

Braunstone Town Council
Information available under the model publication scheme

Website: www.braunstonetowncouncil.org.uk

| Information to be published | How the information can be obtained | Cost |
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| Class1 - Who we are and what we do | | |
| Who's who on the Council and its Committees | Website Braunstone Civic Centre Notice Board Hard Copy – Contact Executive Officer & Town Clerk | Free Free Free |
| Contact details for Executive Officer & Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Braunstone Civic Centre Notice Board Hard Copy – Contact Executive Officer & Town Clerk | Free Free Free |
| Location of main Council office and accessibility details | Braunstone Town Council, Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP Location Plan and Accessibility Details Available on Website | Free |
| Staffing structure | Website Hard Copy – Contact Executive Officer & Town Clerk | Free Free |

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| 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 | Hard Copy – Contact Executive Officer & Town Clerk | £1.00 |
| Finalised budget | Hard Copy – Contact Executive Officer & Town Clerk | 10p/sheet |
| Budget Summary Published with Council Tax Demands | Hard Copy distributed with Council Tax Demand to all households – Extra Copies Contact Executive Officer & Town Clerk | Free |
| Precept | Hard Copy – Contact Executive Officer & Town Clerk | Free |
| Financial Standing Orders and Regulations | Website Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| Grants given and received | Website (Community Development Committee Minutes) Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| List of current contracts awarded and value of contract | Website (Council & Committee Minutes) Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| Members' allowances and expenses | Website (Council Minutes and published in Annual Report) Hard Copy – Contact Executive Officer & Town Clerk | Free Free |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) Thorpe Astley Community Appraisal | Website Hard Copy – Contact Executive Officer & Town Clerk | Free Free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard Copy – Contact Executive Officer & Town Clerk | Free Free |
| Quality status | Hard Copy – Contact Executive Officer & Town Clerk | 10p/sheet |

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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 | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Braunstone Civic Centre Notice Board Hard Copy – Contact Executive Officer & Town Clerk | Free Free Free |
| Agendas of meetings (as above) | Website Braunstone Civic Centre Notice Board Hard Copy – Contact Executive Officer & Town Clerk | Free Free Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Minutes available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Reports available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| Responses to consultation papers | Website (Minutes) Responses available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| Responses to planning applications | Website (Minutes) Responses available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| Bye-laws | Inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
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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 | | |
| 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 Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities policy Health and safety policy Job Descriptions Terms of Employment Data Protection Scheme | Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free Free |
| Records management policies (records retention, destruction and archive) | Hard Copy – Contact Executive Officer & Town Clerk | 10p/sheet |
| Data protection policies | Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| Schedule of charges (for the publication of information) | Website Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Assets Register | Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| Register of members' interests | Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| Register of gifts and hospitality | Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free 10p/sheet |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | Contact Executive Officer & Town Clerk | |
| Additional Information Thorpe Astley Community Centre Policy Statement Thorpe Astley Open Spaces Policy Statement Equality Statement Boundary Hedgerow Policy Statement Freedom of Information Publication Scheme Guidance Notes Training and Development Policy | Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Executive Officer & Town Clerk | Free Free 10p/sheet |
| <p>Note : The following items included in the national model publication scheme are not applicable to Braunstone Town Council and have therefore been deleted :</p> <p>Borrowing Approval Letter, Local Charters, Recruitment Policies, Any publicly available register or list, Disclosure Log, Services (Litter bins, Clocks, Memorials, Lighting, Bus Shelters, Markets, Public Conveniences, Burial Fees)</p> | | |

Contact details:

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SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--|--|---|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Copying 0.6p, Paper & Administration Charge 9.4p per copy |
| | Photocopying (colour) Not Available | N/A |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Supply Information not listed in publication scheme | £10 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum Charge £10) | Actual Wage Costs £10.44 per hour |
| Statutory Fee | N/A | In accordance with the relevant legislation |