

If persons requesting information are dissatisfied with the way MMPC has responded to a request for information, please write to: Clerk at Moreton Morrell PC , 7 Wilkins Way, Ilmington, Shipston on Stour, Warwickshire, CV36 4PS.

The Information Commissioner’s Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Information available from Moreton Morrell Parish Parish Council under the model publication scheme

All items on website shown – otherwise by email request , hardcopies 10p sheet

| Information to be published | How the information can be obtained | Cost |
|--|--|------------------------|
| <p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>(hard copy and/or website)</p> <p>Website / Email</p> <p>Hardcopy</p> | <p>Free</p> <p>10p</p> |
| Who's who on the Council and its Committees | Website | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website | Free |
| Location of main Council office and accessibility details | N/A | |
| Staffing structure | N/A | |
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| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>(hard copy and/or website)</p> <p>Website</p> | <p>Free</p> |
| Annual return form and report by auditor | Website | Free |

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| Finalised budget | Email /hardcopy | |
| Precept | Email /hardcopy | |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | Email /hardcopy | |
| Grants given and received | Website | Free |
| List of current contracts awarded and value of contract | Email /hardcopy | |
| Members' allowances and expenses | Website | Free |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | Email /hardcopy | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | In May Minutes / Website | Free |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) In Minutes - Website | Free |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | In May Minutes -Website | Free |

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| Agendas of meetings (as above) | Website | Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website | Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website | Free |
| Responses to consultation papers | Website / minutes | Free |
| Responses to planning applications | Website / minutes | Free |
| Bye-laws | N/A | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) Website/Email /hardcopy | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website/Email /hardcopy Email /hardcopy Email /hardcopy Email /hardcopy SDC Website/ Email /hardcopy Email /hardcopy | |
| Policies and procedures for the provision of services and about the employment of staff: | | |

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| Internal policies relating to the delivery of services | N/A | |
| Equality and diversity policy | N/A | |
| Health and safety policy | N/A | |
| Recruitment policies (including current vacancies) | N/A | |
| Policies and procedures for handling requests for information | Email /hardcopy | |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Email /hardcopy | |
| Information security policy | Email /hardcopy | |
| Records management policies (records retention, destruction and archive) | Email /hardcopy | |
| Data protection policies | Email /hardcopy | |
| Schedule of charges)for the publication of information) | Email /hardcopy | |
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| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | |
| 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) | N/A | |
| Assets Register | Website / minutes | Free |
| 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) | N/A | |
| Register of members' interests | SDC Website / minutes | |
| Register of gifts and hospitality | Website / minutes | |
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| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| Allotments | Email /hardcopy | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | Email /hardcopy | |
| Seating, litter bins, clocks, memorials and lighting | Email /hardcopy | |
| Bus shelters | Email /hardcopy | |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website | Feree |
| Allotment rent from MMAA | | |
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Contact details:

Mrs Pamela Routly

7 Wilkins Way

Ilmington

Shipston on Stour

CV36 4PS

pamroutly@btinternet.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 20p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
| | | |

* the actual cost incurred by the public authority