

## Freedom of Information Act 2000

### PUBLICATION SCHEME

#### Classes

- 1 Who we are and what we do**  
*Organisational information, structures, locations and contacts*
  
- 2 What we spend and how we spend it**  
*Financial information about projected and actual income and expenditure, procurement, contracts and financial audit*
  
- 3 What our priorities are and how we are doing**  
*Strategies and plans, performance indicators, audits, inspections and reviews*
  
- 4 How we make decisions**  
*Decision-making processes and records of decisions*
  
- 5 Our policies and procedures**  
*Current written protocols, policies and procedures for delivering our services and responsibilities*
  
- 6 Lists and registers**  
*Public registers, asset registers, electoral register, members' interests, gifts and hospitality  
Highways, licensing, planning, etc*
  
- 7 Services provided by the council**  
*Information about the services the council provides including leaflets, guidance and newsletters*

Detailed information on the expected content of local authority publication schemes is available at

[http://www.ico.gov.uk/what\\_we\\_cover/freedom\\_of\\_information/publication\\_schemes/](http://www.ico.gov.uk/what_we_cover/freedom_of_information/publication_schemes/)

in [Definition document for the Model Publication Scheme for principal local authorities](#)

**Freedom of Information Act 2000**

**PUBLICATION SCHEME**

**Freedom of Information Publication Public List**

**Notes**

1. Council Service Plans (highlighted in RED) are not yet available

2. Other notes highlighted in YELLOW

3. All Publication List items are in Publication Scheme class and subclass order:  
see column "Publication Scheme Info Class Key"

4. Services key *includes*

<b>Customer</b>	Customer Services	<b>First contact point for all FOI requests</b> <i>Accountancy, purchasing</i>  <i>Personnel, training, elected member development, elections, committee services, land charges</i> <i>Information and communications technology</i> <i>Legal advice to council, legal administration</i> <i>Central policy unit, best value performance monitoring, internal audit</i> <i>Planning, enforcement, development control, building control, environmental health, licensing</i> <i>Economic and community development, housing, arts, leisure, council tax, business rates, benefits, council house rents</i> <i>Waste management, property &amp; grounds management, pest control</i>
<b>Finance</b>	Finance Services	
<b>HR &amp; Comms</b>	Human Resources & Communications	
<b>ICT</b>	Information & Communications Technology	
<b>Legal</b>	Legal Services	
<b>Policy &amp; Perf</b>	Policy & Performance	
<b>Regulatory Services</b>	Regulatory Services	
<b>Soc &amp; Econ Dev</b>	Social & Economic Development	
<b>Street Scene</b>	Street Scene & Environment	
<b>Welland Procurement</b>	Welland Procurement Unit	

5. 'LGCS' is the Local Government Classification Scheme reference

Pub Scheme Info Class Key	Service	Document Name	Type of information eg: advice leaflets, booklets, registers,	Subject of information eg: pest control, noise, council tax, elections, etc	Format of information eg: Paper, Electronic, Both	If available on Internet, is it downloadable?	Release of information eg: Now, Not Yet	Is there to be a charge for the information? How much?	Large print? Other Languages?	LGCS Key 2.03 version
1	HR & Comms	"Know your Melton Borough Councillors"	Booklet	Corporate	Both	Yes	Now	No	Large Print - on Request - subject to charge	309
1	HR & Comms	Constitution of the Council		Corporate	Both	Yes	Now	No	Large Print - on Request	297
1	HR & Comms	Organisational structure	Chart	Corporate	Both		Now	No	Large Print - on Request	769
1	HR & Comms	Agendas, Minutes and Reports for Council meetings		Corporate	Both		Now	Yes, £5+VAT for Agendas; 10p per sheet for minutes, minimum £1	Large Print - on Request	285
1	Soc & Econ Dev	Constitutions	Factsheet	Community & voluntary groups	Paper		Now	No	On request	333
2	Finance	Treasury Policy Statement	Report	Treasury Mgmt Policy & Strategy	Paper		Now	No	No	426
2	Finance	Medium Term Financial Strategy	Booklet	Medium Term Financial Strategy	Paper		Now	No	No	426
2	Finance	Budget Book	Booklet	MBC Budget	Paper		Now	Yes, £5	No	419
2	Finance	Statement of Accounts	Booklet	MBC Accounts	Paper	Yes	Now	Yes, £5 (as one doc)	No	407
2	Finance	Summary Accounts	Booklet	MBC Accounts	Paper	Yes	Now	No	No	407
2	Finance	Budget Monitoring	Report	Progress of spending against approved budgets	Paper		Now	No	No	419
2	Finance	Annual Internal Audit Report	Report	Internal Audit performance	Paper		Now	No	No	406
2	Finance	Annual Audit Letter	Report		Paper	Yes	Now	Yes, £5	No	406

2	<b>HR &amp; Comms</b>	Employment stats	Reports	Staff in post, grade, level etc	Both		Now	No		536
2	<b>Soc &amp; Econ Dev</b>	Funding for Leisure Opportunities	Leaflet	Leisure, grants	Paper [some on melton online]	Partly	Now [re-release in 2003-04]	No	On request	679
3	<b>Customer</b>	Service Standards	Leaflet	Timescales for Council Services	Paper		Not Yet (April 2006)	No		770
3	<b>Customer</b>	Service Plan		aims, objectives, performance	Both		Now			773
3	<b>Finance</b>	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	<b>HR &amp; Comms</b>	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	<b>HR &amp; Comms</b>	Recruitment stats	Minutes	Recruitment	Both		Now	No	Large Print	556
3	<b>ICT</b>	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	<b>ICT</b>	IT Strategy & Development Plan	Booklet	IT Projects	Both	Yes	Now	No		594
3	<b>Legal</b>	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	<b>Policy &amp; Perf</b>	Melton Market Development Study 2003	Study		Both	Yes	Now	Yes, £30		339

3	Policy & Perf	Melton Urban Housing Potential Study 2006	Study	Assessment of hsg sites	Both		Now	Yes, £50		480
3	Policy & Perf	GL Hearn - Melton Retail Study	Study	Assessment of Retail in the Borough	Both		Now	Yes, £20		338
3	Policy & Perf	Melton Retail Study 2003	Study	Assessment of Retail in the Borough	Both		Now	Yes, £50		339
3	Policy & Perf	Residential Land Availability	Survey	Assessment of land	Both		Now	Yes, £15		336
3	Policy & Perf	Melton Mowbray Town Centre Car Parking Strategy	Report	Local development	Both	Yes	Now	Yes, £40		339
3	Policy & Perf	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	Policy & Perf	Melton Community Partnership (LSP)	Minutes	Record of meetings	Paper		Now	No		340
3	Policy & Perf	Melton Community Strategy	Booklet	Strategy	Both		Now	No		335
3	Policy & Perf	Leicester & Leicestershire Strategic Housing Market Area Assessment	Report	Strategy	Electronic	Yes				480
3	Regulatory Services	Contaminated land Strategy	Strategy document	Contaminated land investigation plan	Paper/Electronic	Yes	Now	No (Strategy doc); Yes (plan) £20 per plan		157

3	Regulatory Services	Annual HECA report	Government return document	Progress regarding home energy savings year on year	Paper		Now	No		146
3	Regulatory Services	Service Plan and Improvement Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Paper		Now			773
3	Regulatory Services	Enforcement Concordat	Document of commitment	committing authority to	Paper/Electronic pending		Now	No		147
3	Soc & Econ Dev	Arts Strategy for Melton Borough 2002-07	Strategy document [& Exec Summary]	Arts	Paper		Now	No	On request	677
3	Soc & Econ Dev	Civic Trust Town Centre Strategy	Booklet	Strategy	Paper		Now	No		339
3	Soc & Econ Dev	Economic Development Statement	Booklet	Strategy	Paper		Now			341
3	Soc & Econ Dev	Town Centre Business Plan	Booklet	Town Centre	Paper		Now			339
3	Soc & Econ Dev	Best Value Performance Plan	Booklet	BV Pl's relating to C Tax/Business Rates & Hsg & C Tax Benefit	Both	Yes	Now	No		761
3	Soc & Econ Dev	Finance Statement	Form	Housing Financial Statement	Paper		Now	No		490

3	Soc & Econ Dev	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	Soc & Econ Dev	Corporate Security Strategy		Council Policy on Verification framework, prosecution, HB matching service, anti-fraud, employee conduct	Electronic		Now	No		426
3	Street Scene	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
4	ICT	Project Tenders	Legal docs	New system procurement	Paper		Not Yet	No		601
4	ICT	Project Papers	Legal docs	Selection process documentation	Paper		Not Yet	No		601
4	ICT	Project documentation	Various	Projects	Both	No	Not Yet	No		601
4	ICT	IEG Statements	Report	e-Gov position	Both	Yes	Now	No		601
4	ICT	KPI Review	Report	Results of survey	Paper		Not Yet	No		621
4	Policy & Perf	Housing Needs Survey 2004	Survey		Both		Now	Yes, £50		482
4	Policy & Perf	Housing Needs Survey Update 2006	Survey		Both		Now	Yes, £30		482
4	Policy & Perf	Adopted Local Plan	Book	Written statement	Both	Yes	Now	Yes, £77+ £8 p&p		336
4	Policy & Perf	Proposals Map	Leaflet	Map	Paper		Now	Yes, £20		336
4	Policy & Perf	A4 Inset Plan	Leaflet	Map	Paper		Now	Yes, £2		336
4	Policy & Perf	A3 Inset Plan	Leaflet	Map	Paper		Now	Yes, £3		336

4	Policy & Perf	Single Local Plan Chapter (text)	Leaflet	Chapter info	Paper		Now	Yes, £3		336
4	Policy & Perf	Agricultural Quality of Land in Melton Borough	Report	Agricultural land	Both	Yes	Now	Yes, £50		803
4	Policy & Perf	Melton Affordable Housing SPD (Draft)	Report	Housing	Both	Yes	Now	No		482/800
4	Policy & Perf	Melton Borough Landscape & Historic & Urban Character Assessment	Report	Landscape, heritage	Both	Yes	Now	Yes, £50		799
4	Policy & Perf	Melton Climate Change Strategy	Report	Climate change	Both	Yes	Now	Yes, £30		811/803
4	Policy & Perf	Melton Core Strategy (Issues & Options) DPD	Report		Both	Yes	Now	No		801
4	Policy & Perf	Melton Core Strategy (Issues & Options) Sustainability Appraisal Initial Report	Report		Both	Yes	Now	Yes, £20		801
4	Policy & Perf	Melton Core Strategy (Issues & Options) Statement of consultation	Report		Both	Yes	Now	Yes, £20		801
4	Policy & Perf	Melton Core Strategy (Preferred Options) DPD	Report		Both	Yes	Now	No		801

4	Policy & Perf	Melton Core Strategy (Preferred Options) DPD Sustainability Appraisal & Technical Appendix	Report		Both	Yes	Now	Yes, £30		801
4	Policy & Perf	Melton Employment Land Study 2007	Report	Local development	Both	Yes	Now	Yes, £50		798
4	Policy & Perf	Melton Local Development Framework - Identify Areas of Separation Criteria & Evidence	Report	Local development	Both	Yes	Now	Yes, £20		801
4	Policy & Perf	Melton Local Development Framework - Sustainability Appraisal Baseline & Scoping Study	Report	Local development	Both	Yes	Now	Yes, £20		801
4	Policy & Perf	Melton Local Development scheme	Report	Local development	Both	Yes	Now	No		801
4	Policy & Perf	Melton Open Spaces Sport & Recreation Study 2006	Study	Land use, recreation	Both	Yes	Now	Yes, £75		705
4	Policy & Perf	Strategic Flood Risk of the Melton Borough	Study	Land use, local development	Both	Yes	Now	Yes, £75		803
4	Policy & Perf	Melton Biodiversity & Geodiversity Study 2008	Study	Biodiversity & Geodiversity	Both	Yes	Now	Yes, £75		391

4	<b>Policy &amp; Perf</b>	Melton Strategic Housing Land Availability Assessment 2008	Survey	Assessment land available for residential use	Both	Yes	Now	Yes, £75		480
4	<b>Policy &amp; Perf</b>	Melton Mowbray Town Centre Masterplan	Study	Local development	Electronic	Yes	Now			339
4	<b>Regulatory Services</b>	Air Quality review & Assessment	Published document	Air Quality	Paper/electronic	Yes	Now	No		157
4	<b>Soc &amp; Econ Dev</b>	Business Planning	Factsheet	Community & voluntary groups	Paper		Now	No	On request	333
4	<b>Soc &amp; Econ Dev</b>	Town Centre Health Check (annual)	Booklet	Shops	Both [download is free]		Now	Yes, £15		339
5	<b>Customer</b>	"We welcome & encourage feedback"	Leaflet	Customer feedback	Both	Yes	Now	No		740
5	<b>HR &amp; Comms</b>	Equal Opportunity Policy Statement	Leaflet	MBC Commitment to equalities	Both	Yes	Now	No	Yes	543
5	<b>HR &amp; Comms</b>	Policies & procedures	Folder	Employment policies	Both	Partly	Now	No	Yes	579
5	<b>HR &amp; Comms</b>	Race Scheme & Annex	Booklet	Equalities	Both		Now	No	Both if required	543
5	<b>HR &amp; Comms</b>	Performance plan	BVPI 1-17 Personnel related	Personnel stats	Both	Yes	Now	No		580
5	<b>ICT</b>	Clear Desk Policy	Leaflet	Protecting personal data	Both		Now	No		621
5	<b>ICT</b>	Retention & Disposal Policy	Leaflet	Retention & disposal	Both		Now	No		630
5	<b>ICT</b>	Fair Processing Policy	Leaflet	Guidance to staff	Both		Now	No		625

5	Legal	Data Protection Staff Info	Leaflet	Info for MBC Staff on dp	Paper			No		607
5	Legal	Data Protection Policy Statement	Policy doc	Policy	Both	Yes (Intranet)		No		608
5	Legal	Data Protection Policy	Leaflet & policy doc	Data Protection	Both	Not Yet	Now	No		608
5	Legal	Data Processor Relationship	Leaflet	Managing dp relationships with others	Paper		Now	No		608
5	Legal	Fol Policy	Policy doc	Principles of Fol	Both	Yes	Now	No		614
5	Legal	Fol Policy Statement	Leaflet	Statement of Fol Principles	Both	Yes	Now	No		614
5	Regulatory Services	Environmental Services Enforcement Policy	Booklet	Enforcement procedures	Paper/Electronic pending	Yes	Now	No	"Plain English"	146
5	Soc & Econ Dev	Safeguards Policy	Booklet	Protecting vulnerable people under Local Housing Allowance	Paper	Yes	Now	No		433
5	Soc & Econ Dev	Hsg Allocation Policy	Policy doc	Housing	Paper		Now	No		481
5	Welland Procurement	Procurement Strategy	Report	Procurement	Paper		Now	No	No	831
6	HR & Comms	Local Land Charges	Public Register	conveyancing	Paper		Now	Yes, by appt £11; by form £20		655
6	HR & Comms	Electoral Register	Public Register	Elections	Paper		Now	No [unless commercial register]; view original at The Cove, Sysonby Street, Melton Mowbray		311

6	ICT	Local land & property gazetteer	Database	Melton property details	Electronic	Not yet	Available from Intelligent Addressing (3rd party supplier)	252
6	Legal	Register of gifts for both councillors and staff	Public Register	Corporate	Paper/Melton Online	Now	No	302
6	Legal	Register of Interests for Borough and Parish Councillors	Public Register	Corporate	Paper	Now	No	303
6	Regulatory Services	Acupuncture, Tattooing, Ear Piercing & Electrolysis	Register	Location of premises registered under bylaws	CAPS/LALPAC system	Now	No - view original at MBC Phoenix House	178
6	Regulatory Services	Late Night refreshment Houses	Register	Location of premises licensed under the Act	CAPS/LALPAC system	Now	On website or view original at MBC Phoenix House	178
6	Regulatory Services	Riding Est Act register	Register	Location of premises licensed under the Act	CAPS/LALPAC system	Now	On website or view original at MBC Phoenix House	178
6	Regulatory Services	Private Water Supplies	Register	Location of private water supplies in the district	CAPS system	Now	On website or view original at MBC Phoenix House	157
6	Regulatory Services	Scrap Metal Dealers	Register	Location of premises licensed under the Act	CAPS/LALPAC system	Now	On website or view original at MBC Phoenix House	178
6	Regulatory Services	Unfit Property register	Register	Details of properties subject of Closing, Demolition Orders or Undertakings not to relet	Paper/Excel	Now	No - view original at MBC Phoenix House	490

6	Regulatory Services	Dog Breeders register	Register	Location of premises licensed under the Act	CAPS/LALPAC system		Now	On website or view original at MBC Phoenix House	178
6	Regulatory Services	Animal Boarding Est Act Register	Register	Location of premises licensed under the Act	CAPS/LALPAC system		Now	On website or view original at MBC Phoenix House	175
6	Regulatory Services	Dangerous Wild Animals	Register	Location of premises licensed under the Act	CAPS/LALPAC system		Now	On website or view original at MBC Phoenix House	178
6	Regulatory Services	Pet Shops Register	Register	Location of premises licensed under the Act	CAPS/LALPAC system		Now	On website or view original at MBC Phoenix House	178
6	Regulatory Services	Caravan Sites	Register	Location of & numbers of caravans licensed on site	Paper		Now	No - view original at MBC Phoenix House	178
6	Regulatory Services	Hairdressers	Register	Location of premises registered under bylaws	CAPS/LALPAC system		Now	No - view original at MBC Phoenix House	178
6	Regulatory Services	Stray Dogs Register	Register	Details of dogs handed to LA/Police	CAPS/LALPAC system		Now	No - view original at MBC Phoenix House	174
6	Regulatory Services	Environmental protection Act Part 'B' process register	Register + register files	Environmental Pollution	Paper/Excel		Now	View free copy at MBC Phoenix house or £50 whole document	157
6	Regulatory Services	Environmental protection Act Part 'A' process register	Register (PA)	Environmental Pollution	Paper		Now	No	157

6	Regulatory Services	Contaminated Land information	GIS database – Planning section managed	Land Contamination	Paper print-out/Electronic	Yes	Now	On website or provision of plan/map: £25 per plan; Specific factor(s): For first 5 queries, £115, then £28 per additional query		157
6	Regulatory Services	Radioactive substances Act register	Register (PA)	Premises registered for storage of radioactive substances	Paper		No	No - view original at MBC Phoenix House		157
6	Regulatory Services	Food premises register	Register	Food premises	Paper/CAPS system		Now	View free copy at MBC Phoenix House - £50 or £5 per sheet		178
6	Regulatory Services	Hackney Carriage Vehicle Register	Public Register	Licensing	Paper/CAPS system		Now	On website or view original at MBC Phoenix House	Large Print - on Request	178
6	Regulatory Services	Private Hire Vehicle Register	Public Register	Licensing	Paper/CAPS system		Now	On website or view original at MBC Phoenix House	Large Print - on Request	178
6	Regulatory Services	Hackney Carriage and Private Hire Drivers Register	Public Register	Licensing	Paper/CAPS system		Now	On website or view original at MBC Phoenix House	Large Print - on Request	178
6	Regulatory Services	Private Hire Operators Licence	Public Register	Licensing	Paper/CAPS system		Now	On website or view original at MBC Phoenix House	Large Print - on Request	178
6	Regulatory Services	Lotteries & Amusements Register	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178

6	Regulatory Services	Premises Licensed (Licensing Act 2003)	Public Register	Licensing	Paper/CAPS system		Now	On website or view original at MBC Phoenix House	Large Print - on Request	178
6	Regulatory Services	Premises Licensed under Gaming Act	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory Services	Pool Promoters	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory Services	Street Collection Licences issued	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory Services	House to House Collection Licences issued	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory Services	Listed buildings	Register	All listed buildings in borough	Paper		Now	No		799
6	Regulatory Services	New planting & felling	Register		Paper		Now	No		390
7	Customer	Childrens Info Service	Leaflet		Paper		Now	No	Enquire via the County Council	35
7	Legal	Data Protection FAQs	Leaflet	Help with data protection	Paper		Not Yet	No		607
7	Legal	Personal Access Request	Form	Request for personal data	Both	Yes	Now	No		608
7	Legal	CCTV Access Request	Form	Request for personal data	Paper		Now	No		608
7	Legal	Fol Access Request	Form	Public Access Request	Both	Yes	Now	No		614
7	Legal	Fol FAQs	Leaflet	Public info on Fol	Both	Yes	Now	No		614
7	Regulatory Services	Air Pollution	Leaflet	Air pollution	Paper		Now	No		157
7	Regulatory Services	Floodline	Leaflet	Protection & advice	Both	Yes	Now	No		145
7	Regulatory Services	Renovation Grant	Leaflets	Grant	Paper		Now	No		497

7	Regulatory Services	Home Repair Grant	Leaflets	Grant	Paper		Now	No		497
7	Regulatory Services	Disablement Grant	Leaflets	Grant	Paper		Now	No		497
7	Regulatory Services	Energy Grants	Leaflets	Grant	Paper		Now	No		497
7	Regulatory Services	Food standards Agency	Leaflets about the FSA COPs for advice to businesses	Guidance of how food businesses should be inspected	Paper	Yes				146
7	Regulatory Services	Advisory Leaflets	Leaflets	Wide range of issues: HSW, Food, flooding, Radon, Housing grants, HECA, nuisance, travellers, drinking water, etc etc	Paper		Now	No	Food advisory leaflets in other languages	146
7	Regulatory Services	Listed buildings	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		799
7	Regulatory Services	Historic building grants	Leaflet	Guidance app notes	Paper/Electronic	Yes	Now	No		799
7	Regulatory Services	Barsby Conservation Area grants	Leaflet		Paper		Now	No		799
7	Regulatory Services	Pickwell Conservation Area grants	Leaflet		Paper		Now	No		799
7	Regulatory Services	Revised Parking Standards	Leaflet	Guide, general advice	Paper		Now	No		800
7	Regulatory Services	Conservation Areas	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		799
7	Regulatory Services	Design of a House Extension	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		800
7	Regulatory Services	Conservation of Traditional Farm Bldg	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		800
7	Regulatory Services	Siting & Design of Agric Bldgs	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		800

7	Regulatory Services	Design of Shop Fronts in Melton	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory Services	Landscaping of Major New Developments	Leaflet	Guide, general advice	Paper		Now	No		794
7	Regulatory Services	Trees in Small Gardens	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory Services	Stable & Equestrian Dev in the Countryside	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory Services	Business from the Home	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory Services	Shop Fronts Security	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory Services	Conditions for various Licences	Booklet	Licensing	Paper		Now	No	Large Print - on Request	174
7	Soc & Econ Dev	Centre Stage	Programme of events	Arts	Paper		Now [twice a year]	No	On request	679
7	Soc & Econ Dev	Melton Arts Newsletter	Newsletter	Arts	Both [paper & melton online]	Yes	Now [every 2 months]	No	On request	679
7	Soc & Econ Dev	Borough Guide	Booklet	Info on borough	Paper		Now	No		707
7	Soc & Econ Dev	Mini Guide	Leaflet	Attractions in area	Paper		Now	No		707
7	Soc & Econ Dev	History Trail	Booklet	Trail of town's history	Paper		Now	Yes, 50p		707
7	Soc & Econ Dev	Grantham Canal	Leaflet	Info on canal	Paper		Now	No		707
7	Soc & Econ Dev	Framland Church Trail	Booklet	Info on churches in area	Paper		Now	No		707
7	Soc & Econ Dev	Tourism Talk	Leaflet	Newsletter	Paper		Now	No		707
7	Soc & Econ Dev	Blue Badge Guided Walks	Leaflet	Info on tours of area	Paper		Now	No		707
7	Soc & Econ Dev	Markets	Leaflet	Info on markets	Paper		Now	No		707
7	Soc & Econ Dev	Leisure Directory	Register	Leisure	Paper		Not Yet	No	On request	679
7	Soc & Econ Dev	Melton Country Park	Leaflet	Info on Country Park	Paper		Now	No		707
7	Soc & Econ Dev	Business Directory	Directory	Business list	Internet [Melton Online]	Yes	Now	No		324

7	Soc & Econ Dev	Arts Database	Register & mailing list	Arts	Access Database		Subject to data protection exemption	No	On request [subject to consent to pass on details]	677
7	Soc & Econ Dev	Disabled Access Guide	Booklet	Info for disabled	Paper		Now	No		711
7	Soc & Econ Dev	Holiday Guide	Booklet	Info on borough	Paper		Now	No		711
7	Soc & Econ Dev	Help with paying Your Rent	Leaflet	Guide to making a calculation to see if entitled to Benefit	Paper		Now	No		433
7	Soc & Econ Dev	Help with paying Your Council Tax	Leaflet	Guide to making a calculation to see if entitled to Benefit	Paper		Now	No		440
7	Soc & Econ Dev	Local Housing Allowance information for landlords	Booklet	Guide to benefit changes due to the Local Housing Allowance	Paper	No	Now	No		433
7	Soc & Econ Dev	Local Housing Allowance information for tenants	Booklet	Guide to benefit changes due to the Local Housing Allowance	Paper	No	Now	No		433
7	Soc & Econ Dev	Just the facts about basic bank accounts	Booklet	How to set up a basic bank account	Paper		Now	No	Enquire via Financial Services Agency	145
7	Soc & Econ Dev	Guide to claiming Housing Benefit	Booklet (PA - central govt)	Info on how to claim HB	Paper		Now	No	Enquire via Dept for Work & Pensions	440
7	Soc & Econ Dev	Leics County Council Guide to Services	Leaflet (PA - LCC)	County Council & its services	Paper		Now	No	Enquire via the County Council	721
7	Soc & Econ Dev	Business Rates A Guide	Booklet (PA - central govt)	Business Rates	Both		Now	No	Enquire via central govt	441

7	Soc & Econ Dev	A basic guide to the rating of holiday cottages	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via central govt	441
7	Soc & Econ Dev	A basic guide to the rating of guest houses & B&B accommodation	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via central govt	441
7	Soc & Econ Dev	Business Explanatory Note: Discretionary Rate Relief Guidelines	Leaflet	Business Rates - awarding relief	Paper		Now	No		441
7	Soc & Econ Dev	Benefits	Leaflets/Posters	Benefits	Both	Yes	Now	No	On request	439
7	Soc & Econ Dev	Guide to claiming Council Tax Benefit	Booklet (PA - central govt)	Info on how to claim Council Tax Benefit	Paper		Now	No	Enquire via Dept for Work & Pensions	439
7	Soc & Econ Dev	Benefit Calculation Leaflet	Leaflet	Ready Reckoner showing factors to qualify for benefit	Paper		Now	No		439
7	Soc & Econ Dev	Complaints & Suggestions	Leaflet	Complaints & suggestions re service	Paper		Now	No		740
7	Soc & Econ Dev	Housing/C Tax benefit Application	Form	Housing	Paper		Now	No		440
7	Soc & Econ Dev	Housing/C Tax benefit Guide for claimants	Leaflet x 2	Council Tax & Hsg Benefit	Paper		Now	No		439
7	Soc & Econ Dev	HOMES	Leaflet	Ways of moving house	Paper		Now	No		481
7	Soc & Econ Dev	Home Contents Insurance Proposal	Form	Insurance (contents)	Paper		Now	No		481
7	Soc & Econ Dev	Application for Hsg	Form	Housing	Paper		Now	No		485

7	Soc & Econ Dev	Termination of Tenancy	Form	Housing	Paper		Now	No		481
7	Soc & Econ Dev	Medical form	Form	Housing	Paper		Now	No		482
7	Soc & Econ Dev	Shared Ownership Homes Application	Form	Housing	Paper		Now	No		481
7	Soc & Econ Dev	Rent Added CH	Leaflet	Obtaining RACH	Paper		Now	No		496
7	Soc & Econ Dev	Dropped Kerb Scheme	Leaflet	Obtaining Dropped Kerbs	Paper		Now	No		496
7	Soc & Econ Dev	Melton Lifeline	Leaflet	Support Telephone scheme	Paper		Now	No		514
7	Soc & Econ Dev	Right to Buy Your Home	Booklet & Form	Buying your council hse	Paper		Now	No		512
7	Soc & Econ Dev	Hsg Association Accommodation	Leaflet	Hsg Assoc property addresses	Paper		Now	No		483
7	Soc & Econ Dev	Homelessness	Leaflet	Homelessness	Paper		Now	No		483
7	Soc & Econ Dev	Transfer Application	Form	Housing	Paper		Now	No		485
7	Soc & Econ Dev	Mutual Exchanges	Booklet & Form	Housing	Paper		Now	No		488
7	Soc & Econ Dev	Hanover Handyman	Leaflet	Older & disabled householders small jobs	Paper		Now	No		145
7	Soc & Econ Dev	Victim Support	Booklet	Domestic violence & harassment	Both	Yes	Now	No		146
7	Soc & Econ Dev	Information stand	Leaflets/Forms	Various	Paper		Now	No; In Cncl Customer Service Centre		145
7	Soc & Econ Dev	Council Tax & Business Rates Working at or from Home	Leaflet (PA - central govt)	Council Tax & Business Rates	Both		Now	No	Enquire via the Valuation Office	439
7	Soc & Econ Dev	Business Rates An Introduction	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via the Valuation Office	439

7	<b>Soc &amp; Econ Dev</b>	Revaluation 2000 A Guide to Appeals	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via the Valuation Office	441
7	<b>Soc &amp; Econ Dev</b>	Council Tax Guide	Leaflet	Info relating to C Tax & Inc/Exp of the Council	Paper		Now	No		439
7	<b>Street Scene</b>	Pest control leaflets	Leaflets	Variety of pests & how they may be treated	Paper leaflet/Electronic	Yes	Now	No		145