

## **MORLEY PARISH COUNCIL**

### **Freedom Of Information Act 2000**

Under the Freedom of Information Act, the Information Commissioner's Office directs all Public Authorities to adopt and maintain an information strategy that allows the public access to all the information held by the Parish Council. Morley Parish Council formally adopted the Model Scheme at its December Meeting 2008.

The idea of the Scheme is to inform the public how, where and when that information can be accessed.

There are examples of information that will not be available to the public. These include the Clerk's salary, which is protected under the Data Protection Act, any letters from the public that specifically ask for anonymity or anything that is properly regarded as private to a meeting.

The Model Scheme can be obtained on the Information Commissioner's Office web site "[www.ico.gov.uk](http://www.ico.gov.uk)" or on request from the Clerk.

## **Morley Parish Council Guide to Information**

### **Information to be Published How the information can be obtained/Contact**

#### **Class 1 - Who are we and what do we do**

- 1 List of members with contact details & e-mail addresses Available on Web Site "www.morleyparishcouncil.co.uk" or in Parish Magazine
- 2 Where we meet - disabled access Morley School - Disabled access available.
- 3 Dates and time normally third Thursday every month, excepting August, 7.30pm
- 4 Employees - Contact Clerk on clerk@morleyparishcouncil.org.uk

#### **Class 2 - What we spend and how we spend it**

- 1 Audited Accounts and letters Available from Clerk
- 2 Precept Details available from Clerk
- 3 Monthly Financial Statement (excepting August) from Clerk
- 4 Monthly Minutes (excepting August) Web Site or Clerk

#### **Class 3 - What our priorities are and how we are doing**

- 1 Parish Plan Available on Web Site or from Clerk
- 2 Chair's Report - Yearly Parish Meeting Web Site at time of Meeting, otherwise Clerk
- 3 Parish Magazine – Sheila Randall Tel: 0115 8758393).
- 4 Minutes of Parish Council - monthly Web Site or Clerk

#### **Class 4 - How we make decisions**

- 1 Timetable of Meetings (dates, including Parish Meeting) Available on Web Site or from Clerk
- 2 Agendas Web Site or Notice Boards or check with Clerk
- 3 Minutes of Meetings Web Site or from Clerk
- 4 CD Rom 1894 - 2000 (cost £2 per disc) Available from Clerk
- 5 Reports to Council Clerk
- 6 Responses to consultation papers Clerk
- 7 Responses to Planning Applications Clerk

## **Class 5 - Our Policies and Procedures**

- 1 Policies & Procedures for the Conduct of Council business
  - Standing Orders Available from Clerk
  - Code of Conduct Clerk
  - Policy Statements Clerk
- 2 Policies & Procedures for the provision of services and employment
  - Health & Safety policy (Risk Assessment) Clerk
  - Requests for information Clerk or any Councillor

## **Class 6 - Lists and Registers**

- 1 Assets Register Identified in Accounts - see Clerk
- 2 Register of Members interests – see Clerk

## **Class 7 - Services we offer**

- 1 Allotments Details available from Clerk
- 2 Seats Locations and/or suggestions to Clerk or any Councillor
- 3 Lighting Contact Clerk
- 4 Funding for parish organisations. Details available from Clerk. Requests also to Clerk
- 5 Web Site Available via [www.morleyparishcouncil.co.uk](http://www.morleyparishcouncil.co.uk)
- 6 Notice Boards Contact Clerk for locations

## **Schedule of Charges**

Photocopying at 10 pence per sheet for any requirement above 5 sheets.  
Any requirement up to and including 5 sheets will be provided free of charge  
Above charges include both black and white and colour copies  
Postage and Packaging (if applicable) will be charged at cost

## **Inspection of Documents Policy**

Certain documents are not possible to be copied, scanned in or emailed, as such, an inspection of the documents may be the only option.

In this instance, the documents will be made available at a time and location as decided by the Council and/or the Clerk.

Generally, this will be before or after a Parish Council meeting at Morley School. The Clerk and at least one Parish Councillor will be present and at no such time will any document be made available for viewing at the Clerk's home address.