

CITY OF LINCOLN COUNCIL

PUBLICATION SCHEME

The Freedom of Information Act 2000 requires all public authorities, including the City of Lincoln Council, to adopt and maintain a Publication Scheme.

This is the City of Lincoln Council's Scheme under the Act. The purpose of the Scheme is to inform the public as to what information will be automatically or routinely published by the Council. In order to achieve this, the Act through the Scheme commits the authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information, which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this Scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this Scheme.
- To advise on any fees charged for access to information, which is made proactively available.
- To publish the contents of the Scheme.

The Act further requires that the Publication Scheme specifies classes of information. The City of Lincoln Council's Scheme sets out ten Classes or categories as follows:

- Class 1 – Who We Are And What We Do
- Class 2 – What We Spend And How We Spend It

- Class 3 – What Our Priorities Are And How We Are Doing
- Class 4 – How We Make Decisions
- Class 5 –Our Policies and Procedures
- Class 6 – The Services We Offer
- Class 7 – Lists and Registers

The rest of the Scheme deals with these Classes. In each case, the Scheme gives the title of the Class, a definition, an explanation if appropriate, and a description of how the information may be seen, for example its location on the Council’s website or the responsible Directorate with details of a contact officer. Charges may be levied for obtaining copies of the information and where this is applicable details are shown in the schedule.

All Classes are subject to statutory and other exemptions, that is, information that whilst it falls within the broad definition, will not be published. Please refer to the section headed “Excluded Information” detailed below.

Method by Which Information Will be Made Available

Where it is within the capability of the City Council, information will be provided on its website. However where this is not possible or an individual indicates that they do not wish to access information on the website then the Council has indicated in the schedule alternative means and who will provide it.

In exceptional circumstances some information may be available only by viewing in person at the City Council’s offices. Where this is the case contact details are provided to enable an appointment to be made.

Information will be provided in the language in which it is legally required. In the event that the City Council is legally obliged to translate any information, it will do so.

The City Council’s obligations under disability and discrimination legislation and any other legislation will be adhered to when providing information in accordance with this Scheme.

Charges For Information

Under normal circumstances the majority of the information available under this Scheme will be available free of charge. In the event of the City Council having to levy a charge for routinely published material it will be justified and kept to a minimum.

Material which is published on the City Council's website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packing
- Any costs directly incurred as a result of a person viewing information

Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is available to the public.

If a charge is to be levied, confirmation of the payment due will be given before the information is provided. Payment will be required before the provision of the information.

Written Requests

Information that is held by the City Council that is not published under this Scheme can be requested in writing, and its provision will be considered in accordance with the Freedom of Information Act.

Excluded Information

1. An individual's private or business affairs with the City of Lincoln Council are not the subject of the Publication Scheme.
2. General correspondence sent or received by the City Council.
3. Documents that have a time limit on their retention set by the City Council. The object of the Scheme is to ensure that current information is made available.

Publication of the Scheme

The Publication Scheme is available to view on the City Council's website at www.lincoln.gov.uk or can be inspected at the City Council's offices in Beaumont Fee, Lincoln by contacting Committee Services on 01522 873370, 873371 or 873619.

Contacts and Feedback

It is important that the Publication Scheme meets the public's legitimate requirements for access to information. We welcome suggestions for additional classes of information that could be included and how the publications themselves might be improved.

If you are either unable to find a particular item, require assistance or wish to make a suggestion please contact:-

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City of Lincoln Council
Beaumont Fee
Lincoln

E-mail: Carolyn.wheater@lincoln.gov.uk

OR

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Scope of the Scheme

The Publication Scheme does not refer to any other authorities, bodies or executive agencies. The information it defines and classifies relates to the City of Lincoln Council only.

The Publication Scheme must set out what the council’s responsibilities are. This information has been included as a Class of Information (Class 6) and a list of our services has been provided in an A – Z format.

CLASS 1 – WHO WE ARE AND WHAT WE DO		
DEFINITION	EXPLANATION	COMMENTS
1. The current Constitution of the Council pursuant to the Local Government Act 2000 (as from time to time amended). 2. A list of all current members of the Council, including details of the	1.The Council’s Constitution contains details of all the rules and procedures applicable to the Council and its Committees, including delegation arrangements to Officers,	All of this information is available on the City Council’s website and as hard copies. Hard copies are available by contacting Committee Services by email at committeeservices@lincoln.gov.uk or by telephoning 01522 873370, 873371 or 873619.

<p>Wards they represent and current Committee appointments held by them together with contact details.</p> <p>3. Details of each Directorate of the authority including an outline of their responsibilities and the names of the Directors.</p> <p>4. Election results.</p> <p>5. Scrutiny Annual Report</p>	<p>Contract and Financial Procedure Rules. In addition the Constitution contains information about the roles of senior officers within the Council including the role of the Monitoring Officer.</p> <p>The Committees of the Council are bound by Procedure Rules, which are contained within the Constitution.</p> <p>2. Members of the Council are known as Councillors and are appointed to the various committees of the Council, and those who are appointed to the Executive are known as Portfolio Holders and have an individual area of responsibility allocated to them. Details of which are included in the Constitution.</p> <p>3. There are four Directorates in the City Council and structure charts for each one are available on the Councils website.</p> <p>4. The City Council elects by thirds, one Councillor in each ward being required to stand for election each time an election is held. The next City Council elections are due to be held in 2010.</p> <p>5. The Scrutiny Annual Report is</p>	<p>The council's Annual Report and the 'Guide to the City of Lincoln Council' also contain information about councillors, directorates and services. Both publications are updated annually and available on the website and in hard copy via the Communications Team communications@lincoln.gov.uk or 01522 873384.</p> <p>Also an A to Z of services is published in Your Lincoln on an annual basis.</p>
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	submitted to Council in April each year and provides an overview of the work done by the scrutiny committees and task groups.	
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Definition	Explanation	Comments
<p>1. Five Year Medium Term Financial Strategy</p> <p>2. Annual Statement of Accounts and Summary Statement of Accounts.</p> <p>3. Members Allowance Scheme and allowances paid in the previous financial year.</p> <p>4. Annual Audit Letter.</p>	<p>1. This document provides information about the Councils revenue and capital expenditure for the current year and its projections for the period up to 2013/14.</p> <p>2. The Council is legally obliged to have approved its draft Annual Statement of Accounts before the end of June each year to enable them to be audited and signed off by the end of September each year. The publication of the statement is given in the local press and on the Councils website.</p> <p>3. The Members Allowance Scheme is contained within the Councils Constitution. It is reviewed each year by the City Council's Independent Remuneration Panel whose recommendations are considered by Full Council as part of the Budget process. The</p>	<p>Copies of all documents are available on the City Councils website or hard copies can be obtained from Committee Services by contacting them as detailed above.</p>

	<p>recommendations of the Independent Remuneration Panel are published in the local press as is the resolution of the Council in respect of the agreed allowances.</p> <p>4. The Annual Audit letter is issued to the Council each year in March. The report provides an overall summary of the Audit Commission's assessment of the Council drawing on audit, inspection and performance work and is prepared by District Audit for the Authority.</p>	
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CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Definition	Explanation	Comments
<p>1. Annual Report 2. Strategic Plan (Prior to 2008) 3. The Forward Plan</p>	<p>1. In 2008 the Council decided to publish an Annual Report to support the Strategic Plan. This will be updated and published on an annual basis.</p> <p>2. The Strategic Plan is a five year document for the period 2007 – 2012.</p> <p>3. The Council publishes on a monthly basis a Forward Plan which details decisions to be taken by the Executive in the forthcoming year. The Forward Plan is</p>	<p>1. The Annual Report is available on the council's website and in hard copy from the Communications Team at communications@lincoln.gov.uk or 01522 873384.</p> <p>2/3. Copies of the Strategic Plan and Forward Plan are available on the Councils website or by contacting Committee Services on 01522 873370, 873371 or 873619.</p>

	also considered by the Policy Review Scrutiny Committee so that they can identify any subjects which they might wish to scrutinise before the decision is taken by the Executive.	
CLASS 4 – HOW WE MAKE DECISIONS		
Definition	Explanation	Comments
1.Timetable of Meetings. 2.Committee agendas, reports and minutes.	1.The timetable of meetings is published each April and details the meetings to be held during the next municipal year commencing in May. 2.All of the Council's agenda's, reports and minutes are published on the Councils website.	1.Details of all meetings are published on the Council website. Copies of the Timetable of Meetings can be obtained from Committee Services on the telephone numbers detailed above. 2.All agendas including reports are published on the website 5 clear days before the day of the meeting not including weekends and bank holidays.
CLASS 5 – OUR POLICIES AND PROCEDURES		
Definition	Explanation	Comments
1.Constitution. 2.Crime and Disorder Reduction Strategy. 3.Licensing Authority Policy Statement. 4. Asset Management Plan 5. Local Development Framework	1.Please see comments in Class 1 above. 2.This document has been produced to comply with the statutory duty contained in Section 5 of the Crime and Disorder Act 1998 as amended	1.As previously indicated. 2. Available on the City Councils website or hardcopies are available from the City Councils Anti- Social Behaviour Team on 01522 3.The Licensing Authority Policy Statement is available from the Councils website or by contacting the Licensing Section on 01522 873564.

<p>6.Fees and Charges 7. Communications Strategy</p>	<p>by Sections 97 and 98 of the Police Reform Act 2002. Its purpose is to formulate the strategy for reducing crime, disorder and anti-social behaviour in the City of Lincoln. The document lays out the Lincoln Crime Reduction Executives priorities, aims and objectives for the three year period 2005 – 2008.</p> <p>3.The Licensing Authority is responsible for all licensable activities under the Licensing Act 2003 within the City of Lincoln. This document sets out the policies and principles that the Licensing Authority will apply when making decisions on applications made under the Act.</p> <p>4.The Asset Management Plan sets out how the Councils Property Portfolio will contribute to the Council’s main aims and key priorities identified in the Strategic Plan. The Asset Management Plan identifies Property Management systems, which are in place in Lincoln to ensure that the Councils property portfolio is performing and managed effectively and adopts a</p>	<p>4. The Asset Management Plan is available on the City Councils website or by contacting the Property Services Section on 01522</p> <p>5.The document is available from the Councils website or by contacting Jon Fox on 01522 873481.</p> <p>6. All of the Councils fees and charges are available on the Councils website or by contacting Committee Services on any of the telephone numbers previously detailed.</p> <p>7. Available on request from the Communications Team at communications@lincoln.gov.uk or 01522 873384.</p>
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	<p>performance structure to measure success.</p> <p>5.The Local Development Framework is a system that aims to improve the planning system by getting communities and residents involved at the start of the decision making process.</p> <p>6. Fees and Charges for Council services are updated annually as part of the budget making process.</p> <p>7. Outlines the council's strategy for communicating with all of its key stakeholders including Lincoln residents, councillors, partner organisations and local businesses.</p>	
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CLASS 6 – THE SERVICES WE OFFER

Definition	Explanation	Comments
<p>1.A – Z of Council Services</p> <p>2.Election Information</p> <p>3.Housing Allocations Policy.</p> <p>4. Housing Services leaflets covering various aspects of the service.</p>	<p>1. The A to Z is a detailed list of council services and key contacts for those services.</p> <p>2. Details of previous elections, polling stations and various application forms in respect of postal and proxy voting.</p> <p>3. The Housing Allocations Policy details the manner in which Council houses will be allocated.</p>	<p>1. Published within Your Lincoln residents' newspaper and on the website www.lincoln.gov.uk</p> <p>2. Available from the Councils website or by contacting the Electoral Services Section on 01522 873374.</p> <p>3. Copies of the Housing Allocations Policy can be obtained free of charge by contacting the Property Shop on 01522 873777.</p> <p>4.The various leaflets produced by Housing Services can be obtained free of charge by contacting Customer Services on 01522 873333.</p>

	4.Housing Services produce a number of leaflets covering various aspects of the services offered including allocations, Council Housing, repairs, tenancies, nuisance, rents, garages and estate services.	
CLASS 7 – LISTS AND REGISTERS		
Definition	Explanation	Comments
<ol style="list-style-type: none"> 1. Register of Councillors Financial and Other Interests. 2.Register of Gifts and Hospitality. 3.Electoral Register. 4. Building Regulations – Decision Notices, Completion Certificates and Statutory Notices. 5. Planning Register 6. Decision Notices. 7. Tree Register and Enforcement Register. 8.Planning Advice Notes 9. Planning Guidance Notes. 10. Land Charges Register. 	<ol style="list-style-type: none"> 1. All Councillors and Independent Members are required to complete an annual statement of their financial and other interests. They must ensure that any amendments to the declaration are made within 28 days of it becoming known. 2. This Register details all offers of gifts and hospitality registered by Councillors. 3. The Electoral Register is published annually on the 1 December. It contains the details of all persons eligible to vote in elections held in Lincoln. The Register is subject to an annual canvass held between August and October each year. In addition new persons who become eligible for inclusion can 	<ol style="list-style-type: none"> 1. The Register is available to view by contacting Committee Services on 01522 873370, 873371 or 873619. 2. The Register is available to view by contacting Committee Services on 01522 873370, 873371 or 873619. 3. The Register is available to view by contacting Electoral Services on 01522 873374. 4. Copies of notices are available for viewing by contacting Building Control on 01522 873429. 5. The Register is available to view by contacting Planning Services on 01522 873484. 6. Decision Notices are available to view by contacting Planning Services on 01522 873484. 7. The Registers are available to view by contacting Planning Services on 01522 873484. 8. Copies of Planning Advice Notes can be obtained by contacting Planning Services on 01522 873484. 9. Copies of Planning Guidance Notes can be obtained by contacting Planning Services on 01522 873484. 10. Local Land Charges Register - The register is

	<p>apply at any time via the rolling registration procedure.</p> <p>4. This information is held on computer and a charge will be made for the provision of copies. Copies will be charged at £16.50 per copy.</p> <p>5. The Register is available for viewing during normal office hours and copies can be purchased at a cost of £1 per A4 sheet.</p> <p>6. Decision Notices can be inspected during normal office hours and copies can be purchased at a cost of £16.50 per copy.</p> <p>7. These Registers can be inspected during normal office hours and copies may be purchased.</p> <p>8. Planning Advice Notes provide policy information on various aspects of planning including shop fronts and advertising, security grilles and shutters. These are available during normal office hours and can be purchased.</p> <p>9. Planning Guidance Notes provide area specific advice. A charge may be made for copies.</p>	<p>available to search at a cost of £11.00 per property during normal office hours - The register is available to search by contacting Land Charges on 01522 873291</p>
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	<p>10. The Land Charges Register contains restrictive charges which are generally binding on successive owners including financial charges, Tree Preservation Orders, conditional planning consents and environmental and highways information.</p>	
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