PUBLICATION SCHEME

This Publication Scheme is prepared in accordance with the Information Commissioner's approved Model Publication Scheme.

Our Publication Scheme outlines the type of information we routinely publish, where you can find it, any associated charges and provides greater accessibility to the Council's services and functions.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, they should ask the Council to provide them with a copy under the Freedom of Information Act 2000.

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1. **Who We Are and What We Do**

- Council's Constitution
- Political Structure
- Organisational Chart
- Location and Opening Times of Council Properties
- Current Elected Councillors
- Election Results
- Leicestershire County Council is responsible for a variety of functions, including Education, social care, highways, transport, street lighting, libraries, museums and trading standards.
- Parish and Town Council's have a range of responsibilities, including allotments, cemeteries, parks, playgrounds and village halls.
- Leicestershire Police

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2. **What We Spend and How We Spend It**

- Annual Accounts
- Payments to Suppliers over £250
- Capital Programme
- Medium Term Financial Strategy
- Audit Committee Reports – including financial audits
- Councillor Allowances and Expenses
- Senior Staff Salaries
- Pay Policy Statement
- Tenders & Procurement – conducted externally by Welland Procurement
- Contracts Register
- Contract Regulations
- Community Grants
- Internal Financial Regulations – Part 10 of the Constitution
- Election Expenses – available to inspect at the Council offices in Narborough, or can be copied and posted for an additional fee.

3. **Our Priorities and How We Are Doing**

- Annual Reports
- Scrutiny Reports
- Strategies, Plans and Policies
- Blaby Plan 2018 – 2021
- Partnership Working
  - Community Safety Partnership
  - First Contact Scheme
  - Supporting Leicestershire's Families
- Economic Development Strategy 2016 - 2019
- Forward Plan
- Capital Strategy
- Prudential Indicator & Treasury Management Strategy 2018/19 - 2020/21
- Council Performance
- Equality Impact Assessment – contact the Performance team
- Climate Impact Assessment – attached to relevant reports
- Service Standards

4. How We Make Decisions

- Timetable of council meetings
- Meetings, Agendas, Reports and Minutes
- Major Policy Proposals and decisions
- Public Consultations

5. Our Policies and Procedures

- Policies and procedures for Conducting Council Business – Available within the constitution
- Pay Policy Statement
- Policy Register
- Policies and procedures about the recruitment and employment of staff
- Customer Service Standards
- Customer Feedback and Complaints
- Data Protection Policy
- Data Protection Notice
- Personal Information and your Rights
- Schedule of Charges

6. **Lists and Registers**

- The following registers are available on our [Open Data](#) page:
    - Asset Register
    - Community Grants
    - Consultant and Agency Spend
    - Contracts Register
    - Cooling Towers Public Register
    - Environmental Permits Public Register
    - NNDR/ Business Rates
    - Gifts & Hospitalities Register
    - Members Allowances
    - Parking Account
    - Parking Spaces
    - Pay Multiple
    - Policy & Strategy Register
    - Public Health Funerals
    - Trade Union Facility Time
- [Information Asset Register](#)
- [CCTV](#)
- [Councillors Declaration of Interest](#)
- [Parish Councillors Register of Interest](#)
- [Planning, Building Control and Licensing Portal](#)
- [Electoral Register](#)
    - Free public Inspection at the Council Offices
    - Purchase an extract from the Register

7. **Services Provided by the Council**

- [Business, Licensing and Investment](#)
- [Planning and Building](#)
- [Local Land Charges Searches](#)
- [Benefits and Support](#)
- [Council Tax](#)
- [Leisure, Health and Community](#)
- [Waste & Recycling](#)
- [Commercial Waste](#)
- [Schedule of Charges](#)
- [Contact Magazine](#)
- [News](#)