



Committed to Improving the Quality of Life in North Hykeham'

North Hykeham Town Council

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Publication Scheme

This publication scheme is produced in accordance with the Freedom of Information Act 2000. The Act is designed to establish a greater level of openness in the public sector, enabling members of the public to better understand the decision-making processes of the Council as it is responsible for the delivery of public services. It requires the Council lists the information it makes available to the public as part of its normal business activities, where it is available and any associated costs should the Council be asked to reproduce any of the information.

Anyone wishing to make a request under the Freedom of Information Act must do so in writing to the Town Clerk, who will respond to such a request within 20 working days of receipt. Exempt information includes personal information about employees or Councillors which is not allowed under the Data Protection Act 2018. The Council has the right to refuse a Freedom of Information request if it is deemed to be of a vexatious nature, in accordance with the Freedom of Information Act 2000 s.14. Reasons for the refusal will be notified in writing and in accordance with s.17 of the Freedom of Information Act. A record of requests made under the Freedom of Information Act will be retained for a minimum of 12 months.

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Online Hard copy	Free 5p per page
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Online	Free
Location of main Council office and accessibility details	Online	Free

Staffing structure	Online Hard copy	5p per page
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Online Hard copy	Free 5p per page
Finalised budget	Online Hard copy	Free 5p per page
Precept	Online Hard copy	Free 5p per page
Borrowing approval letter	Online Hard copy	Free 5p per page
Financial Regulations and Standing Orders	Online Hard copy	Free 5p per page
Grants given and received	Online – Annual Report Hard copy	Free 5p per page
List of current contracts awarded and value of contract	Available on request	
Members allowances and expenses	Online - Allowances in budget Hard copy	Free 5p per page
Class 3 – What our priorities are and how we are doing		
Council's Strategic Plan	Online Hard copy	Free 5p per page
Council's 12-month plan (current and previous year as a minimum)	Online Hard copy	Free 5p per page
Annual Report to Town Meeting (current and previous year as a minimum)	Online Hard copy	Free 5p per page
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings (Council, Committee / Sub Committees meetings and Annual meetings)	Online Hard copy Notice Boards	Free 5p per page Free
Agendas of meetings	Online Hard copy Notice Boards	Free 5p per page Free
Minutes of meetings	Online Hard copy	Free 5p per page

Reports presented to Council meetings (excludes those presented in Closed Sessions)	Hard copy	5p per page
Responses to consultation papers	Online Hard copy	Free 5p per page
Responses to planning applications	Online	Free
Bye-laws	Hard copy	5p per page
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: Standing Orders Financial Regulations Committee and Sub Committee Roles and Responsibilities Delegated authority in respect of officers Code of Conduct Policy Statements	Online Hard copy	Free 5p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of service Equality and diversity Health and Safety Recruitment (including current vacancies) Policies and procedures for handling requests for information	Online Hard copy	Free 5p per page
Information Security Policy	Online Hard copy	Free 5p per page
Records management policies (records retention, destruction and archive)	Hard copy	5p per page
Data Protection Policies – GDPR	Online Hard copy	Free 5p per page
Schedule of charges (for the publication of information)	Hard copy	5p per page
Class 6 – Lists and Registers		
Any publicly available register or list	Available on request	Free
Assets Register	Available on request	Free
Disclosure Log	N/A	
Register of Members Interests	Online	Free
Register of gifts and hospitality	Available on request	
Class 7 – The services we offer		
Allotments	Online	Free

Burial grounds	Online	Free
Community Hub and Council facilities	Online	Free
Parks, Playing Fields and Recreational facilities	Online	Free
Seating, litter bins, memorials and lighting	Online Hard copy	Free 5p per page
Bus shelters	Online Hard copy	Free 5p per page
Agency agreements	Online	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Online Hard copy	Free 5p per page