

LEICESTERSHIRE COUNTY COUNCIL

FREEDOM OF INFORMATION ACT 2000

DRAFT PUBLICATION SCHEME

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Information from this leaflet is also available in alternative versions (eg large print, Braille, tape) or an alternative language by contacting the numbers shown above.

5 languages "box"

[phone numbers to be inserted in final version]

INTRODUCTION

0.1 Purpose of the Scheme

The Freedom of Information Act 2000 requires each public authority to produce a publication scheme which sets out what information it will make available as a matter of course, how it will do so, and whether a charge is made for the information. The authority must then release the information as promised in its scheme. The scheme should make sure that a significant amount of information is readily available to the public. Publication schemes are also intended to develop a greater culture of openness within organisations.

This Publication Scheme identifies :

- classes of information published by Leicestershire County Council
- how that information may be obtained
- any charge made for the information

'Published Information' does not refer solely to printed material : it also includes publication on the website, one-off printed documents from a desktop PC, reports and leaflets.

Note : From January 2005 the Freedom of Information Act will allow the public access to all types of information held by Leicestershire County Council, whether published or not - subject to a limited range of exemptions.

0.2 Excluded Information

Some classes set out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained : it simply indicates that it is not available as a matter of course within the model publication scheme.

0.3 Requesting Information listed in this Publication Scheme

- **information which is available on the website** : a hypertext link will direct you to the correct page
- **information which is available by post** : a request can be made in writing to :
County Hall Service Point, County Hall, Glenfield, Leicester LE3 8SS
Fax - [to be added when known]
Email - foi@leics.gov.uk

When requesting information please include the following details :

Your name and address

The information or documents you would like to access

The format you would like to be sent - for example : printed leaflet, electronic copy via email, or electronic copy on a floppy disk.

We aim to provide information listed in this scheme within 5 working days.

- **printed formats available at specified locations** : available on personal visit to those locations

0.4 Charges

The County Council makes a wide range of pre-printed information available at no cost. More substantial printed publications such as Structure Plan documents are charged for : these are clearly indicated as such in the Publication Scheme. Where information is printed off to meet an enquiry the County Council reserves the right to make a reasonable copying charge. This is most likely to occur where the document size exceeds 10 pages or where multiple copies are requested.

0.5 Requesting other Information

The County Council's policy is to facilitate public access to information it holds, and will seek to respond promptly to written enquiries. By law the Council has to respond to Data Protection Act Subject Request Access enquiries within 40 days, to access requests to School Pupil records within 15 days, and to requests for Environmental Information (under the Environmental Information Regulations) within two months. In other cases where no response period is set by legislation the County Council will aim to respond within 20 days.

Exemptions apply to some areas of information. Examples are :

- Section 100 (a) (4) of the Local Government Act
- Environmental Information Regulations 1992
- Data Protection Act 1998

There may be a charge for some information requested, and in some cases the Council may decline to supply information where to do so would incur unreasonable expense to the Council.

0.6 Feedback and Review

It is important that the scheme meets the needs of its users. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the publications themselves might be improved. Any questions, comments to complaints about this scheme should be sent to the Freedom of Information Coordinator.

Leicestershire County Council will review this scheme at least once before Freedom of Information Act comes fully into force in January 2005.

0.7 About Leicestershire County Council

Leicestershire County Council provides local government services for Leicestershire. It forms one level of the Leicestershire's three tier pattern of local government : the other two levels are provided by (a) District/ Borough Councils, and (b) Parish/Town Councils. Services provided by Leicestershire County Council include the provision of schools, community education, social care, libraries, museums and roads.

0.8 For more information contact :

(Name of individual to be inserted)
Freedom of Information Coordinator
Leicestershire County Council
Glenfield
Leicestershire
LE3 8RA

Telephone : 0116 265 xxxx
Fax : 0116 265 xxxx
Minicom : 0116 265 xxxx

Email : foi@leics.gov.uk

Overall responsibility for Freedom of Information within Leicestershire County Council is carried by the Assistant Chief Executive.

1 LCC AS AN ORGANISATION

Information about our organisation, role, budget, how decisions are made, and key staff are appointed. Includes publications such as the constitution, plans and strategies, press releases.

1.1 Constitution

1.1.1 County Council Constitution	
Description :	Current constitution : sets out how the County Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
Availability	Printed copy - by post or visit to County Hall ; website : http://www.leics.gov.uk/chief-execs/constitution/index.htm
Cost	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.2 Elected Members

1.2.1 Councillors	
Description :	These details about current councillors : contact information, photographs, current appointments to internal and external bodies, political composition of council.
Availability :	Printed copy - by post or visit to County Hall; website : http://magnet.leics.gov.uk/members/website/index.asp
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.2.2 Declaration of members' interests / Register of members gifts and hospitality	
Description :	Declarations by current members; current register
Availability :	By inspection at County Hall during normal office hours (9am-5pm Monday - Friday)
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.2.3 Codes of Conduct	
Description :	Current Members' local code of conduct; current Planning code of conduct
Availability :	Printed copy - by post or visit to County Hall; Local code of conduct is available on the website : http://www.leics.gov.uk/chief-execs/constitution/part05a_b_c.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.2.4 Elected Member Allowances	
Description :	Current Member Allowance Scheme; most recent independent remuneration panel report; payments made to members in last financial year.
Availability :	Printed copy - by post or visit to County Hall; website :

	http://www.leics.gov.uk/chief-execs/council/local_democracy/members_expenses/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.2.5 Information about the chairman and vice-chairman and their diary of engagements

Description :	Biographical information of the current Council Chairman and details of the theme for his/her term of office. Outline of official engagements of Chairman and Vice-Chairman
Availability :	Printed copy - by post or visit to County Hall.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.3 Elections

1.3.1 County Council elections

Description :	Election and by-election results since June 2001;
Availability :	Printed copy - by post or visit to County Hall; Election and by-election results since June 2001 are on the website : http://www.leics.gov.uk/chief-execs/members/results/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.3.2 Electoral Divisions

Description :	Map of current electoral divisions; which parishes fall in which divisions
Availability :	Printed copy - by post or visit to County Hall
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.4 Decision Making Process

1.4.1 Current appointments to Cabinet, Scrutiny Commission, Scrutiny Committees and Regulatory Bodies; current roles and responsibilities of Cabinet Members

Description :	
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/chief-execs/council/local_democracy/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.4.2 County Council Meetings

Description :	Schedule of meetings; agendas, reports and minutes of County Council, Cabinet, Scrutiny Commission, Scrutiny Committees and Regulatory Board; members' digest of decisions; word-for-word record of full council meetings. Exemptions apply to information which is (a) personal information; (b) provided in confidence; (c) forbidden from disclosure by law.
Availability :	Printed copy - by post or visit to County Hall; website : carries reports, minutes, agendas dating back to June 2001 only http://politics.leics.gov.uk/uuCoverpage.asp

Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4' There is a charge for provision of the word-for-word record of full council meetings.
Notes	

1.4.3 User Information : Public Involvement in meetings and decision making	
Description :	Introductory current information about public involvement in meetings and decision making.
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/chief-execs/council/advisory_notes/public_involvement_index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.5 Consultation

1.5.1 Consultation with the public and other stakeholders	
Description :	Current information about how the County Council consults with the public and other stakeholders. Detailed information about recent, current and planned consultations.
Availability :	'Best Practice Guide for Departments' and publicity material published in connection with current consultations is available by post or visit to County Hall; more detailed information about most current consultations is available via the website : http://www.leics.gov.uk/chief-execs/consultation/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.6 Plans and Strategy

1.6.1 Plans, Policies and Strategies	
Description :	Current editions of the plans and strategies which form the authority's policy framework.
Availability :	Printed copy - by post or visit to County Hall; many of the plans are also available on the website http://www.leics.gov.uk/corporate/navigation/secondary_navigation/plans_and_policies.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.7 Finance

1.7.1 Current Budget Proposals / Current Agreed Budget	
Description :	Includes summarised revenue budget, capital programme, provisional forward capital programmes
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/treasurers/finance/finance_index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.7.2 Annual Audited Statement of Accounts	
Description :	Latest edition of the Annual Publication of the audited statement of accounts
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/treasurers/finance/finance_index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.7.3 Financial Procedure Rules	
Description :	Current edition
Availability :	Printed copy - by post or visit to County Hall; website : http://www.leics.gov.uk/chief-execs/constitution/part04f.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.8 Procurement

1.8.1 Procurement Guidance	
Description :	Current guidance
Availability :	Printed copy - by post or visit to County Hall; website
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	Will be posted on website by Feb 2003

1.9 Performance

1.9.1 Best Value Performance Plan	
Description :	Current Best Value Performance Plan
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/corporate/bestvalue/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.9.2 Service Reviews & Inspections	
Description :	For all reviews and inspections since April 2000 : scope, position statement, final report and implementation plan
Availability :	website http://www.leics.gov.uk/chief-execs/best_value/service_reviews_insp/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	* inspection reports are published by the appropriate external agency : a link is provided on the website to the external site

1.10 Management Structure of the County Council

1.10.1 Management Structure, and details of chief officers	
Description :	Current structure and officers
Availability :	Printed copy - by post or visit to County Hall.
Cost :	Free - except in some cases where the Council prints off information

	specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.10.2 Appointment of Chief Officers

Description :	Current procedure rules
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/chief-execs/constitution/part04g_h.htm#part4h
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.10.3 Delegated Powers to Heads of Departments

Description :	Current arrangements
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.11 General Contact Information

1.11.1 A-Z of Services

Description :	Current edition
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/a-z.html
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.12 Complaints / Comments / Commendations

1.12.1 Corporate Complaints / Comments / Commendations Procedure

Description :	Details of current procedure.
Availability :	Printed copy - by post or visit to County Hall; website: http://www.leics.gov.uk/corporate/contact/complain_comment/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.12.2 Leicestershire Education Service

Description :	Current advice for parents about making complaints in respect of services provided by the Leicestershire Education Service
Availability :	Printed copy by post or visit to County Hall; Website http://www.leics.gov.uk/education/for_parents.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.12.3 Social Services - Complaints and Commendations

Description :	Includes the current Complaints and Commendations procedure and information about how to make a complaint or commendation.
Availability :	Printed copy - by post or visit to County Hall; information how to make a complaint or commendation plus the necessary form via the website. http://www.leics.gov.uk/social_services/other_services/complaints/commends.htm

Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.13 News

1.13.1 Press Releases	
Description :	All press releases issued proactively by the County Council for the last 12 months
Availability :	website : http://www.leics.gov.uk/corporate/press_releases/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.13.2 Newsletters	
Description :	Current issue of 'Leicestershire Matters' and other newsletters providing the public with information about current County Council news, events, plans, developments. Leicestershire Matters appears quarterly.
Availability :	Printed copy - by post or visit to County Hall; Leicestershire Matters is also delivered free to most households in the county; website shows Leicestershire Matters and some other newsletters http://www.leics.gov.uk/corporate/navigation/secondary_navigation/news_and_new.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.14 Social Inclusion & Equal Opportunities

1.14.1 Disability Discrimination Act	
Description :	Current guidance for staff.
Availability :	Printed copy - by post or visit to County Hall.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.14.2 Race Equality Scheme	
Description :	Current scheme
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	To be published in 2002...

1.15 Staff

1.15.1 Job Vacancies - Listing	
Description :	Current Jobs Bulletin which lists all current Job Vacancies - except for some Schools jobs ; may also exclude casual jobs which will last less than 13 weeks.
Availability :	Personal visit to County Hall, Libraries, Service Shops; by post; website : http://www.leics.gov.uk/corporate/jobs/jobs_main.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.15.2 Employee Policies / Procedures / Conditions of Service etc	
Description :	Current information
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.15.3 Local Government Pension Scheme	
Description :	Current editions of employee's guide, death grant nomination form, latest annual reports
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.16 Data Protection Act & Freedom of Information Act

1.16.1 Previous FOI queries	
Description :	Log of previous FOI queries received by Leicestershire County Council
Availability :	N/A
Cost :	N/A
Notes	Not yet available. Will be available following full implementation of the FOI Act in 2005.

1.16.2 FOI - User Information	
Description :	Introductory current information about FOI : covers topics such as how to make an FOI application, complaints and appeals, request fee
Availability :	N/A
Cost :	N/A
Notes	Not yet available. Will be available following full implementation of the FOI Act in 2005

1.16.3 FOI complaints and appeals	
Description :	How to log a complaint or appeal under the FOI Act : current procedures
Availability :	N/A
Cost :	N/A
Notes	Not yet available. Will be available following full implementation of the FOI Act in 2005

1.16.4 Data Protection Act : Access to Social Services Records	
Description :	Includes the current Access to Records Procedure and public information leaflets about access to records.
Availability :	Printed copy - by post or visit to County Hall; basic information about the procedure via the website.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	This class appears in both 1.16 and 2.12

1.17 Local Acts, By-laws, Registers, Agreements, Orders & Notices

1.17.1 Leicestershire Act 1985	
Description :	Information on the local regulation and licensing of highways, safety and environmental issues.

Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.17.2 Local By-laws

Description :	Information on (a) the regulation of child employment, libraries, country parks; and (b) good rule & government.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.17.3 Highway Act 1980 - Sections 38 and 278

Description :	Agreements relating to restricting, regulating or controlling the development of land in Leicestershire since 1974.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Specimens free of charge.
Notes	

1.17.4 Town & Country Planning Act 1990 : Section 106

Description :	Agreements relating to restricting, regulating or controlling the development of land in Leicestershire since 1974.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Reasonable copying charge
Notes	

1.17.5 Register of Commons and Register of Town and Village Greens

Description :	Record of registered maps and rights of common
Availability :	Open to inspection at County Hall free of charge by appointment
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

1.17.6 Statutory Orders & Notices

Description :	Notices and orders made by the County Council since April 1974 relating to Highways, Planning, Traffic Regulation and Rights of Way.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Reasonable copying charge.
Notes	

1.17.7 Definitive Map Modification Orders

Description :	Orders amending the Definitive Map showing rights of way in Leicestershire since 1981.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Reasonable copying charge.
Notes	

1.17.8 Register of Large Raised Reservoirs

Description :	Register of current ownership and supervising engineers
Availability :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4' of charge by inspection at County Hall by appointment; application forms to register available free of charge Printed copy - by post;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2 SERVICES PROVIDED BY LCC

2.1 Childcare Information

2.1.1. Children's Information Service Strategic Plan & Implementation Plan	
Description :	Current versions
Availability :	Printed copy - by post or visit to County Hall; website: Strategic Plan : http://www.leics.gov.uk/education/policy_docs/early_yrs_dev/strategic/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.1.2 Childcare Link	
Description :	Website of current childcare provision in Leicestershire; also offers current guidance and advice on looking for childcare provision / related job vacancies / leisure activities / family support etc.
Availability :	Website: http://www.childcarelink.gov.uk/whitebox/cis.asp?cisid=5015&mapid=572
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.1.3 User Information	
Description :	Introductory current information in the form of handouts, folders etc. about aspects of the Children's Information Service. These are aimed at parents, employers, employees, volunteers etc, and cover topics such as Childminding, Nurseries, Pre-schools, Playgroups, Working with children, Recruitment, Funding
Availability :	Printed copy - by post or visit to County Hall; some of the information is also on website : http://www.childcarelink.gov.uk/whitebox/cis.asp?cisid=5015&mapid=572
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.2 Community Safety

2.2.1 Community Safety Strategy	
Description :	Current edition of the strategy.
Availability :	Printed copy - by post or visit to County Hall; website
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	To be published by the end of 2003.

2.2.2 Crime & Disorder Reduction Partnership Strategies	
Description :	Current strategies for each District Council area in Leicestershire
Availability :	Printed copy - by post or visit to County Hall; website www.leics.gov.uk/chief-execs/plans/crime_and_disorder_reduction/districts/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.2.3 Leicestershire Partnership for Safer Communities	
Description :	Introductory current information about the Partnership and the 7 statutory crime and disorder partnerships in the County
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/p_t/lpsc/ie/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.2.4 Emergency Management : Policy and Plans	
Description :	Current policy and plans.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.2.5 Leicester, Leicestershire and Rutland Emergency Planning Partnership	
Description :	Strategic agreement. Introductory current information about the partnership.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.3 Consumer / Trader Advice & Services

2.3.1 Petroleum / Explosives / Poisons Registration and Licensing - Application Forms	
Description :	Current application Forms and schedule of fees
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.3.2 User Information	
Description :	Current introductory information on (a) consumer and traders' rights; (b) testing and analysis services, calibration and metrology. Current schedule of fees payable.
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/reg_services/trading_standards/trading_standards.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.4 Economy of Leicestershire - Promotion & Support

2.4.1 User Information	
Description :	Introductory current information about aspects of the local economy, such as available industrial property, monthly update of selected unemployment statistics relating to Leicestershire
Availability :	Printed copy - by post or visit to County Hall; selected range of statistics is available on the website :

	http://www.leics.gov.uk/p_t/policy_research/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5 Education & Life Long Learning

2.5.1 Plans, Policies & Strategies

2.5.1.1 Plans, Policies and Strategies	
Description :	Current plans, policies and strategies managed by the Education Department of Leicestershire County Council
Availability :	Printed copy by post or visit to County Hall; website http://www.leics.gov.uk/education/policy_docs/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5.2 Adult & Community Learning / Youth Work

2.5.2.1 Current Policies and Plans	
Description :	Includes Youth & Community Education Service Plan, Adult Learning Plan, Youth Work Plan
Availability :	Printed copy by post or visit to County Hall; website http://www.leics.gov.uk/education/policy_docs/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5.2.2 User Information	
Description :	Introductory current information about topics such as how to become a youth worker, Duke of Edinburgh Award, Adult Education in Leicestershire, Family Learning.
Availability :	Printed copy by post or visit to County Hall; website http://www.leics.gov.uk/education/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5.3 Grants etc

2.5.3.1 Trust Funds, Loans, Grants, Educational Foundations and Scholarships	
Description :	Current summary of available financial support
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	To be completed in 2002 ...

2.5.4 Schools

2.5.4.1 Current Plans

Description :	Includes School Organisation Plan and Behaviour Support Plan
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/education/policy_docs/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5.4.2 Complaints

Description :	Current advice for parents about making complaints in respect of services provided by the Leicestershire Education Service
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/education/for_parents.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5.4.3 Performance Information

Description :	Most recent Key Stage 2 Leicestershire Performance Tables
Availability :	website : http://www.dfes.gov.uk/performance/primary_01.shtml
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	Other performance information about Leicestershire schools is published by Ofsted http://www.ofsted.gov.uk/ and the Department for Education and Skills (DfES) http://www.dfes.gov.uk/performance/

2.5.4.4 Leicestershire LEA (Local Education Authority) Directory of Contact Details for Schools and Colleges

Description :	Current contact details
Availability :	Printed copy - by post or visit to County Hall; Website : http://www.leics.gov.uk/education/about_schools.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.5.4.5 User Information

Description :	Introductory current information about schools and their services. Includes general guides to primary and secondary education, and information for governors; there are also specific topics such as bullying.
Availability :	Printed copy - by post or visit to County Hall; website : http://www.leics.gov.uk/education/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	'School Curriculum' and 'Free Schools Meals : Application Form' leaflets to be completed in 2002 ...

2.5.5 Special Education Needs

2.5.5.1 Special Education Needs - Current Policies and Plans

Description :	
Availability :	Printed copy - by post or visit to County Hall; some documents available on the website http://www.leics.gov.uk/education/sen.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	To be completed in 2002 ...

2.5.5.2 User Information

Description :	Introductory current information about the Special Information Needs Service in Leicestershire. Covers topics such as confidentiality; statutory assessment; tribunal appeals.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	To be completed in 2002

2.6 Environment - Natural & Built : Ecology / Conservation / Countryside Management / Sustainability / Historic Buildings

2.6.1 Current Strategies	
Description :	Includes Landscape & Woodland Strategy; Nature Conservation Strategy;
Availability :	Printed copy - by post or visit to County Hall; website has the Landscape and Woodland Strategy : http://www.leics.gov.uk/p_t/environmental_management/landscape_strategy/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.6.2 Sustainability Appraisal Scheme Guidelines	
Description :	Current guidelines
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.6.3 Partnership for Environmental Protection (PEP) Agreements	
Description :	Current Agreements
Availability :	Printed copy - by post from LMARS HQ
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	??? exemptions required - to be checked

2.6.4 User Information	
Description :	Introductory current information covering a range of topics such as ecology, grants; contractors, nurseries; landscape, sites of scientific and archaeological interest
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.7 Leisure / Sport / Tourism

2.7.1 Strategies	
Description :	Current strategies for Recreation, Rights of Way, Tourism
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.7.2 User Information	
Description :	Introductory current information about services available : topics include caravanning, places to visit, sports clubs for disabled people, funding for recreational facilities, improving local footpaths
Availability :	Printed copy - by post or visit to County Hall; some available on the website
Cost :	Most items free. Nominal charge for others (varies from 30p to 75p)

2.8 Libraries

2.8.1 Strategies, Plans, Policies	
Description :	Current documents : includes Annual Library Plan, Stock Policy, Library Services to Education Service Plan.
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/libraries/policy_documents/policy.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	Group Plans will be added in 2003-2004.

2.8.2 Directory of Libraries	
Description :	Current list of libraries and mobile stops
Availability :	Printed copy - by post and from libraries; website www.leics.gov.uk/libraries/libraries/libraries_main.htm www.leics.gov.uk/libraries/mobile_library_service/village_index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.8.3 Catalogue	
Description :	Current catalogue of books and sound recordings held by Leicestershire Libraries & Information Service
Availability :	Website: http://libraries.leics.gov.uk ; online in Libraries
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.8.4 User Information	
Description :	Introductory current information (a) for specific groups of users such as new members and special interest groups, and (b) about specific services such as local studies, talking books, internet access
Availability :	Printed copy - by post and from libraries; website http://www.leics.gov.uk/libraries/libraries_information/services.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'; there is a charge for some more comprehensive publications such as 'Fiction Lists to support the National Curriculum'
Notes	

2.9 Museums, Arts, Local History & Archives

2.9.1 Strategies, Plans & Policies	
Description :	Current strategies, plans and policies : cover topics such as acquisitions and disposals policy, conservation, museum education, volunteer policy etc.
Availability :	Printed copy - by post;

Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.9.2 Museums Partnership Agreements

Description :	Agreements with borough/district councils for Charnwood and Harborough Museums
Availability :	Printed copy - by post;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.9.3 User Information

Description :	Introductory information about aspects of the service such as archaeology, arts, archives and local studies, what's on.
Availability :	Printed copy - by post.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'; there is a charge for some more comprehensive publications
Notes	

2.10 Planning

2.10.1 Structure Plan

Description :	Explanatory Memorandum / Written Statements / Reports of Publicity / Monitoring Reports / Examination in Public etc - all official documents relating to current structure plan
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/p_t/structure_plan/index.htm Comments submitted by the public and developers are available for inspection at the County Council Service Point, County Hall.
Cost :	Charge for some individual documents (varies from £8 to £20)
Notes	

2.10.2 Development Control Planning Charter

Description :	Current charter : sets out how the authority will handle a planning application
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.10.3 Leicestershire Minerals Local Plan

Description :	Current plan and enforcement policy
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Enforcement Policy is free; Plan costs £15 (£18 if posted).
Notes	

2.11 Registration Service

2.11.1 Registry Offices - contact details

Description :	Current opening times and contact details for all offices
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/reg_services/registration_services/index.htm
Cost :	Free - except in some cases where the Council prints off information

	specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.11.2 Standards of Service

Description :	Details of current Registration Standards and Responses
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/reg_services/registration_services/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.11.3 Application for Copy Certificates

Description :	Current application form for copy of birth/death/marriage certificate
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/reg_services/registration_services/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.11.4 User Information

Description :	Current introductory information on topics such as civil marriage ceremonies; list of premises approved for civil weddings
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/reg_services/registration_services/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.12 Social Services

2.12.1 Strategies, policies and plans

Description :	Current strategies and plans covering a wide range of the departments services. These include the Departmental Service Plan, Carers Plan, Charging Policy.
Availability :	Printed copy - by post or visit to County Hall; some plans are available on the website : http://www.leics.gov.uk/social_services/plans_and_charters/index.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.12.2 Access to Records Procedures

Description :	Includes the current Access to Records Procedure and public information leaflets about access to records.
Availability :	Printed copy - by post or visit to County Hall; basic information about the procedure via the website.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	This class appears in both 1.16 and 2.12

2.12.3 Community Care and Continuing Care Eligibility Criteria

Description :	Details of current eligibility criteria for community care and continuing care services.
Availability :	Printed copy - by post or visit to County Hall; some information on the website
Cost :	Free - except in some cases where the Council prints off information

	specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.12.4 Performance Information

Description :	Current Performance Assessment Framework indicators, current Best Value Indicators
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/corporate/bestvalue/2001/app4_b1.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	Other performance information about Leicestershire Social Services is published by the Social Services Inspectorate www.doh.gov.uk/scg/localindex.htm and the Audit Commission www.audit-commission.gov.uk/index.asp

2.12.5 Health and Safety Policies and Manuals

Description :	Current policies and manuals maintained by Leicestershire Social Services Department.
Availability :	Printed copy - by post or visit to County Hall.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.12.6 Complaints and Commendations

Description :	The current Complaints and Commendations procedure and information about how to make a complaint or commendation.
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/social_services/other_services/complaints/comments.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.12.7 User Information

Description :	Current introductory information about services : covers topics such as Adoption, Adult Placement Scheme, day care services, fostering
Availability :	Printed copy - by post or visit to County Hall; website http://www.leics.gov.uk/social_services/what_we_do.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.13 Transport

2.13.1 Plans & Strategies

Description :	Current Transport Plans for Leicestershire; Road Safety Plan for Leicestershire; Walking and Cycling Strategy
Availability :	Printed copy - by post or visit to County Hall ; Transport Plans are also available on the website http://www.leics.gov.uk/p_t/tp/index.htm Note : the Central Leicestershire Transport Plan is not available for purchase at County Hall : please contact Leicester City Council, New Walk Centre, Leicester.
Cost :	Transport Plans cost £30 inc p & p for Commercial Use; £10 inc p & p for local residents. Road Safety Plan / Walking and Cycling Strategy - £15 inc p & p for

	Commercial Use; £7.50 inc p & p for local residents. Annual Progress Reports on the Transport Plans are free.
Notes	

2.13.2 User Information

Description :	Introductory current information on aspects of transport information : covers topics such as car sharing, traffic calming, driving in fog, surface dressings
Availability :	Printed copy - by post or visit to County Hall.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.13.3 Concessionary Travel Schemes

Description :	Current user information and application forms
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.14 Travellers

2.14.1 Code of Practice

Description :	Current code of practice applying to all unauthorised encampments on local authority land; current guidance notes for travellers
Availability :	Printed copy - by post or visit to County Hall.
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.15 Waste & Recycling

2.15.1 Leicestershire, Leicester & Rutland Waste Local Plan

Description :	Current plan
Availability :	Printed copy - by post or visit to County Hall; website : http://www.leics.gov.uk/p_t/planning_control/plans/wlp.htm
Cost :	£15 (£18 if posted)
Notes	

2.15.2 Permit to Tip Waste - Application Form

Description :	Current application form
Availability :	Printed copy - by post or visit to County Hall; website : http://www.leics.gov.uk/p_t/waste_management/permit.htm
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.15.3 User Information

Description :	Introductory current information about aspects of waste and recycling : covers topics such as recycling textiles, list of waste sites.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.16 Youth Offending Service

2.16.1 Youth Justice Plan	
Description :	Current plan
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.16.2 Youth Offending Service Partnership	
Description :	Current inter-agency agreement; and Service Agreement with Rutland County Council; Protocols for work with partners and for access to Leicestershire Constabulary Database; reports to Board (available for previous year)
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

2.16.3 User Information	
Description :	Introductory current information covering topics such as Youth Offending Service, Bail Support, Mentoring etc.
Availability :	Printed copy - by post or visit to County Hall;
Cost :	Free - except in some cases where the Council prints off information specifically to meet an enquiry. See Introduction - section 0.4'
Notes	

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