

### ***Freedom of information/Data Protection***

**Notice is hereby given** that Guilden Morden Parish Council has adopted a policy to inform the public which documents it holds and how these are available to members of the public.

All the documents are available at cost on written request to the parish clerk.

#### **Core Classes of information**

**1) Council internal practice and procedure**

- Minutes of the Parish Council, committees limited to the last 2 years
- Procedural standing orders
- Council's annual report to Parish Meeting
- Terms of reference for any committees
- Agendas and supporting papers for Parish Council and committee meetings limited in each case to the forthcoming/immediate meeting

**2) Code of Conduct**

- Members declaration of acceptance of office
- Members register of interests
- Register of interests book

**3) Periodic electoral review**

- Information relating to or concerning changes to electoral arrangements for the parish and includes proposals for changes (if any) to the number of councillors to be elected to the council.

**4) Employment practice and procedure**

- Terms and conditions of employment
- Job descriptions

Exclusions:- personal records I.e. appraisals, employee specific details, disciplinary records, sickness records and the like being protected under the Data Protection Act.

**5) Planning documents**

- Responses to planning applications
- Parish Plan

Exclusions - Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpaths maps all of which are available from the District or County Council.

**6) Audit and accounts (limited to the last financial year)**

- Annual return
- Annual audit Statutory report (internal and external)
- Receipts and payments accounts, receipts of all kinds, Bank Statements form all accounts
- Precept request
- VAT records
- Financial Standing orders and regulations
- Assets register this will include details of commons/village greens owned by the Parish Council including management schemes for commons as well as village halls, sports and community centres and recreation grounds

- Risk assessments

#### **Optional documents where applicable**

- Loan sanctions
- Fees and charges where applied by the Parish Council
- Safety inspection records for example for playgrounds
- Register/file for members and Chairman's allowance

Exclusions - all commercially sensitive information e.g. quotations, loan documents and insurance policies.

#### **Optional classes of information where applicable to the Parish Council**

- 7) **Development and implementation of policy**
  - Policy statements issued by the Parish Council
  - Responses made by the Parish Council to consultation papers
  - Analysis of responses received to public consultation by the Parish Council
  - Village appraisal/Parish Plan
  - Complaints handling procedure
- 8) **Bylaws**
  - Made for any purpose by the Parish Council e.g. the regulation of the recreation ground
- 9) **Council circulars/newsletters** e.g. parish guides
- 10) **Arts, entertainment and tourist information**  
This relates only to information produced by the Parish Council
- 11) **Allotments**  
This relates to allotments administered and run by the Parish Council  
Exclusions - individual tenancy agreements and rent payment records both under privacy and data protection laws
- 12) **Burial grounds**
  - Plans
  - General policies

Exclusions - all documentation relating to individual applications and registrations under both privacy and data protection laws
- 13) **Best Value**  
This information which encompasses the duty owed by a Parish Council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area
  - Best Value Performance plan and review

For further information please contact the Clerk.