



Publication Scheme

Version History

v01 - 18 February 2009

First published version of Work in Progress Publication Scheme.

About the Publication Scheme

Nottingham City Homes Limited is committed to publishing as part of our normal business activities seven "classes" of information in order to fulfill our statutory obligations under section 19 of the Freedom of Information Act 2000. These seven "classes" are divided into separate sheets within this spreadsheet (accessed by the tabs at the bottom of the page). The "classes" are:

1 Who we are and what we do -

- Organisational charts
- Staff Structure
- Locations
- Contacts
- Roles and responsibilities
- Articles of Association
- Board Membership
- Senior Executives

2 What we spend and how we spend it

- Annual accounts
- Procurement procedures
- Staff and Board Members allowances and expenses

3 What our priorities are and how we are doing

- Delivery Plan
- Service Improvement Plans
- 3-year Plan
- Annual Report
- Strategies
- Performance reports
- Performance Indicators
- Audit Inspection
- Reviews
- Tenants Service Inspectors reports

4 How we make decisions

- Board Structure
- Minutes of Board and committee meetings

5 Our policies and procedures

Standing Orders
Current written protocols
Codes of practice
Memorandum of understanding
Policies and procedures including:
Conducting departmental business
Delivering of services
Recruiting and employing staff (including vacancies)
Health & Safety
Equality & Diversity
Customer Service including 3C's
Publication Scheme
Access to information (DP, FOIA & EIR)
Records Management
Charging regimes

6 Lists and registers

Any lists or registers that may be required to produce in the conduct of business
Disclosure log

7 The services we offer

Leaflets
Booklets
Guidance
newsletters
Details of Company services
Services which the Company is entitled to recover a fee, together with those fees
Media releases

