

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/

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

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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

Central	<i>Accountancy, purchasing, information and communications technology, legal advice to council, legal administration, property</i>
Communications	<i>Personnel, training, elected member development, elections, committee services, land charges, strategic performance, customer services</i>
Regulatory	<i>Planning, enforcement, development control, building control, environmental health, licensing, waste management</i>
Communities	<i>Economic and community development, housing, arts, leisure, council tax, business rates, benefits, council house rents, environmental maintenance, planning policy</i>
Welland Procurement	<i>Shared procurement service</i>

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	Communications	"Know your Melton Borough Councillors"	Booklet	Corporate	Both	Yes	Now	No	Large Print - on Request - subject to charge	309
1	Communications	Constitution of the Council		Corporate	Both	Yes	Now	No	Large Print - on Request	297
1	Communications	Organisational structure	Chart	Corporate	Both		Now	No	Large Print - on Request	769
1	Communications	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	Communities	Constitutions	Factsheet	Community & voluntary groups	Paper		Now	No	On request	333
2	Central	Treasury Policy Statement	Report	Treasury Mgmt Policy & Strategy	Paper		Now	No	No	426
2	Central	Medium Term Financial Strategy	Booklet	Medium Term Financial Strategy	Paper		Now	No	No	426
2	Central	Budget Book	Booklet	MBC Budget	Paper		Now	Yes, £5	No	419
2	Central	Statement of Accounts	Booklet	MBC Accounts	Paper	Yes	Now	Yes, £5 (as one doc)	No	407
2	Central	Summary Accounts	Booklet	MBC Accounts	Paper	Yes	Now	No	No	407
2	Central	Budget Monitoring	Report	Progress of spending against approved budgets	Paper		Now	No	No	419
2	Central	Annual Internal Audit Report	Report	Internal Audit performance	Paper		Now	No	No	406
2	Central	Annual Audit Letter	Report		Paper	Yes	Now	Yes, £5	No	406
2	Communications	Employment stats	Reports	Staff in post, grade, level etc	Both		Now	No		536

2	Communities	Funding for Leisure Opportunities	Leaflet	Leisure, grants	Paper [some on melton online]	Partly	Now [re-release in 2003-04]	No	On request	679
3	Communications	Service Standards	Leaflet	Timescales for Council Services	Paper		Now	No		770
3	Communications	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	Communications	Recruitment stats	Minutes	Recruitment	Both		Now	No	Large Print	556
3	Central	IT Strategy & Development Plan	Booklet	IT Projects	Both	Yes	Now	No		594
3	Central	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now			773
3	Communities	Melton Market Development Study 2003	Study		Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		339
3	Communities	Melton Urban Housing Potential Study 2006	Study	Assessment of hsg sites	Both		Now	No - charge only if costs exceed FOI limit of £450		480
3	Communities	GL Hearn - Melton Retail Study	Study	Assessment of Retail in the Borough	Both		Now	No - charge only if costs exceed FOI limit of £450		338
3	Communities	Melton Retail Study 2003	Study	Assessment of Retail in the Borough	Both		Now	No - charge only if costs exceed FOI limit of £450		339
3	Communities	Residential Land Availability	Survey	Assessment of land	Both		Now	No - charge only if costs exceed FOI limit of £450		336

3	Communities	Melton Mowbray Town Centre Car Parking Strategy	Report	Local development	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450	339
3	Communities	Service Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Both		Now		773
3	Communities	Melton Community Partnership (LSP)	Minutes	Record of meetings	Paper		Now	No	340
3	Communities	Melton Community Strategy	Booklet	Strategy	Both		Now	No	335
3	Communities	Leicester & Leicestershire Strategic Housing Market Area Assessment	Report	Strategy	Electronic	Yes			480
3	Regulatory	Contaminated land Strategy	Strategy document	Contaminated land investigation plan	Paper/Electronic	Yes	Now	No - charge only if costs exceed FOI limit of £450	157
3	Regulatory	Annual HECA report	Government return document	Progress regarding home energy savings year on year	Paper		Now	No	146
3	Regulatory	Service Plan and Improvement Plan		Info regarding aims, objectives, performance review, cost, staff levels of section	Paper		Now		773
3	Regulatory	Enforcement Concordat	Document of commitment	committing authority to	Paper/Electronic pending		Now	No	147

3	Communities	Arts Strategy for Melton Borough 2002-07	Strategy document [& Exec Summary]	Arts	Paper		Now	No	On request	677
3	Communities	Civic Trust Town Centre Strategy	Booklet	Strategy	Paper		Now	No		339
3	Communities	Economic Development Statement	Booklet	Strategy	Paper		Now			341
3	Communities	Town Centre Business Plan	Booklet	Town Centre	Paper		Now			339
3	Communities	Best Value Performance Plan	Booklet	BV Pl's relating to C Tax/Business Rates & Hsg & C Tax Benefit	Both	Yes	Now	No		761
3	Communities	Finance Statement	Form	Housing Financial Statement	Paper		Now	No		490
3	Communities	Corporate Security Strategy		Council Policy on Verification framework, prosecution, HB matching service, anti-fraud, employee conduct	Electronic		Now	No		426
4	Central	Project Tenders	Legal docs	New system procurement	Paper		Not Yet	No		601
4	Central	Project Papers	Legal docs	Selection process documentation	Paper		Not Yet	No		601
4	Central	Project documentation	Various	Projects	Both	No	Not Yet	No		601
4	Central	IEG Statements	Report	e-Gov position	Both	Yes	Now	No		601

4	Central	KPI Review	Report	Results of survey	Paper		Not Yet	No		621
4	Communities	Housing Needs Survey 2004	Survey		Both		Now	No - charge only if costs exceed FOI limit of £450		482
4	Communities	Housing Needs Survey Update 2006	Survey		Both		Now	No - charge only if costs exceed FOI limit of £450		482
4	Communities	Adopted Local Plan	Book	Written statement	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		336
4	Communities	Proposals Map	Leaflet	Map	Paper		Now	No - charge only if costs exceed FOI limit of £450		336
4	Communities	A4 Inset Plan	Leaflet	Map	Paper		Now	No - charge only if costs exceed FOI limit of £450		336
4	Communities	A3 Inset Plan	Leaflet	Map	Paper		Now	No - charge only if costs exceed FOI limit of £450		336
4	Communities	Single Local Plan Chapter (text)	Leaflet	Chapter info	Paper		Now	No - charge only if costs exceed FOI limit of £450		336
4	Communities	Agricultural Quality of Land in Melton Borough	Report	Agricultural land	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		803
4	Communities	Melton Affordable Housing SPD (Draft)	Report	Housing	Both	Yes	Now	No		482/800
4	Communities	Melton Borough Landscape & Historic & Urban Character Assessment	Report	Landscape, heritage	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		799

4	Communities	Melton Climate Change Strategy	Report	Climate change	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450	811/803
4	Communities	Melton Core Strategy (Issues & Options) DPD	Report		Both	Yes	Now	No	801
4	Communities	Melton Core Strategy (Issues & Options) Sustainability Appraisal Initial Report	Report		Both	Yes	Now	Yes, £20	801
4	Communities	Melton Core Strategy (Issues & Options) Statement of consultation	Report		Both	Yes	Now	Yes, £20	801
4	Communities	Melton Core Strategy (Preferred Options) DPD	Report		Both	Yes	Now	No	801
4	Communities	Melton Core Strategy (Preferred Options) DPD Sustainability Appraisal & Technical Appendix	Report		Both	Yes	Now	Yes, £30	801
4	Communities	Melton Employment Land Study 2007	Report	Local development	Both	Yes	Now	Yes, £50	798
4	Communities	Melton Local Development Framework - Identify Areas of Separation Criteria & Evidence	Report	Local development	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450	801

4	Communities	Melton Local Development Framework - Sustainability Appraisal Baseline & Scoping Study	Report	Local development	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		801
4	Communities	Melton Local Development scheme	Report	Local development	Both	Yes	Now	No		801
4	Communities	Melton Open Spaces Sport & Recreation Study 2006	Study	Land use, recreation	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		705
4	Communities	Strategic Flood Risk of the Melton Borough	Study	Land use, local development	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		803
4	Communities	Melton Biodiversity & Geodiversity Study 2008	Study	Biodiversity & Geodiversity	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		391
4	Communities	Melton Strategic Housing Land Availability Assessment 2008	Survey	Assessment land available for residential use	Both	Yes	Now	No - charge only if costs exceed FOI limit of £450		480
4	Communities	Melton Mowbray Town Centre Masterplan	Study	Local development	Electronic	Yes	Now			339
4	Regulatory	Air Quality review & Assessment	Published document	Air Quality	Paper/electronic	Yes	Now	No		157
4	Communities	Business Planning	Factsheet	Community & voluntary groups	Paper		Now	No	On request	333
4	Communities	Town Centre Health Check (annual)	Booklet	Shops	Both [download is free]		Now	Yes , £15		339

5	Communications	"We welcome & encourage feedback"	Leaflet	Customer feedback	Both	Yes	Now	No		740
5	Communications	Equal Opportunity Policy Statement	Leaflet	MBC Commitment to equalities	Both	Yes	Now	No	Yes	543
5	Communications	Policies & procedures	Folder	Employment policies	Both	Partly	Now	No	Yes	579
5	Communications	Race Scheme & Annex	Booklet	Equalities	Both		Now	No	Both if required	543
5	Communications	Performance plan	BVPI 1-17 Personnel related	Personnel stats	Both	Yes	Now	No		580
5	Central	Clear Desk Policy	Leaflet	Protecting personal data	Both		Now	No		621
5	Communications	Retention & Disposal Policy	Leaflet	Retention & disposal	Both		Now	No		630
5	Communications	Fair Processing Policy	Leaflet	Guidance to staff	Both		Now	No		625
5	Communications	Data Protection Staff Info	Leaflet	Info for MBC Staff on dp	Paper			No		607
5	Communications	Data Protection Policy Statement	Policy doc	Policy	Both	Yes (Intranet)		No		608
5	Communications	Data Protection Policy	Leaflet & policy doc	Data Protection	Both	Not Yet	Now	No		608
5	Communications	Data Processor Relationship	Leaflet	Managing dp relationships with others	Paper		Now	No		608
5	Communications	Fol Policy	Policy doc	Principles of Fol	Both	Yes	Now	No		614
5	Communications	Fol Policy Statement	Leaflet	Statement of Fol Principles	Both	Yes	Now	No		614

5	Regulatory	Environmental Services Enforcement Policy	Booklet	Enforcement procedures	Paper/Electronic pending	Yes	Now	No	"Plain English"	146
5	Communities	Safeguards Policy	Booklet	Protecting vulnerable people under Local Housing Allowance	Paper	Yes	Now	No		433
5	Communities	Hsg Allocation Policy	Policy doc	Housing	Paper		Now	No		481
5	Welland Procurement	Procurement Strategy	Report	Procurement	Paper		Now	No	No	831
6	Communications	Local Land Charges	Public Register	conveyancing	Paper		Now	No - charge only if costs exceed FOI limit of £450; reproduction at 10p per A4 single sheet		655
6	Communications	Electoral Register	Public Register	Elections	Paper		Now	No [unless commercial register]; view original at The Cove, Sysonby Street, Melton Mowbray		311
6	Central	Local land & property gazetteer	Database	Melton property details	Electronic		Not yet	Available from Intelligent Addressing (3rd party supplier)		252
6	Central	Register of gifts for both councillors and staff	Public Register	Corporate	Paper/Melton Online		Now	No		302
6	Central	Register of Interests for Borough and Parish Councillors	Public Register	Corporate	Paper		Now	No		303

6	Regulatory	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	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	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	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	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	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	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	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	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	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	Caravan Sites	Register	Location of & numbers of caravans licensed on site	Paper		Now	No - view original at MBC Phoenix House		178
6	Regulatory	Hairdressers	Register	Location of premises registered under bylaws	CAPS/LALPAC system		Now	No - view original at MBC Phoenix House		178
6	Regulatory	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	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	Environmental protection Act Part 'A' process register	Register (PA)	Environmental Pollution	Paper		Now	No		157
6	Regulatory	Contaminated Land information	GIS database – Planning section managed	Land Contamination	Paper print-out/Electronic	Yes	Now	No - charge only if costs exceed FOI limit of £450; reproduction at 10p per A4 single sheet		157
6	Regulatory	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	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	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	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	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	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	Lotteries & Amusements Register	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory	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	Premises Licensed under Gaming Act	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory	Pool Promoters	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory	Street Collection Licences issued	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178

6	Regulatory	House to House Collection Licences issued	Public Register	Licensing	Paper		Now	No	Large Print - on Request	178
6	Regulatory	Listed buildings	Register	All listed buildings in borough	Paper		Now	No		799
6	Regulatory	New planting & felling	Register		Paper		Now	No		390
7	Communications	Childrens Info Service	Leaflet		Paper		Now	No	Enquire via the County Council	35
7	Communications	Data Protection FAQs	Leaflet	Help with data protection	Paper		Not Yet	No		607
7	Communications	Personal Access Request	Form	Request for personal data	Both	Yes	Now	No		608
7	Communications	CCTV Access Request	Form	Request for personal data	Paper		Now	No		608
7	Communications	Fol Access Request	Form	Public Access Request	Both	Yes	Now	No		614
7	Communications	Fol FAQs	Leaflet	Public info on Fol	Both	Yes	Now	No		614
7	Regulatory	Air Pollution	Leaflet	Air pollution	Paper		Now	No		157
7	Regulatory	Floodline	Leaflet	Protection & advice	Both	Yes	Now	No		145
7	Regulatory	Renovation Grant	Leaflets	Grant	Paper		Now	No		497
7	Regulatory	Home Repair Grant	Leaflets	Grant	Paper		Now	No		497
7	Regulatory	Disablement Grant	Leaflets	Grant	Paper		Now	No		497
7	Regulatory	Energy Grants	Leaflets	Grant	Paper		Now	No		497
7	Regulatory	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	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	Listed buildings	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		799
7	Regulatory	Historic building grants	Leaflet	Guidance app notes	Paper/Electronic	Yes	Now	No		799
7	Regulatory	Barsby Conservation Area grants	Leaflet		Paper		Now	No		799
7	Regulatory	Pickwell Conservation Area grants	Leaflet		Paper		Now	No		799
7	Regulatory	Revised Parking Standards	Leaflet	Guide, general advice	Paper		Now	No		800
7	Regulatory	Conservation Areas	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		799
7	Regulatory	Design of a House Extension	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		800
7	Regulatory	Conservation of Traditional Farm Bldg	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		800
7	Regulatory	Siting & Design of Agric Bldgs	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		800
7	Regulatory	Design of Shop Fronts in Melton	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory	Landscaping of Major New Developments	Leaflet	Guide, general advice	Paper		Now	No		794
7	Regulatory	Trees in Small Gardens	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory	Stable & Equestrian Dev in the Countryside	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794

7	Regulatory	Business from the Home	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory	Shop Fronts Security	Leaflet	Guide, general advice	Paper/Electronic	Yes	Now	No		794
7	Regulatory	Conditions for various Licences	Booklet	Licensing	Paper		Now	No	Large Print - on Request	174
7	Communities	Centre Stage	Programme of events	Arts	Paper		Now [twice a year]	No	On request	679
7	Communities	Melton Arts Newsletter	Newsletter	Arts	Both [paper & melton online]	Yes	Now [every 2 months]	No	On request	679
7	Communities	Borough Guide	Booklet	Info on borough	Paper		Now	No		707
7	Communities	Mini Guide	Leaflet	Attractions in area	Paper		Now	No		707
7	Communities	History Trail	Booklet	Trail of town's history	Paper		Now	Yes, 50p		707
7	Communities	Grantham Canal	Leaflet	Info on canal	Paper		Now	No		707
7	Communities	Framland Church Trail	Booklet	Info on churches in area	Paper		Now	No		707
7	Communities	Tourism Talk	Leaflet	Newsletter	Paper		Now	No		707
7	Communities	Blue Badge Guided Walks	Leaflet	Info on tours of area	Paper		Now	No		707
7	Communities	Markets	Leaflet	Info on markets	Paper		Now	No		707
7	Communities	Leisure Directory	Register	Leisure	Paper		Not Yet	No	On request	679
7	Communities	Melton Country Park	Leaflet	Info on Country Park	Paper		Now	No		707
7	Communities	Business Directory	Directory	Business list	Internet [Melton Online]	Yes	Now	No		324
7	Communities	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	Communities	Disabled Access Guide	Booklet	Info for disabled	Paper		Now	No		711
7	Communities	Holiday Guide	Booklet	Info on borough	Paper		Now	No		711

7	Communities	Help with paying Your Rent	Leaflet	Guide to making a calculation to see if entitled to Benefit	Paper		Now	No		433
7	Communities	Help with paying Your Council Tax	Leaflet	Guide to making a calculation to see if entitled to Benefit	Paper		Now	No		440
7	Communities	Local Housing Allowance information for landlords	Booklet	Guide to benefit changes due to the Local Housing Allowance	Paper	No	Now	No		433
7	Communities	Local Housing Allowance information for tenants	Booklet	Guide to benefit changes due to the Local Housing Allowance	Paper	No	Now	No		433
7	Communities	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	Communities	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	Communities	Leics County Council Guide to Services	Leaflet (PA - LCC)	County Council & its services	Paper		Now	No	Enquire via the County Council	721
7	Communities	Business Rates A Guide	Booklet (PA - central govt)	Business Rates	Both		Now	No	Enquire via central govt	441
7	Communities	A basic guide to the rating of holiday cottages	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via central govt	441
7	Communities	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	Communities	Business Explanatory Note: Discretionary Rate Relief Guidelines	Leaflet	Business Rates - awarding relief	Paper		Now	No		441
7	Communities	Benefits	Leaflets/Posters	Benefits	Both	Yes	Now	No	On request	439
7	Communities	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	Communities	Benefit Calculation Leaflet	Leaflet	Ready Reckoner showing factors to qualify for benefit	Paper		Now	No		439
7	Communities	Complaints & Suggestions	Leaflet	Complaints & suggestions re service	Paper		Now	No		740
7	Communities	Housing/C Tax benefit Application	Form	Housing	Paper		Now	No		440
7	Communities	Housing/C Tax benefit Guide for claimants	Leaflet x 2	Council Tax & Hsg Benefit	Paper		Now	No		439
7	Communities	HOMES	Leaflet	Ways of moving house	Paper		Now	No		481
7	Communities	Home Contents Insurance Proposal	Form	Insurance (contents)	Paper		Now	No		481
7	Communities	Application for Hsg	Form	Housing	Paper		Now	No		485
7	Communities	Termination of Tenancy	Form	Housing	Paper		Now	No		481
7	Communities	Medical form	Form	Housing	Paper		Now	No		482
7	Communities	Shared Ownership Homes Application	Form	Housing	Paper		Now	No		481
7	Communities	Rent Added CH	Leaflet	Obtaining RACH	Paper		Now	No		496

7	Communities	Dropped Kerb Scheme	Leaflet	Obtaining Dropped Kerbs	Paper		Now	No		496
7	Communities	Melton Lifeline	Leaflet	Support Telephone scheme	Paper		Now	No		514
7	Communities	Right to Buy Your Home	Booklet & Form	Buying your council hse	Paper		Now	No		512
7	Communities	Hsg Association Accommodation	Leaflet	Hsg Assoc property addresses	Paper		Now	No		483
7	Communities	Homelessness	Leaflet	Homelessness	Paper		Now	No		483
7	Communities	Transfer Application	Form	Housing	Paper		Now	No		485
7	Communities	Mutual Exchanges	Booklet & Form	Housing	Paper		Now	No		488
7	Communities	Hanover Handyman	Leaflet	Older & disabled householders small jobs	Paper		Now	No		145
7	Communities	Victim Support	Booklet	Domestic violence & harassment	Both	Yes	Now	No		146
7	Communities	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	Communities	Business Rates An Introduction	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via the Valuation Office	439
7	Communities	Revaluation 2000 A Guide to Appeals	Leaflet (PA - central govt)	Business Rates	Both		Now	No	Enquire via the Valuation Office	441
7	Communities	Council Tax Guide	Leaflet	Info relating to C Tax & Inc/Exp of the Council	Paper		Now	No		439
7	Regulatory	Pest control leaflets	Leaflets	Variety of pests & how they may be treated	Paper leaflet/Electronic	Yes	Now	No		145