

**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.

Every local authority is required to have a Publication Scheme and ours is based on the Information Commissioners Office's [**model publication scheme**.](http://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf)

# Who We Are and What We Do

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| **Organisational information, locations contacts and constitutional and legal governance. Council Constitution** | The constitution consists of a number of documents that set out the basic principles that underpin the way in which the Council operates.    It includes details of the Council and the committees to which it has delegated various powers and the functions that are the responsibility of the Cabinet Executive. This includes: financial regulations, the code of practice, suppliers and services, codes of conduct for members and employees and member's allowances.    The constitution can be accessed in bite sized sections through the Council website at:  <https://minutes-1.nwleics.gov.uk/ieListMeetings.aspx?CId=306&info=1&MD=Constitution> |
| **Council Democratic Structure** | Information on the elected members and political makeup of the Council is available on the following webpage:  <https://minutes-1.nwleics.gov.uk/mgMemberIndex.aspx?bcr=1> |
| **Organisational Chart** | Names and contact information for the Chief Executive and Directors are available online here:  https://www.nwleics.gov.uk/files/documents/organisation\_chart\_may\_2017/Who's%20Who%20June%202017.pdf  A structure chart showing staff that comprise the Council’s senior leadership team is also available here:  <https://www.nwleics.gov.uk/pages/council_departments> |

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| **Location and**  **Opening Times of**  **Council Properties** | Opening times and bank holiday closures of the Council offices:  <https://www.nwleics.gov.uk/pages/contacts>  Hermitage & Hood Park Leisure Centre, along with locations and how to find us:  <https://www.nwleics.gov.uk/pages/evolution_fitness_suite_at_hermitage_and_hood_park_leisure_centres> |
| **Current Elected Councillors** | Information and contact details for the current 38 members of North West Leicestershire District Council including contact details for each member, is available from the following web page:  <https://minutes-1.nwleics.gov.uk/mgMemberIndex.aspx?VW=TABLE&PIC=1&FN=WARD> |
| **Voting and Elections** | The results and statistics from recent District, Parish, County, Parliamentary and European elections that have taken place in the District are available at: <https://www.nwleics.gov.uk/pages/election_results> |
| **Relationships with other authorities** | North West Leicestershire District Council is 1 of 7 District and Borough Councils in Leicestershire, which together operate as part of a three tier system, with responsibilities divided between the Parish, District and County Council.     * **Leicestershire County Council** is responsible for a variety of functions, including: * Education and youth services * Social care * Highways and transport * Street lighting * Libraries and museums * Registrar services * Trading standards * Planning/ development - at the County level * Waste management - strategic level |
| **Relationships with other authorities** | For more information visit Leicestershire County Council’s webpage: <https://www.leicestershire.gov.uk/>    There are 25 **Parish and Town Council's** within North West Leicestershires District, they have a range of responsibilities, depending on their size, including:   * Allotments * Cemeteries * Parks * Playgrounds * Village Halls     A list of all Parish Council’s within the district and links to their website is available on the following webpage: <https://www.nwleics.gov.uk/pages/parish_councils>    The other **District and Borough Council's** within Leicestershire are as follows:     * Charnwood Borough Council -<https://www.charnwood.gov.uk/> * Harborough District Council -<http://www.harborough.gov.uk/> * Hinckley and Bosworth Borough Council -<http://www.hinckley-bosworth.gov.uk/> * Melton Borough Council -<http://www.melton.gov.uk/> * Blaby District Council -<http://www.blaby.gov.uk/> * Oadby and Wigston Borough Council -<http://www.oadby-wigston.gov.uk/>     In addition to County and District Authorities, **Leicester City Council** operates as a Unitary (all purpose) Authority. You can visit their website at: <http://www.leicester.gov.uk/> |

## What We Spend and How We Spend It

Financial information about projected and actual income and expenditure, procurement, contracts and financial audits.

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| **Financial statements, budgets and variance reports** | Financial Information including budgets and details of expenditure over £250 is available on the following webpage: <https://www.nwleics.gov.uk/pages/spending_over_gbp250_2018_19> |
| **Capital Programme** | The Council produces a Capital Programme annually which sets out its planned expenditure on long term assets such as land and buildings. This information is available on our website:  <https://www.nwleics.gov.uk/search?q=CAPITAL+PROGRAMME> |
| **Medium Term**  **Financial Strategy** | Financial plans demonstrate how the Council's financial resources will be deployed over the next three years to deliver the declared aims and priorities. It sets out the overall shape of the Council's budget by determining the level of resources that will be available and how these are currently allocated between services.  <https://www.nwleics.gov.uk/pages/council_budgets> |
| **Financial Audit Report** | A copy of the financial report from the Council's audit committee from the following link:  https://minutes-1.nwleics.gov.uk/documents/s21338/ISA%20260%20Report%20-%20NWLDC.pdf |
| **Councillors' Allowances** | The total allowances and expenses paid to councillors by reference to categories, such as travel, subsistence and accommodation.  Information on individual members is available through the following web page:  <https://www.nwleics.gov.uk/pages/members_allowances>  Information on the members allowance scheme: [https://www.nwleics.gov.uk/pages/members\_allowance\_scheme#](https://www.nwleics.gov.uk/pages/members_allowance_scheme) |

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| **Senior Staff Salaries** | Information on the pay and responsibilities of senior staff is available on the following:  <https://www.nwleics.gov.uk/pages/council_departments> |
| **Election Expenses** | The Return of Candidate Election Spending Form is available for public inspection free of charge located at Coalville Council Offices.  *Copies of the returns and accompanying documents can be requested at a charge of 20p per side.* |
| **Procurement Procedures** | The Council is committed to the principles of best value and will agree contracts with providers of goods, services and works who are most able to demonstrate that same commitment.  The information is available on our website:  <https://www.nwleics.gov.uk/pages/procurement> |
| **Contracts and Tenders** | Any contracts that the Council has entered with a value of £5001 (or £1001 for voluntary, community and social enterprises) are available to view on the contracts register:  <https://www.nwleics.gov.uk/pages/contracts>  Information on contracts and tenders is also included in the Council’s constitution:  <https://minutes-1.nwleics.gov.uk/ieListMeetings.aspx?CId=306&info=1&MD=Constitution> |
| **Details of Grants to the Voluntary**  **Community and**  **Social Enterprise**  **Sector** | Each year the Council makes funds available to help support and develop community facilities and activities in the district. Information is available on the following web page:  <https://www.nwleics.gov.uk/pages/grants_and_funding> |
| **Internal Financial Regulations** | Details of the financial regulations can be seen in the Council's constitution, available online here:  <https://minutes-1.nwleics.gov.uk/mgCommitteeDetails.aspx?ID=306> |

## Our Priorities and How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews.

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| **Annual Reports** | Our annual report is designed to help you, as residents and members of the business community, to find out what we do and how well we are doing it. The latest annual report is available at:  <https://www.nwleics.gov.uk/pages/annual_accounts_and_governance_reports> |
| **Strategies, Plans and Policies** | Many of the plans, policies and strategies produced by the Council, broken down by service, are available from the website and can be accessed through the relevant service page.  Corporate policies can be found at:   <https://www.nwleics.gov.uk/pages/corporate_policies>    NWLDC Plan 2018 – 2019:  <https://www.nwleics.gov.uk/files/documents/council_delivery_plan_2018_19/CDP%20%202018_2019%20final.pdf> |
| **Economic**  **Development Action**  **Plan** | Economic strategy that puts forward a vision and plan that will guide future economic development activity and inward investment, within the context of national, regional and local policy.    *The plan for the period 2019-2021 is currently being reviewed and will be published in due course.* |
| **Forward Plan** | The forward plan is a list of key and non-key decisions to be taken by the Cabinet Executive and Council:  <https://minutes-1.nwleics.gov.uk/mgListPlanItems.aspx?PlanId=189&RP=126> |

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| **Capital Strategy** | The Capital Strategy formalises how the Council will maximise the capital resources available to achieve our objectives, and is available online here:  <https://minutes-1.nwleics.gov.uk/documents/s20936/Enc.%201%20for%20201920%20Capital%20Strategy.pdf>  The Council approves reports in connection with the capital strategy, spending and funding:     * **Medium Term Financial Strategy** - financial plans demonstrate how the Council's financial resources will be deployed over the next 3 years to deliver declared aims and priorities. It sets out the overall shape of the Council's budget by determining the level of resources that will be available and how these are currently allocated between services.     <https://www.nwleics.gov.uk/pages/council_budgets>   * **Capital Programme** - the Council produces an annual capital programme covering its planned expenditure on long term assets such as land and buildings. It takes into account corporate aims and priorities, services' asset requirements and available financial resources.   <https://minutes-1.nwleics.gov.uk/documents/s10060/APPENDIX%20B%20HRA%20Capital%20231116%20FINAL.pdf>   * **Treasury Management Strategy** - covers our expected loans and investments and sets out the expected treasury management operations associated with our medium term financial plans. It is linked to delivering the Council's priorities and sets out how we support capital decisions, day to day treasury management and the limits on activity through treasury prudential indicators.   <https://minutes-1.nwleics.gov.uk/documents/s20938/Appendix%201%20-%20Treasury%20Management%20Strategy%20Statement%20201920%20and%20Prudential%20Indicators%20201920%20to%20202.pdf> |
| **Council Performance** | The progress of the Council's priorities and performance indicators are available at:  <https://www.nwleics.gov.uk/pages/performance> |
| **Service Standards** | Information on our customer service and internet service standards is available from the following web page:  <https://www.nwleics.gov.uk/pages/customer_service_standards> |
| **Records**  **Management System** | A copy of the current retention schedule is available:  *Our retention schedule is currently under review. It will be published in due course.*  The Council’s information asset register is available at:  <https://www.nwleics.gov.uk/pages/why_can_we_process_personal_information> |

## How We Make Decisions

Decision making processes and records of decisions.

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| **Timetable of Council Meetings** | A timetable of Council meeting is published and updated on a regular basis at the following page:  <https://minutes-1.nwleics.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1> |
| **Meetings, Agendas, Reports and Minutes** | All of the agenda, reports, background papers and minutes of the Council's formal meetings are available to download at:  <https://minutes-1.nwleics.gov.uk/ieDocHome.aspx?bcr=1> |
| **Major Policy**  **Proposals and**  **Decisions** | Major policy proposals and decisions can be seen on the papers approved by Council – on the following page:  <https://minutes-1.nwleics.gov.uk/mgListOfficerDecisions.aspx?bcr=1> |
| **Facts and the**  **Analyses of Facts** | Background papers are attached to the policy reports that go to Council for approval. For specific information you will need to access the reports – the following link will take you to a searchable index of reports and Council papers:  <https://minutes-1.nwleics.gov.uk/ieDocHome.aspx?bcr=1> |

## Our Policies and Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

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| **Policies and**  **Procedures for**  **Conducting Council**  **Business** | The procedures and policies for conducting Council business are included in the Council's constitution.  Available on the following webpage:  <https://minutes-1.nwleics.gov.uk/ieListMeetings.aspx?CommitteeId=306> |
| **Pay Policy Statement** | The pay policy statement sets out the pay levels and other allowances for employees and is approved by Cabinet each year. The latest version is available on the following webpage (copy and paste link into browser): <https://minutes-1.nwleics.gov.uk/documents/s10587/Pay%20Policy%20Statement%20201718%20Council%20Report.pdf> |
| **Recruitment of Staff** | Information on staff recruitment and employment is available on the following web page:  <https://www.nwleics.gov.uk/pages/jobs_and_careers> |
| **Customer Service** | Standards for providing services to you as customers and recipients of service. Information on Service Standards is on the following web page:  <https://www.nwleics.gov.uk/pages/customer_service_standards>    We are always looking for better ways to meet your needs and we welcome feedback to help us improve our services. If you have reason to feel dissatisfied with any aspect of our service we want to know. If you feel we are doing something well, we would like to know that too. Visit our feedback page for more information on how to do so:  <https://www.nwleics.gov.uk/pages/complaints_comments_and_compliments> |
| **Records**  **Management and**  **Personal Data** | The Council's data protection notice can be accessed at the following address:  <https://www.nwleics.gov.uk/pages/website_privacy>  Information about personal data and your rights is available online at:  <https://www.nwleics.gov.uk/pages/website_privacy> |
| **Charging Regimes and Policies** | The latest budget book, financial strategy and efficiency plan can be accessed at:  <https://www.nwleics.gov.uk/pages/council_budgets> |

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## Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Council.

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| **Electoral Register** | The register of electors can be inspected at the Council offices. An edited version is available to purchase in various forms, for more information contact the elections department. |
| **CCTV** | Information about the CCTV footage the Council captures.  Further information is available from the following web page  <https://www.nwleics.gov.uk/pages/cctv_and_the_data_protection_act> |

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| **Disclosure Logs** | The Council maintains a Disclosure Log of all Freedom of Information requests that we receive, this log details the type of information requested, how many days it took to respond and what the outcome was.  This is available on the following web page: <https://www.nwleics.gov.uk/pages/monthly_disclosure_logs> |
| **Register of**  **Councillors' Financial and Other Interests** | All member of the Council are required by law to complete a declaration of interests form to register their personal, financial and other interests. These can be viewed from the following page:  <https://minutes-1.nwleics.gov.uk/mgListDeclarationsOfInterest.aspx?XXR=0&DR=21%2f01%2f2018-01%2f02%2f2019&ACT=Find&> |
| **List of Current**  **Planning Applications** | All current planning applications are available to view via the following web link:  <https://www.nwleics.gov.uk/pages/view_planning_applications> |
| **Licensing Register** | Our online licensing register gives you up to date information on licensed premises, operators, vehicle, driver and personal license holders.  The register is available here:    <https://plans.nwleics.gov.uk/public-access/search.do?action=simple&searchType=LicencingApplication> |
| **Car Park Register** | This register gives all details of all off-street car parking spaces in Coalville and Ashby:  <https://www.nwleics.gov.uk/pages/car_parking_coalville_1>  <https://www.nwleics.gov.uk/pages/car_parking_ashby_de_la_zouch>  On street parking in managed by Leicestershire County Council. For more information visit their website:  <https://www.leicestershire.gov.uk/> |

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## Services Provided by the Council

Information about the services the Council provides including leaflets, guidance and newsletters.

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| **Regulatory and**  **Licensing**  **Responsibilities** | Information on all licenses and permits for entertainment and alcohol, food businesses, street traders and leisure services is available on the following web page:  <https://plans.nwleics.gov.uk/public-access/search.do?action=simple&searchType=LicencingApplication> |
| **Planning and Building** | Information on planning and building control services is available on the following web page:  <https://www.nwleics.gov.uk/pages/planning> |
| **Services for Local Businesses** | Information for local businesses including; licensing, permits and business rates, is available from the following web page:  <https://plans.nwleics.gov.uk/public-access/search.do?action=simple&searchType=LicencingApplication> |
| **Services for**  **Members of the Public** | Information on services for residents of North West Leicestershire District including; bin collection dates, council tax and job vacancies are available from the following web page:  [www.nwleics.gov.uk](http://www.nwleics.gov.uk) |
| **Information for Visitors** | The A to Z guide covers various services and functions such as events, museums, libraries and leisure information. It covers both services provided by North West Leicestershire District Council as well as those provided by the Police, County and District Councils. The guide is available online at:  <https://www.nwleics.gov.uk/atoz> |
| **Leisure and Parks** | Information on North West Leicestershire District Council leisure and parks, including green spaces and markets:  <https://www.nwleics.gov.uk/pages/leisure>  <https://www.nwleics.gov.uk/pages/coalville_market>  Information on leisure provision for Leicestershire county is available from the Leicestershire County Council website:  <http://www.leics.gov.uk/index/leisure_tourism.htm>    Information on Parks in Leicestershire county is available from the Leicestershire County Council website:  [https://www.leicestershire.gov.uk/leisure-and-community/parks-and-outdoor-activities/country-parks-inleicestershire](https://www.leicestershire.gov.uk/leisure-and-community/parks-and-outdoor-activities/country-parks-in-leicestershire)    Play areas and some parks in the district are owned by the Local Parish or Town Council. A list of all Parish Council’s within the district and links to their website is available on the following webpage:  <https://www.nwleics.gov.uk/pages/parish_councils> |
| **Leaflets, Booklets and Newsletters** | The Council's current leaflets, booklets and newsletters are available in hard copy from the council offices in Coalville. |
| **Media Releases** | The Council’s press releases are available from the following web page:  <https://www.nwleics.gov.uk/pages/news> |
| **News and Events** | News and events information for the Council and the District is available from the following web page:  <https://www.nwleics.gov.uk/pages/news> |