

DREWSTEIGNTON PARISH COUNCIL

FREEDOM OF INFORMATION & PUBLICATION POLICY.

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

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| Document Number: | DPC 019 |
| Approved by Resolution Number: | RR2020/043 |
| Minutes Reference: | 6.8.20 a) |
| Ratified on: | 17th August 2020 |
| Frequency of review: | Annually at a full Council Meeting |
| Version Number: | 1.0 |

Version Control and Revisions.:

Revision History

| Date | Version | Notes |
|-------------|----------------|----------------|
| 17-08-2020 | 1.0 | Policy Adopted |
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Policy Review (where document reviewed but no changes made):

| Review Number | Date | Resolution number & Minutes Ref: |
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| R1 | | |
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THIS IS A CONTROLLED DOCUMENT

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

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| Information to be published |
| Class 1 - Who we are and what we do (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 |
| Class 2 – What we spend and how we spend it (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 (if applicable) |
| Financial Standing Orders and Regulations |
| Grants given and received |
| List of current contracts awarded and value of contract |
| Class 3 – What our priorities are and how we are doing (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 |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum |
| Timetable of Council meetings (and parish meetings) |
| Agendas of meetings (as above) |

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| 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 |
| Class 5 – Our policies and procedures (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) |
| Data Retention and disposal policy (records retention, destruction and archive) |
| Data protection policies |
| Class 6 – Lists and Registers 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 |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) |

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| 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. |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above |

INFORMATION AVAILABLE VIA:-

PARISH WEBSITE:- http://www.drewsteigntonparish.co.uk/parish_council.html – FREE

EMAIL Parish Clerk: Clerk@drewsteigntonparish.co.uk - FREE

HARDCOPY POSTED: £2.50 per request

Contact details:

Miss Alice Turner, Parish Clerk/R.F.O

Drewsteignton Parish Council

Rowans, Kings Farm Lane, Winkleigh, Devon, EX19 8HF