

Guide to information

1. Who we are and what we do

- **Council constitution**

The Council's Constitution

- **Council democratic structure**

Information about the function and process of meetings (Council Meetings, Executive and other Committees)

Information about decision-making and scrutiny

- **Council directorate structure**

Information about the various directorate areas within the Council, plus contact details for the Chief Executive and Corporate Directors

- **Location and opening times of council properties**

Information about locations, opening times and contact details of the Council's centres/buildings, which are there to enable the public to access Council services

- **Currently elected councillors' information and contact details**

Currently elected councillors including party, membership of committees, address, telephone number and email contact

- **Contact details for all customer-facing departments**

Telephone numbers for customer contacts or one-stop shops

- **Most recent election results**

Election results indicating the political composition of the Council

- **Relationships with other authorities**

Information for example about the Greater Manchester Fire Service; the Greater Manchester Combined Authority; the Association of Greater Manchester Authorities; the Greater Manchester Passenger Transport Executive and the Waste Disposal Authority.

2. What we spend and how we spend it

- **Financial statements, budgets and variance reports**

The Council's Statement of Accounts

- **Capital programme**

The Capital Strategy and Asset Management Plan

- **Spending reviews**

The Council's Statement of Accounts and Committee reports 224407

- **Financial audit reports**

For example within District Audit Reports, Annual Governance Reports and Best Value Reports

- **The members' allowances scheme and the allowances paid under it to councillors each year**

The allowances members are entitled to claim and the amount each member received in expenses.

- **Staff allowances and expenses**

Mileage, accommodation, subsistence rates that can be claimed by staff

- **Pay and grading structure**

Salary bands for all grades, including senior and chief officer grades

- **Details of contracts currently being tendered**

Procurement policies and guidance

Contracts currently available for public tender

- **List of contracts awarded and their value**

Contracts awarded under the Public Contract Regulations 2006 as published in The Official Journal of the European Union.

- **District auditor's reports**

For example District Audit Reports, Annual Governance Reports and Best Value Reports

- **Financial statements for projects and events**

The Council's Statement of Accounts

- **Internal financial regulations**

Financial regulations under the Council's Standing Orders, as contained in the Council's Constitution

- **Funding for partnership arrangements**

Partnership funding for example The Children's Fund which was launched as part of the governments' commitment to tackle disadvantage among children and young people.

3. What Our Priorities Are And How Are We Doing

- **Annual reports**

The Council's Annual Report/The Council's Plan.

- **Strategies and business plans for services provided by the Council**

Strategies, business and service plan for directorates, departments and services including The Council Plan and the Capital Strategy and Asset Management Plan.

- **Best value performance plans**

For example best value performance plans and auditor's reports.

- **Internal and external organisation performance reviews**

Performance information including for example Comprehensive Performance Assessments, The Council Plan and Improvement Plan, performance improvement plans for departments.

- **Strategies developed in partnership with other authorities**

For example housing strategies and plans, education strategies, homeless strategies, customer involvement strategies, crime reduction strategies

- **Economic development action plan**

Economic development strategy and plan

- **Forward plan of Key Decisions**

The Forward Plan details the Key Decisions that the Council is going to take over a four month period.

- **Capital strategy**

Capital and Asset Management Strategies and Plans.

- **Best value performance indicators**

Information about the Council's Best Value Performance Plan and about inspections and annual governance reports

- **District auditor's reports on the best value performance plan and performance indicators**

For example within District Audit Reports within the Annual Report and Best Value Reports

- **Comprehensive performance assessment**

Information about Comprehensive Performance Assessment

- **Inspection reports**

Publicly available inspection reports for example Local Development Framework Annual Monitoring Reports, The Council's Annual Report, and Youth Service Termly Reports.

- **Local Area Agreements**

Partnership agreements made by the Council by working with various groups and partnerships in the public, private, voluntary, community and faith sectors

- **Statistical information produced in accordance with the Council's and departmental requirements**

For example information about schools attendance, and population and employment

- **Impact assessments**

Executive Reports containing Impact Assessments (such as Equality Impact Assessments).

- **Service standards**

Customer Charter and Service Standards

- **Public service agreements**

Local public service agreements

4. How we make decisions

- **Timetable of council meetings**

Committee dates for the current year

- **Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings.**

Public information on the Council's decision recording system

- **Major policy proposals and decisions**

Information on The Council's Forward Plan and via public information on the Council's decision recording system

- **Facts and analyses of facts considered when framing major policies**

Information on The Council's Forward Plan and via public information on the Council's decision recording system

- **Public consultations**

Consultation papers or information, any summary of the responses and the outcome of the consultation exercise

5. Our policies and procedures

- **Policies and procedures for conducting council business**

The Council's Constitution

- **Policies and procedures for delivering our services**

For example Customer Charter and Equality and Diversity Policy

- **Policies and procedures about the recruitment and employment of staff**

For example employment information, current vacancies, Recruitment Policy, Equality and Diversity Policy, Human Resources Policy, Health and Safety Policy.

- **Customer service**

For example Customer Service Policy and Complaints policy

- **Records management and personal data policies**

For example Data Protection Policy and Records Management Policy

- **Charging regimes and policies**

For example Licensing Fees and Charges, Building Control Charges, Service Charges for Council Tenants, Local Land Charges.

6. Lists and Registers

These may be available for inspection only.

- **Public registers and registers held as public records**

For example the Register of Births, Deaths and Marriages Register of Electors, Register of Premises. Licences and Club Premises Licences, Register of Hackney Carriage Drivers.

- **Asset registers and information asset register**

Corporate Asset Management Plan

- **Register of councillors' financial and other interests**

Register of Members' Interests in accordance with the Local Government Act 2000 [Section 81]

- **Register of gifts and hospitality**

For council officers at assistant director level and above

- **Highways, licensing, planning, commons, footpaths etc**

For example Definitive Maps, Register of Adopted Highways, Register of Planning Applications, Register of Common Land.

- **Register of electors**

The Register of Electors and information about the Register and where it can be inspected

7. Services provided by the Council

Details of all the Council's Services can be found in the Council's A-Z of Services.

- **Regulatory and licensing responsibilities**

For example hackney carriage licensing, motor salvage licensing, amusement licensing, liquor licensing.

- **Services for local businesses**

For example business services and advice in respect of financial support, property advice, business opportunities, recruitment of staff

- **Services for other organisations**

For example student groups, youth groups and club activities.

- **Services for members of the public**

Details of all the Council's Services can be found on the Council's website. You can use the A-Z or the Search facility to find information.

- **Services for which the council is entitled to recover a fee, together with those fees**

For example Licensing Fees and Charges, Building Control Charges, Service Charges for Council Tenants, Local Land Charges.

- **Information for visitors to the area, leisure information, events, museums, libraries and archive collections**

Information about the local area

- **Leaflets, booklets and newsletters**

Various leaflets and council publications available in council offices, district centres, libraries etc

- **Advice and guidance**

For example advice on debts and benefits, consumer advice, affordable housing

- **Media releases**

Press statements and releases.

- **Election Information**

For example election results, forthcoming elections and voting procedures