

## Information available from Lickey and Blackwell Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>Lickey and Blackwell Parish Council has 9 elected or co-opted members and 1 part time executive officer. Contact details (telephone, e-mail and postal) for all members and the EO are on the website <b><a href="http://www.lickeyandblackwellpc.org">www.lickeyandblackwellpc.org</a></b></p>		
Who's who on the Council and its Committees	Website, quarterly newsletter or hard or electronic copy from EO	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	eo@lickeyandblackwellpc.org 0121 445 1849 All councillor contact details on website, noticeboards and quarterly newsletter	
Location of main Council office and accessibility details	Office open from 9.30-2.30 every Tuesday at Trinity Centre, 411 Old Birmingham Rd Lickey – residents can call in, no appointment needed	
Staffing structure	Hard or electronic copy via Executive officer	

<p><b>Class 2 – What we spend and how we spend it</b> (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	E mail or paper copy via Exec Officer or on website	
Finalised budget	As above	
Precept	As above	
Members' allowances and expenses	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	E mail or paper copy via Exec Officer	
List of current contracts awarded and value of contract	E mail or paper copy via Exec Officer	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan & Village Design Statement	Website or hard copy via Exec Officer	
Annual Report to Parish or Community Meeting (current and previous years)	Delivered to each household. Website or hard copy via EO	
Quality status	Currently applying	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On notice boards & website or request paper or electronic version from Exec Officer	
Agendas of meetings (as above)	On notice boards & website or request	

Agendas of meetings (as above)	On notice boards & website or request paper or electronic version from Exec Officer	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website or request paper or electronic version from Exec Officer	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Paper or electronic copy via exec officer	
Responses to consultation papers	Paper or electronic copy via exec officer	
Responses to planning applications	See planning pages at Bromsgrove District Council website	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Code of Conduct Procedural standing orders	Paper or electronic copy via exec officer (both)	
Committee and group structure including current membership	Quarterly newsletter & noticeboard	
Policies and procedures for the provision of services and about the employment of staff:		
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website, paper or electronic copy via exec officer (both)	

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets Register	Website, paper or electronic copy via exec officer	
Register of members' interests	Website, paper or electronic copy via exec officer or District Council website	
Register of gifts and hospitality	Paper or electronic copy via exec officer	
<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)		
Current information only		
HERE WE WILL WRITE A PARAGRAPH DETAILING ALL THAT WE DO – LENGTHSMAN, PLANTERS ETC		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletters (back dated copies)	Hard copies available from EO or on website	

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**e-mail – [eo@lickeyandblackwellpc.org](mailto:eo@lickeyandblackwellpc.org)**

#### SCHEDULE OF CHARGES

Photocopying will be charged at 5p per sheet for black and white or 10p per sheet for colour. Postage to be charged at cost of 2nd class postage, unless other arrangements (eg collection) are made