Part 3 The Disposal Guidelines - Contents

| Ref No. 1. 1.1-1.2 1.3 | Description DEMOCRATIC PROCESSES Elections Preparations Results |
|--|---|
| 1.4-1.5 1.6-1.7 1.8 1.9 | Council and Committee Meetings Partnership and Agency Meetings External Committee Meetings Honours Submissions Political Parties Papers |
| 2. 2.1-2.4 2.5 2.6-2.7 2.8-2.9 2.10-2.12 2.13-2.16 2.17-2.18 2.19-2.20 2.21-2.22 2.23 2.24-2.25 | MANAGEMENT AND ADMINISTRATION Corporate Planning and Reporting Statutory Returns Policy, Procedures, Strategy and Structure Public Consultation Information Management Enquiries and Complaints Quality and Performance Management Public Relations Publications Media Relations Marketing Civic and Royal Events |
| 3.1-3.5 3.6-3.9 3.10-3.12 3.13 3.14-3.15 3.16-3.18 3.19 3.20-3.23 3.24-3.25 3.26-3.28 | CLIENT SERVICES Case Management 'Looked after' Children Child Protection Children's Services: General Special Education Needs Family Support Adult and Elderly Case Files Admissions and Exclusions Programme Management and Development Residential Homes Housing Provision |
| 4. 4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8-4.10 | LEGAL AND CONTRACTS Litigation Advice Agreements Conveyance Contracts and Tendering Pre Contract Advice Specification and Contract Development Tender Issuing and Return Evaluation of Tender |

| Ref No. 4.11 4.12 4.13-4.14 4.15 | Description Post Tender Negotiation Awarding of Contract Contract Management Tenancy Agreements |
|---|--|
| 5.1-2 5.3 5.4 5.5 5.6-7 5.8 5.9 | STATUTORY SERVICES Registrars of Births, Marriages and Deaths Registration Marriage services Notices Coroner Reported deaths Coroner's Case Work Treasure Trove Magistrates |
| 6. 6.1-6.4 6.5-6.8 6.9 6.10 6.11 6.12-6.13 6.14-6.15 6.16 6.17-6.21 6.22-6.25 | HUMAN RESOURCES Personnel Administration Employee and Industrial Relations: Equal Employment Opportunities Occupational Health Recruitment Staff Monitoring Staff Retention Termination Training and Development Appointment of Statutory Officers |
| 7. 7.1-7.2 7.3-7.8 7.9-7.10 7.11-7.13 7.14-7.15 7.16-7.19 7.20 7.21 7.22 7.23-7.24 7.25-7.28 7.29 | FINANCIAL MANAGEMENT Accounts and Audit Reporting Financial Transactions Management Payroll Financial provisions Budgets and Estimates Loans Housing Council Tax Valuation Property History Rates and Local Authorities Tax Correspondence Summary Assets Management Asset Monitoring and Maintenance Asset Acquisition and Disposal |
| 8. 8.1 8.2-3 8.4-8.7 8.8-8.9 | PROPERTY AND LAND MANAGEMENT Property and Land Management Property Acquisition and Disposal Property Development and Renovation Leasing and Occupancy |

| Ref No. 8.10 8.11-8.13 8.14-8.17 | Description Housing Provision Systems Management Transport Management Insurance Policy Management Claims Management |
|---|--|
| 8.18-8.20 8.21 | |
| 9. | GENERAL PUBLIC SERVICES |
| 9.1-9.10 9.11-9.12 9.13-9.14 | Health and Safety Inspections and Assessments Emergency Planning Major Incident Enforcement Contification and Procedution |
| 9.15-9.18 | Enforcement Certification and Prosecution Registration, Certification and Licensing |
| 9.19 9.20 9.21 | Notification Investigation Inspection and Monitoring Prosecution Bye-laws |
| 9.22 9.23 9.24-9.25 | Enactment Administration and Enforcement Cemeteries and Crematoria |
| 9.26-9.27 9.28-9.30 | Waste Management Collection Disposal of Waste |
| 10. 10.1-10.7 10.8-10.13 | PLANNING AND LAND USE Planning Scheme Development and Amendment Planning Scheme Regulation |
| 11. 11.1-11.5 11.6 11.7 11.8 11.9 11.10-11.11 | INFRASTRUCTURE AND TRANSPORT Planning and Development Traffic Management Design and Construction Infrastructure Management and Maintenance Road Maintenance Public Transport |
| | APPENDIX |
| Annendiy A | Lord Chancellor's Retention Schedule for |

Appendix A Lord Chancellor's Retention Schedule for

Magistrates' Courts (see 28.1.0)