

Information available from Leicester Forest East Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy/email/website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/email/website	
Location of main Council office and accessibility details	Hard copy/email/website	
Staffing structure	Hard copy/email/website	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy/email/website	

Finalised budget	Hard copy/email/website	
Precept	Hard copy/email	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy/email/website	
Grants given and received	Hard copy/email	
List of current contracts awarded and value of contract	Hard copy/email	
Members' allowances and expenses	Hard copy/email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Hard copy/email	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/email/website	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
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)	Hard copy/email/website	
Agendas of meetings (as above)	Hard copy/email/website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email/website	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email/website	
Responses to consultation papers	Hard copy/email/website	
Responses to planning applications	Hard copy/email/website	
Bye-laws	n/a	
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	ALL - Hard copy/email/website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	All - Hard copy/email/website	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	Hard copy/email	
Assets Register	Hard copy/email/website	
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)	Hard copy/email	
Register of members' interests	Hard copy/email	
Register of gifts and hospitality	Hard copy/email	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Community centres and village halls	Hard copy/email/website	
Parks, playing fields and recreational facilities	Hard copy/email/website	

Seating, litter bins, clocks, memorials and lighting	Hard copy/email/website	
Agency agreements	n/a	
Class 7(a) - The Services some Parish Councils offer but that Leicester Forest East Parish Council Does not		
Allotments	Contact Blaby District Council 0116 275 0555	
Burial grounds and closed churchyards	Contact Blaby District Council 0116 275 0555	
Bus shelters	Contact Blaby District Council 0116 275 0555	
Markets	Contact Blaby District Council 0116 275 0555	
Public conveniences	Contact Blaby District Council 0116 275 0555	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact Blaby District Council 0116 275 0555	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Assessments	Hard copy/email/website	
Internal Control Procedures	Hard copy/email/website	

Contact details:

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The Parish Office,
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Leicester Forest East,
Leicester
LE3 3JE

Tel: 0116 239 0039

Email: clerk@lfeparishcouncil.org.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white/colour)	Actual cost *

	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Reviewed November 2022
Reviewed July 2023
Reviewed July 2024
Due for review July 2025