

**THE BOROUGH COUNCIL OF NEWCASTLE-UNDER-LYME**  
**PUBLICATION SCHEME 2017**

**INFORMATION ASSET REGISTER**

The Council aims for as much information as possible to be available on its website. The Council's A-Z of documents and the following table will assist in finding the location of information sought. Material published on the website is free of charge. Information provided by other means may involve a charge, although the Council will ensure such charges are reasonable and kept to a minimum.

Information held by the Council that is not published under this scheme may be requested in writing, where its provision will be considered in accordance with the Freedom of Information Act 2000.

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**Classes of Information**

**WHO WE ARE AND WHAT WE DO**

**Organisational information, structures, locations and contacts**

**See also 'All services' tab**

	<b>SECTION WHERE AVAILABLE</b>
Council Constitution	Your Council
Council democratic structure	Your Council
Organisational chart	Your Council
Location and opening times of Council properties	'Contact us' section
Currently elected Members' information and contact details	Your Council - Councillors
Contact details for all customer facing departments	'Contact us' section
Most recent election results	Your Council – Elections and Electoral Registration
Relationships with other authorities	Community

**WHAT WE SPEND AND HOW WE SPEND IT**

**Financial information about projected and annual income and Expenditure, procurement, contracts and financial audit**

Financial statements, budgets and variance reports	Your Council - Accounts
Capital programme	Your Council - Accounts
Spending reviews	Your Council - Accounts
Financial audit reports	Your Council - Accounts
Members' allowances scheme	Your Council
Allowances paid to Members under the Members' allowances scheme each year	Your Council
Staff allowances and expenses	Not published
Pay and grading structure	Not published
Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the Council)	Not published
Procurement procedures	Business
Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector	Business
Details of grants to the voluntary community and social enterprise sector	Business
District Auditor's report	Business
Financial statements for projects and events	Your Council - Accounts
Internal financial regulations	Your Council - Accounts
Funding for partnership arrangements	Business

**WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

**Strategies and plans, performance indicators, audits, Inspections and reviews**

Annual reports	Business
Strategies and business plans for services provided by the Council	Business
Internal and external organisation performance reviews, including external audits	Business
Strategies developed in partnership with other authorities	Business

Economic development action plan	Business
28-day notice of Executive Decisions and/or Confidential/Exempt Decisions (previously known as the Forward Plan)	Your Council
Capital Strategy	
Best value performance indicators	Business
District Auditor's reports on the best value performance plan and performance indicators	Business
Statistical information produced in accordance with the Council's and departmental requirements	Business
Impact assessments	Your Council
Privacy impact assessments (in full or summary format)	Currently under review
Service standards	Business
File plans (high level, for current records management systems)	Currently under review

## **HOW WE MAKE DECISIONS**

### **Decision making processes and records of decisions**

**See also 'All services' tab**

Timetable of Council meetings	Your Council
Agendas, officers' reports, background papers and minutes of Council committee, sub-committee and standing forum meetings	Your Council
Major policy proposals and decisions	Your Council
Facts and analyses of facts considered when framing major policies	Your Council
Public consultations	Your Council – Have your say
Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines	Not published

## **OUR POLICIES AND PROCEDURES**

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

**See 'All Services' tab**

Policies and procedures for conducting	Your Council
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Council business	
Policies and procedures for delivering our services	
Pay policy statement	
Policies and procedures about the recruitment and employment of staff	
Customer service	
Records management and personal data policies	
Charging regimes and policies	

## **LISTS AND REGISTERS**

**See also A-Z of Council services and ‘All services’ tab**

Public registers and registers held as public records	Business
Asset registers and information asset register	Your Council – publication scheme
CCTV	Currently under review – for future publication
Disclosure logs	Not published
Register of Members’ financial and other interests	Your Council
Senior officers declaration of interests	Not published on website – may be viewed
Register of gifts and hospitality	Not published – may be viewed
Highways, licensing, planning, commons, footpaths etc.	Highways and footpaths – Staffordshire County Council  Your Council – Licensing Planning - portal Environment

## **SERVICES PROVIDED BY THE COUNCIL**

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

**See also A-Z of Council services and ‘All services’ tab**

Regulatory and licensing responsibilities	
Services for local businesses	
Services for other organisations	

Services for members of the public	
Services for which the Council is entitled to recover a fee, together with details of those fees	Your Council – Accounts – fees and charges
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	
Leaflets, booklets and newsletters	
Advice and guidance	
Media releases	
Election information	Your Council – Elections and Electoral Registration