

## A Guide to Information which can be readily accessed

Information	Source
<b>Who we are and what we do</b>	
Information relating to the company / structure	Website
Details of Board Members	Website
Details of CEO and Operational Directors and their roles	Website
Management Agreement with the Council	Website
Locations and contact numbers for each of our offices	Website
Media releases	Communications Team
Information about our partners	Website
Staff survey	HR Team
<b>What we spend and how we spend it</b>	
Information on our Capital Programmes	Finance Team
Our Annual Budget and Statement of Accounts	Website / Finance Team
Financial Audit Reports	Finance Team / Web
List of Tendered Contracts	Procurement Team
Budget Reports	Finance Team
Service Level Agreements	SLA & Benchmarking Officer
Allowances and Expenses	Doncaster Council
<b>What are our priorities and how we are doing</b>	
Business Plan stating our priorities	Strategy Manager
Performance Information	Website / Receptions
Target Information (part of Business Plan)	Strategy Manager
Customer Satisfaction Information	Customer Relations Team
Annual Report	Website / Receptions
Inspection Reports	Website / Ast Director for Planning
Service Standards	Website / Receptions
Status Survey	Website
Mini Status Reviews	Ast Director for Planning
<b>How we make decisions</b>	
Board Papers and Minutes	Website
Area Board Papers	Website
Public Consultations	Company Secretary
Policies and Procedures	Company Secretary
Tenants Compact	Website / Reception / Customer Service Manager

<b>Lists and Registers</b>	
Asset Register	Company Secretary
Gifts & Hospitality Register	Company Secretary
<b>The Services We Offer</b>	
Allocation of Property	Website / Receptions
Rent Collection	Website / Receptions
Estate Management	Website / Receptions
Repairs Services	Website / Receptions
Capital Projects including Decent Homes	Website / Leaflets
Tenant Involvement	Website / Receptions

**In case of difficulty**

If you experience any difficulty in obtaining any information, please email:  
[info@stlegerhomes.co.uk](mailto:info@stlegerhomes.co.uk)