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
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 Customer Services	Free Free Free
Contact details for the Council and Council members (named contacts where possible with telephone number and email address (if used))	Website Braunstone Civic Centre Notice Board Hard Copy – Contact Customer Services	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 Customer Services	Free Free
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 Customer Services	£1.00

Information to be published	How the information can be obtained	Cost
Finalised budget	Hard Copy – Contact Customer Services	**20p**/sheet
Budget Summary Published with Council Tax Demands	Website Hard Copy Contact Customer Services	Free **20p**/sheet
Precept	Hard Copy – Contact Customer Services	**20p**/sheet
Standing Orders and Financial Regulations	Website Hard Copy – Contact Customer Services	Free **20p**/sheet
Grants given and received	Website (Financial & Open Data) Hard Copy – Contact Customer Services	Free **20p**/sheet
List of current contracts awarded and value of contract	Website (Financial & Open Data) Hard Copy – Contact Customer Services	Free **20p**/sheet
Members' allowances and expenses	Website (Financial & Open Data) Hard Copy – Contact Customer Services	Free **20p**/sheet
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 Customer Services	Free **30p**/sheet **(colour)**
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – Contact Customer Services	Free Free
Quality status	Hard Copy – Contact Customer Services	**20p**/sheet
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 Customer Services	Free Free Free

Information to be published	How the information can be obtained	Cost
Agendas of meetings (as above)	Website Braunstone Civic Centre Notice Board Hard Copy – Contact Customer Services	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 Customer Services	Free Free **20p**/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 Customer Services	Free **20p**/sheet
Responses to consultation papers	Website (Minutes) Responses available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free **20p**/sheet
Responses to planning applications	Website (Minutes) Responses available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free **20p**/sheet
Bye-laws	Inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free **20p**/sheet
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	Website Documents available for inspection at Braunstone Civic Centre	Free Free

Information to be published	How the information can be obtained	Cost
Code of Conduct Policy statements	Hard Copy – Contact Customer Services	**20p**/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 Customer Services	Free Free **20p**/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 Customer Services	Free Free **20p**/sheet
Records management policies (records retention, destruction and archive)	Hard Copy – Contact Customer Services	**20p**/sheet
Data protection policies	Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free **20p**/sheet
Schedule of charges (for the publication of information)	Website Hard Copy – Contact Customer Services	Free **20p**/sheet
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 Customer Services	Free **20p**/sheet

Information to be published	How the information can be obtained	Cost
Register of members' interests	Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free **20p**/sheet
Register of gifts and hospitality	Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free **20p**/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 Customer Services	
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 Customer Services	Free Free **20p**/sheet

Note : The following items included in the national model publication scheme are not applicable to Braunstone Town Council and have therefore been deleted :
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)

Contact details:
Customer Services - Braunstone Town Council
Braunstone Civic Centre
Kingsway
Braunstone Town
LEICESTER
LE3 2PP

Tel: 0116 2890045
Fax: 0116 2824785
Email enquiries@braunstonetowncouncil.org.uk

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 @ 20p per sheet (black & white)	Copying 5p, Paper & Administration Charge 15p per copy
	Photocopying (colour) 30p per sheet	Copying 15p, Paper & Administration Charge 15p per copy
	Postage	Actual cost of Royal Mail standard 2nd class
Supply Information not listed in publication scheme	£15 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum Charge £15)	Actual Wage Costs £15.70 per hour
Statutory Fee	N/A	In accordance with the relevant legislation