



Knowsl@y Council

Knowsley MBC – Guide to Information

| Class | Hard Copy |
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| CLASS 1. | |
| WHO WE ARE AND WHAT WE DO | |
| Council constitution | |
| Council democratic structure | |
| Council directorate structure | |
| Elected councillors' information and contact details | |
| Election results | |
| Location and opening times of council properties | |
| One stop shops | |
| Registrars | |
| Libraries | |
| Children's Centres | |
| Contact details for all customer-facing departments | |
| CLASS 2. | |
| WHAT WE SPEND AND HOW WE SPEND IT | |
| Revenue budget reports These reports have been approved by the Council which subsequently set the Council Tax bills for the following year. | |
| 2011/12 Revenue budget report | |
| 2010/11 Revenue budget report | |
| 2009/10 Revenue budget report | |
| 2008/09 Revenue budget report | |
| Capital reports These reports details the Capital Programme and phasing of schemes. | |
| 2011/12 Capital programme report | |
| 2010/11 Capital programme report | |
| 2009/10 Capital programme report | |
| 2008/09 Capital programme report | |
| Contracts awarded and their value | |
| Contracts currently being tendered | |
| Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council) | |
| Financial audit reports | |

| Class | Hard Copy |
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| Financial statements, budgets and variance reports | |
| Internal financial regulations | |
| Members' allowances scheme and the allowances paid under it to councillors each year | |
| Pay and grading structure | Available on request |
| Procurement procedures | |
| Staff allowances and expenses | Available on request |
| Statement of Accounts | |
| CLASS 3. | |
| WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING | |
| Annual reports | |
| Care homes - national minimum standards | |
| Children Looked After Annual Report 2007-2008 | |
| Joint Strategic Needs Assessment Full Report | |
| Joint Strategic Needs Assessment summary | |
| Public Health annual report 2007 | |
| Public Health annual report 2006 | |
| Safeguarding Adults Annual Report 07/08 | |
| Strategies and business plans for services provided by the council | |
| Corporate Plan 2010-2011 | |
| Capital strategy | Available on request |
| Children Looked After Strategy 2007-2010 | |
| Annual audit letter: 2009/10 Report to those charged with governance 2009/10 Report to those charged with governance: additional paper | |
| Annual audit letter 2008 | |
| Economic Regeneration Strategy | Available on request |
| Forward plan | |
| Fostering | |
| Adoption | |
| Impact assessments | Available on request |
| Inspection reports | |
| Strategies and business plans for services provided by the council | |
| Statistical information - census | |
| Statistical information - Ward Information | Available on request |
| Sustainable Communities Strategy | |
| Service standards | |
| Halewood Neighbourhood Agreement | |
| South Huyton Neighbourhood Agreement | |
| North Huyton Neighbourhood Agreement | |

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| Prescot, Whiston, Cronton and Knowsley Village Neighbourhood Agreement | |
| South Kirkby Neighbourhood Agreement | |
| North Kirkby Neighbourhood Agreement | |
| CLASS 4. | |
| HOW WE MAKE DECISIONS | |
| Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings | |
| Public consultations | |
| Timetable of council meetings | |
| CLASS 5. | |
| OUR POLICIES AND PROCEDURES | |
| Policies and procedures for conducting council business | |
| Policies and Procedures | |
| Age Equality Scheme | |
| Communication Strategy | |
| Disability Equality Scheme | |
| Equality and Diversity Communications Guidelines | |
| Equality and Diversity Policy | |
| Equality Monitoring - Corporate Standard Framework | |
| Gender Equality Scheme | |
| Purdah | |
| Race Equality Scheme | |
| Policies and procedures for delivering our services | |
| Adoption - statement of purpose | |
| Adult protection policy | |
| Adult protection practice guidelines | |
| Adult protection procedures | |
| Assisted Bin Policy | Available on request |
| Direct payments easy guide | |
| Direct payments guide | |
| Environmental Policy | |
| Fairer Charging Policy | |
| Fostering - statement of purpose | |
| Health and social care reports and policies | |
| Joint Municipal Strategy | Available on request |
| Knowsley Health and Wellbeing Charter | |
| Knowsley health and wellbeing charter | |
| Mental Capacity Act Policy | |
| Safeguarding Adults Policy | |
| Safeguarding Adults Procedures | |
| Safeguarding Adults Practice Guidelines | |

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| Safeguarding Children Procedures Manual | |
| Policies and procedures about the recruitment and employment of staff | |
| Policies and procedures about the recruitment and employment of staff | |
| Customer service | |
| Customer Care Charter | |
| Complaints Procedure | |
| Customer Service Performance - Contact Centre, One Stop shop, Registration Service | |
| Personal data policies | |
| CLASS 6. | |
| LISTS AND REGISTERS | |
| Licensed firework premises | |
| Public registers and registers held as public records | |
| Public Rights of Way | |
| Register of councillors' financial and other interests | Sight of hard copy register only. Available to view by contacting Head of Democratic Services on 0151 443 3609 |
| Electoral register | |
| Register of gifts and hospitality | Available on request |
| CLASS 7. | |
| Services Provided by the Council | |
| A- Z Of Council Services | |
| Regulatory and licensing responsibilities | |
| Sitemap for services provided by the Council | |
| Services for local businesses | |
| Business services | |
| Creative Space | |
| Freshstart | |
| Services for members of the public | |
| Services for which the council is entitled to recover a fee, together with those fees | |
| Fees and charges reports The reports the revised fees and charges for services provided by the Council. Full details are provided in the appendix at the end of the report. | |
| 2011/12 Fees and charges report | |
| 2010/11 Fees and charges report | |
| 2009/10 Fees and charges report | |
| 2008/09 Fees and charges report | |
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| Information for visitors to the area, leisure information, events, museums, libraries and archive collections | |
| Digital Archives | |
| Events in Knowsley | |
| Leisure information | |
| Libraries in Knowsley | |
| Museums in Knowsley | |
| Visit Knowsley | |
| Leaflets, booklets and newsletters | |
| Information leaflets for Council Tax Benefit Information leaflets for Housing Benefit | Also available in One Stop Shops |
| Mental Capacity Act Leaflet | |
| Council tax and housing benefits | |
| Advice and guidance | |
| Council Tax valuation bands and charges. | |
| Description of the circumstances in which application can be made to reduce the amount of Council Tax payable where there have been certain adaptations for a disabled person | |
| Description of the circumstances where a discount from the full Council Tax can be claimed. | |
| Election information | |
| Independent Mental Capacity Advocate Information Service | |
| Local Housing Allowance Rates | |
| Media releases | |