

**Information available from Leicester Forest East Parish Council  
Under the Freedom of Information Model Publication Scheme**

Information to be published:	How the information can be obtained: website/hard copy) Some documents may be available for inspection only.
Leicester Forest East Parish Council will supply one copy of any information listed free of charge, excluding postage costs if required. Multiple copies will be charged as per the Schedule of Charges at the end of this guide.	
<b><u>Class 1 - Who we are and what we do</u></b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and it's Committees	Website Hard copy - contact the Parish Council office
Contact details for the Parish Clerk and Council Members	Website Hard copy - contact the Parish Council office
Location of the main Council office and accessibility details	Website
Staffing Structure	Website Hard copy - contact the Parish Council office
<b><u>Class 2 - What we spend and how we spend it</u></b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Annual return form and report by Auditor	Website. Hard Copy - contact the Parish Council Office
Finalised Budget	Website. Hard Copy - contact the Parish Council Office
Precept	Website Hard Copy - contact the Parish Council Office
Financial Regulations	Website Hard Copy - contact the Parish Council Office
Grants given and received	Website - full Council Minutes Hard Copy - contact the Parish Council Office
List of current contracts awarded and value of contract	Website - full Council Minutes Hard Copy - contact the Parish Council Office
Members allowances	None given

<b>Class 3 - What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews	
Chairman's Annual Report	Website/contact Parish Council Office if one is prepared
Neighbourhood Development Plan	Website/contact Parish Council Office
<b>Class 4 - How we make decisions</b> Decisions making processes and records of decisions	
Timetable of Meetings	Website Hard copy - contact Parish Council Office Noticeboards
Agendas of Meetings	Website Hard copy - contact Parish Council Office Noticeboards
Minutes of Meetings	Website Hard copy - contact Parish Council Office
Reports to be presented to council meetings	Hard copy - contact Parish Council Office
Responses to consultation papers	Website (Minutes) Hard copy - contact Parish Council Office
Responses to planning applications	Website (Minutes) Hard copy - contact Parish Council Office
Bye-Laws	Website (Minutes) Hard copy - contact Parish Council Office
<b>Class 5 - Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business and the provision of services:  Code of Conduct Standing Orders Policy Statements Complaints Procedure	Hard copy - contact Parish Council Office. Website Hard copy - contact Parish Council Office. Website Hard copy - contact Parish Council Office. Website Hard copy - contact Parish Council Office. Website
<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only	

Assets Register	Hard copy - contact the Parish Council Office and Documents available for inspection at the Parish Council Office  Also available on the Parish Council's website
Register of Members' Interest	Blaby District Council Website Hard copy - contact the Parish Council Office
Register of gifts and hospitality	Hard copy - contact the Parish Council Office

<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
The Parish Hall Parks, playing fields and recreational facilities Seating, litter bins, dog waste bins Parish Magazine publication Services for which the Council is entitled to recover a fee, together with those fees (e.g. Room rental, advertising parish magazine)	Website Contact the Parish Council Office
<b>Additional Information</b> A guide to published information	Website Hard copy - Contact the Parish Council Office
<b>Contact Details for the Parish Council Office</b> Mrs Holly Mann Clerk to the Parish Council The Parish Hall, Kings Drive, Leicester Forest East LE3 3JE	Telephone No: 0116 239 0039 Email address: <a href="mailto:clerk@lfeparishcouncil.org.uk">clerk@lfeparishcouncil.org.uk</a> <a href="http://www.lfepc.org.uk">www.lfepc.org.uk</a>  Office Hours: Monday – Friday 10am-12noon.

## Schedule of Charges

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

No charges are made for the supply of one copy of any document produced by the Council, excluding postage costs if posting is requested. If multiple copies should be required, the charges for copying as shown below will apply. If you ask the Parish Council to photocopy and post documents reasonable disbursements will be payable to cover such costs. You will be advised of any costs and these should be made prior to the release of any documentation.

Type of Charge	Description	Basis of Charge
Disbursement costs	Photocopying @ 6p per sheet (Black & White)	Copying - 0.5p/ Paper and administration costs 5.5p
	Photocopying sheet (colour) not available	
	Postage	At the cost of Royal Mail 2nd Class
Supply of information not listed in the Publication Scheme	£16 per hour for responding to requests for information not listed in the Council's Publication Scheme (minimum charge £16.00)	Based upon average of officer's actual salary costs
Statutory Fees		In accordance with relevant legislation