

## Information available from Lichfield City Council under the model publication scheme

**Class 1 - Who we are and what we do** (Organisational information, structures, locations and contacts). Current information only.

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website, Newsletter, or Hard Copy	Free * <sup>1</sup>
Contact details for Town Clerk and Council members (named contacts where possible with telephone number)	Website, Newsletter, or Hard Copy	Free * <sup>1</sup>
Location of Council office and accessibility details	Website, Newsletter, or Hard Copy	Free * <sup>1</sup>
Staffing structure	Website, Newsletter, or Hard Copy	Free * <sup>1</sup>

**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.

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website or Hard Copy	Free * <sup>1</sup>
Finalised budget	Website or Hard Copy	Free * <sup>1</sup>
Precept	Website or Hard Copy	Free * <sup>1</sup>
Financial Standing Orders and Regulations	Website or Hard Copy	Free * <sup>1</sup>
Grants given and received	Website or Hard Copy	Free * <sup>1</sup>
Members' allowances and expenses	Hard Copy	Free * <sup>1</sup>

**Class 3 – What our priorities are and how we are doing**  
(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy	Free * <sup>1</sup>
Quality status	Website or Hard Copy	Free * <sup>1</sup>
Local charters drawn up in accordance with DCLG guidelines	(None at present, but if any subsequently Website or Hard Copy)	Free * <sup>1</sup>

**Class 4 – How we make decisions** (Decision making processes and records of decisions) Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Website, Noticeboard or Hard Copy	Free *1
Agendas of meetings (as above)	Website or Hard Copy	Free *1
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as confidential to the meeting.	Website or Hard Copy	Free *1
Reports presented to council meetings - NB this will exclude information that is properly regarded as confidential to the meeting.	Website or Hard Copy	Free *1
Responses to consultation papers	Hard Copy	Free *1
Responses to planning applications	Hard Copy	Free *1
Bye-laws	(None at present, but if any subsequently Hard Copy	Free *1

**Class 5 – Our policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.

Information to be published	How the information can be obtained	Cost
<b><i>Policies and procedures for the conduct of council business:</i></b>		
Procedural standing orders	Website or Hard Copy	Free *1
Delegated authority in respect of officers	Contained in Standing Orders and Council Minutes	Free *1
Code of Conduct	Website or Hard Copy	Free *1
Policy statements	Hard Copy	Free *1
<b><i>Policies and procedures for the provision of services and about the employment of staff:</i></b> Policies relating to the delivery of services, e.g. Equality and diversity policy, Health and safety policy, Current vacancies, Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy	Hard copy	Free *1
Records management policies (records retention, destruction and archive)	Hard copy	Free *1
Data protection policies	Hard copy	Free *1

**Class 6 – Lists and Registers** Currently maintained lists and registers only

Any publicly available register or list	By inspection (if held)	Free
Assets Register	By inspection	Free
Register of members' interests	By inspection	Free
Register of gifts and hospitality	By inspection	Free

**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.

Allotments	Website or Hard Copy	Free * <sup>1</sup>
Closed churchyards	Website or Hard Copy	Free * <sup>1</sup>
Community centres and halls	Website or Hard Copy	Free * <sup>1</sup>
Parks, playing fields and recreational facilities	Website or Hard Copy	Free * <sup>1</sup>
Seating, litter bins, clocks, memorials and lighting	Website or Hard Copy	Free * <sup>1</sup>
Bus shelters	Website or Hard Copy	Free * <sup>1</sup>
Markets	Website or Hard Copy	Free * <sup>1</sup>
Public conveniences	Website or Hard Copy	Free * <sup>1</sup>
Agency agreements	Website or Hard Copy	Free * <sup>1</sup>
A summary of services for which the council is entitled to recover a fee, together with those fees	Website or Hard Copy	Free * <sup>1</sup>
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	As determined by the Council to be available on the website or by hard copy.	

**Contact details:**

Town Clerk, Lichfield City Council, 53 Wade St, Lichfield, WS13 6HL

**SCHEDULE OF CHARGES**

\*<sup>1</sup> One copy of any document will be supplied free of charge to any Lichfield city resident, for collection from the City Council Offices.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 10p per sheet black and white, and 30p per sheet colour, (based on actual cost) and the actual cost of Royal Mail 2<sup>nd</sup> class postage if applicable.

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