

North East Lincolnshire Council

Publication Scheme

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North East Lincolnshire Council is committed to making as much information as possible freely available to the public as part of our normal business activities. To support this commitment we have adopted the [ICO's model publication scheme](#).

If you would like information in a different format, we will take reasonable steps to make the material available in that format.

In certain circumstances, it may be necessary to charge for the information you require, these include when:

- The document is a priced publication;
- Costs are incurred in providing you with the information;
 - third party fees;
 - photocopying or printing; or
 - postage and packaging.

Some information is not included in the Publication Scheme, this includes:

- Information exempt from disclosure;
- Information in draft form;
- Information considered to be archived; and
- Information which cannot be straightforwardly made available.

For information not published under this scheme, you can make a request in accordance with the provisions of the Freedom of Information Act or the Environmental Information Regulations.

The Ordnance Survey mapping included within our website is provided under licence from the Ordnance Survey.

Who we are and what we do

[The Council's Constitution](#) explains how we operate and make decisions. A printed copy of the Constitution is available on request for a fee of £25.00.

Key statistical and demographic information about North East Lincolnshire, including the Joint Strategic Needs Assessment are available through our local information system '[North East Lincolnshire Data Observatory](#)'.

Details of the Council's Senior Management Team and the services they are responsible for are published in the [Council Workforce](#) area of our website.

[Contact details for our services](#) are available on our website.

To keep informed of what is happening in North East Lincolnshire you can check the [Council News](#) area on our website.

Information about our Councillors, Mayor, Wards, Members of Parliament, Members of European Parliament, Town and Parish Councils, Election results and Forthcoming Elections can be found in the [Your Council Democracy and Councillors](#) area of our website

How we make decisions

Information on how we make decisions including Agendas, Reports and Minutes is available in the [Decision making](#) area of our website, and is further explained in Part 2 of the Council's Constitution.

What we spend and how we spend it

Information on our current and previous spending, financial planning and protection for public finances can be found in the [Finances, spending and contracts](#) area of our website.

The Council's Financial Regulations can be found in Article 14 of the Council's Constitution.

Details of our procurement arrangements can be found in the [Contracts and tenders](#) area of our website.

We publish information on the following payments we have made

- [Members' Allowances](#);
- [Payments to external bodies and suppliers over £250 \(excluding VAT\) and all Credit Notes](#); and
- [Salaries paid to the Council's senior managers](#)

What our priorities are and how we are doing

Our priorities and vision for North East Lincolnshire can be found in the [vision and aims](#) area of our website along with the Council's Outcomes framework, priorities and commissioning plan which sets out a clear way of working to help us achieve our priorities as well as a balance budget.

The Council works closely with its partners through partnership boards and the local community to identify the priorities for the area. Partners have signed up to the outcomes in our outcome framework and are working together to develop the most important actions to achieve those outcomes.

Details of the monitoring and reporting of performance is available through

- Annual Governance Reports
- Overview and scrutiny
- The Audit and Governance Committee

Our policies and procedures

It is our policies that drive change within our organisation. Our Constitution highlights the importance of policy led decisions based on sound evidence to ensure the decisions we make are consistent and the process is transparent.

We regularly consult with people living and working in North East Lincolnshire to identify and confirm what our priorities should be. These priorities inform the objectives of our Council Plan, from which, we develop key strategies and operational policies with performance measures that are monitored by senior managers and elected members. The impact of our policies is wider than just our services, as their outcomes affect the quality of life experiences for local people and are therefore part of the long-term objectives of the Sustainable Community Strategy, which is North East Lincolnshire's foremost partnership plan.

On our website you can find

- Our key [strategies and policies](#)
- Information on [equality and diversity](#)
- Information on [Jobs, training and volunteering](#) in North East Lincolnshire, including details about working for the Council and our current vacancies and career opportunities.
- Our policies for [processing your personal data](#).
- Our [Feedback Policy](#) on how to give the Council your compliments, complaints or suggestions.

For Complaints or Enquiries in relation to Adult Social Care please contact the Customer Care Manager in writing to North East Lincolnshire Clinical Commissioning Group, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU, by telephone on 0300 3000 550 or by or email nelccg.askus@nhs.net.

Public lists and registers

Details of the main registers we are required to maintain by law and other [lists and registers](#) relating to our functions can be found on our website.

If the specific list or register you require is not here, please contact us using the e-mail Transparency@nelincs.gov.uk and we will be happy to assist. Please be aware that where the list or register contains personal data, it will be made available to you in accordance with the Data Protection Act.

Details of the licences we issue can be found on the [Licensing and permits](#) area of our website.

Services provided by the council

Our [website](#) provides an index of the key services we provide and access to the advice, guidance and information relating to it. If you cannot find the service you require please [contact us](#) and we will be pleased to provide you with assistance.

You can find out more about services at a local area level through the [Interactive Mapping](#) tool which provides you with the following choices:

- **My House** which provides property specific information around where you live, including school catchment areas, your ward and local councillors.
- **My Nearest** which provides details of the nearest council services to you, including schools, parks, libraries, recycling and planning applications.
- **My Maps** which allows you to decide what items you want to see and flag those nearest to you.

Please note: The Ordnance Survey mapping included within the website is provided by North East Lincolnshire Council under licence from the Ordnance Survey in order to fulfil its public function to make available Council held public domain information. Persons viewing this mapping should contact Ordnance Survey for advice where they wish to licence Ordnance Survey mapping/map data for their own use.

If you have any [feedback](#) about Council services you can send us a compliment, complaint or suggestion, details of the feedback scheme can be found on our website.

You can find out about what is happening in North East Lincolnshire through the [Council News](#) and the [Leisure and things to do](#) areas of our website which includes details of our Tourist Information Centre.

To discover more about working, staying and playing in North East Lincolnshire you should go to [Discover North East Lincolnshire](#).