

## Publication Scheme

### Document control

<b>Organisation</b>	City of Lincoln Council
<b>Title</b>	Publication Scheme
<b>Owner - name and title</b>	Carolyn Wheeler- Monitoring Officer
<b>Date</b>	September 2025
<b>Version</b>	V.2.0
<b>Next review date</b>	September 2027

### Document Amendment history

<b>Revision</b>	<b>Originator of change</b>	<b>Date of change</b>	<b>Change description</b>
V.2.0	Data Protection Officer	September 2025	General review and update of Scheme.

## **Guidance about this Publication Scheme**

The Freedom of Information Act 2000 requires all public authorities, including the City of Lincoln Council, to adopt and maintain a Publication Scheme.

This is the City of Lincoln Council's Scheme under the Act. The purpose of the Scheme is to inform the public as to what information will be automatically or routinely published by the Council. To achieve this, the Act through the scheme commits the authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information, which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this Scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this Scheme.
- To advise on any fees charged for access to information, which is made proactively available.
- To publish the contents of the Scheme.

The Act further requires that the Publication Scheme specifies classes of information. The City of Lincoln Council's scheme sets out Classes or categories as follows:

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – The services we offer
- Class 7 – Lists and registers

The rest of the Scheme deals with these classes. In each case, the Scheme gives the title of the class, a definition, an explanation if appropriate, and a description of how the information may be seen, for example its location on the Council's website or the responsible Directorate with details of a contact. Charges may be levied for obtaining copies of the information and where this is applicable details are shown in the schedule.

All classes are subject to statutory and other exemptions, that is, information that whilst it falls within the broad definition, will not be published. Please refer to the section headed "excluded information" detailed below.

### **Method by which information will be made available**

Where it is within the capability of the City Council, information will be provided on its website. However, where this is not possible, or an individual indicates that they do not wish to access information on the website then the Council has indicated in the schedule alternative means and who will provide it.

In exceptional circumstances some information may be available only by viewing in person at the City Council's offices. Where this is the case contact details are provided to enable an appointment to be made.

Information will be provided in the language in which it is legally required. In the event that the City Council is legally obliged to translate any information, it will do so.

The City Council's obligations under disability and discrimination legislation and any other legislation will be adhered to when providing information in accordance with this Scheme.

### **Charges for information**

Under normal circumstances the majority of the information available under this scheme will be available free of charge. In the event of the City Council having to levy a charge for routinely published material it will be justified and kept to a minimum.

Material which is published on the City Council's website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packing
- Any costs directly incurred as a result of a person viewing information

Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is available to the public.

If a charge is to be levied, confirmation of the payment due will be given before the information is provided. Payment will be required before the provision of the information.

### **Information requests**

- Information that is held by the City Council that is not published under this Scheme can be requested in writing, and its provision will be considered in accordance with the Freedom of Information Act 2000.
- You can make a Freedom of Information request on the City Council's website [Your Council - Make a Freedom of Information request – City of Lincoln Council](#).
- Please note the City Council does not provide education, social services or highways services. Any FOI requests concerning these matters should be directed to [Lincolnshire County Council](#)
- The Council publish their FOI performance statistics on the City Councils website [Freedom of information – City of Lincoln Council](#)

### **Excluded information**

1. An individual's private or business affairs with the City of Lincoln Council are not the subject of the Publication Scheme.

Requests regarding you own personal data or on behalf of someone for their personal data can be made on the City Council's website [Your Council - Make a subject access request – City of Lincoln Council](#).

2. General correspondence sent or received by the City Council.

3. Documents that have a time limit on their retention set by the City Council. The object of the Scheme is to ensure that current information is made available.

### **Publication of the Scheme**

The Publication Scheme is available to view on the City Council's website at [www.lincoln.gov.uk](http://www.lincoln.gov.uk) or can be inspected at the City Council's offices in Beaumont Fee, Lincoln by contacting Democratic Services at [democratic.services@lincoln.gov.uk](mailto:democratic.services@lincoln.gov.uk).

### **Contacts and Feedback**

It is important that the Publication Scheme meets the public's legitimate requirements for access to information. We welcome suggestions for additional classes of information that could be included and how the publications themselves might be improved.

If you are either unable to find a particular item, require assistance or wish to make a suggestion please contact customer services at [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), telephone 01522 881188 or write to City of Lincoln Council, City Hall, Beaumont Fee, Lincoln, LN1 1DD

### **Scope of the Publication Scheme**

The Publication Scheme does not refer to any other authorities, bodies or executive agencies. The information it defines and classifies relates to the City of Lincoln Council only.

The Publication Scheme must set out what the council's responsibilities are. This information has been included as a Class of Information and a list of our services has been provided in an A – Z format.

<b>Class 1 – Who we are and what we do</b>			
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	The current Constitution of the Council pursuant to the Local Government Act	The Council's Constitution contains details of all the rules and procedures applicable to the Council and its Committees, including delegation	The Constitution is available on the City Council's website. <a href="#">Committees and meetings – City of Lincoln Council</a> or a hard copy can be requested from Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>

	2000 (as from time to time amended).	arrangements to Officers, Contract and Financial Procedure Rules. In addition, the Constitution contains information about the roles of senior officers within the Council including the role of the Monitoring Officer. The Committees of the Council are bound by Procedure Rules, which are contained within the Constitution.	
2.	A list of all current Councillors, including details of the Wards they represent, and current Committee appointments held by them together with contact details.	Members of the Council are known as 'Councillors' and are appointed to the various committees of the Council, and those who are appointed to the Executive are known as Portfolio Holders and have an individual area of responsibility allocated to them. Details of which are included in the Constitution.	Information on Councillors is available on the City Council's website <a href="#">Information on Councillors – City of Lincoln Council</a> or a hard copy can be requested from Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>
3.	Election results.	The City Council elects by thirds, one Councillor in each ward being required to stand for election each time an election is held.	Information on election results is available on the City Council's website <a href="#">Election results and election expenses notices – City of Lincoln Council</a> or a hard copy can be requested from Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>
<b>Class 2 – What we spend and how we spend it</b>			
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	Medium Term Financial Strategy	This document provides information about the Council's revenue and capital expenditure for the current financial year and its projections for the next five financial years.	The Medium-Term Financial Strategy is available on the City Council's website <a href="#">Financial policies and publications – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188

2.	Annual Statement of Accounts and Summary Statement of Accounts.	The Council is legally obliged to have approved its draft Annual Statement of Accounts before the end of June each year to enable them to be audited and signed off by the end of September each year. The publication of the statement is given in the local press and on the Councils website.	The Annual Audited Statements of Accounts are available on the City Council's website <a href="#">Financial policies and publications – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188
3.	Members' Allowance Scheme and allowances paid in the previous financial year.	The Members' Allowance Scheme is contained within the Council's Constitution. It is reviewed each year by the Independent Remuneration Panel whose recommendations are considered by Council.	Expenditure on Councillor allowances is available on the Council website <a href="#">Data Transparency and Open Data – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188
4.	Annual Audit Letter	The Annual Audit letter is issued to the Council each year in March. The report provides an overall summary of the Audit Commission's assessment of the Council drawing on audit, inspection and performance work and is prepared by District Audit for the Authority.	The Annual Audit letter is available on the City Council's website <a href="#">Financial policies and publications – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188
5.	Data Transparency and Open Data	The local government transparency requires data from areas to be published to increase transparency in decision making. These areas of monitoring include: <ul style="list-style-type: none"> <li>Grants to voluntary, community and social enterprise organisations</li> </ul>	Data Transparency and Open Data is available on the Councils website <a href="#">Data Transparency and Open Data – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188

		<ul style="list-style-type: none"> <li>• Procurement information - tender for contracts</li> <li>• Procurement information - contracts</li> <li>• Constitution</li> <li>• Expenditure of £500 or more</li> <li>• Fraud</li> <li>• Government Procurement Card transactions</li> <li>• Property Portfolio - local authority land</li> <li>• Parking account</li> <li>• Parking spaces</li> <li>• Senior salaries</li> <li>• Pay multiple</li> <li>• Organisation chart</li> <li>• Social housing asset value</li> <li>• Trade union facility time</li> <li>• Councillor Allowances</li> <li>• Waste contracts</li> </ul>	
	<b>Class 3 – What our priorities are and how we are doing</b>		
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	Strategic Plan	The Strategic Plan is a five-year document for the period.	The Strategic Plan is available on the Council's website, <a href="#">Your Council – City of Lincoln Council</a> or a hard copy can be requested from the Communications Team at <a href="mailto:communications@lincoln.gov.uk">communications@lincoln.gov.uk</a>
2.	The Executive Work Programme	The Council publishes on a monthly basis a Forward Plan which details decisions to be taken by the Executive in the coming year. The Forward Plan is also	The Executive Work Programme is available on the Council's website. <a href="#">Committees and meetings – City of Lincoln Council</a> or a hard copy can be requested from Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>



		considered by the Policy Scrutiny Committee so that they can identify any subjects which they might wish to scrutinise before the decision is taken by the Executive.	
	<b>Class 4 – How we make decisions</b>		
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	Timetable of Committee Meetings.	The timetable of committee meetings is approved by Council in May of each year.	Details of all meetings are published on the Council's website <a href="#">Committees and meetings – City of Lincoln Council</a> . The time of meetings is also available to view as part of the relevant Council agenda papers.
2.	Committee agendas, reports and minutes.	All the Council's committee agenda, reports and minutes are published on the Council's website, unless it contained Part B information. The agenda will set out why any information is not available to view publicly.	All agenda, including reports, are published on the website 5 clear working days before the day of the meeting <a href="#">Committees and meetings – City of Lincoln Council</a> or a hard copy of a meeting can be requested from Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>
	<b>Class 5 – Our policies and procedures</b>		
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	Constitution	The Council's Constitution contains details of all the rules and procedures applicable to the Council and its Committees, including delegation arrangements to Officers, Contract and Financial Procedure Rules. In addition, the Constitution contains information	The Constitution is available on the City Council's website. <a href="#">Committees and meetings – City of Lincoln Council</a> or a hard copy can be requested from Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>

		about the roles of senior officers within the Council including the role of the Monitoring Officer. The Committees of the Council are bound by Procedure Rules, which are contained within the Constitution.	
2.	Data Protection Policy	The City Council's Policy which sets out how it complies with the data protection legislation including UK GDPR and the Data Protection Act 2018.	The City Council's Data Protection Policy and Privacy Notice is available on the City Council's website <a href="#">Data Protection and Privacy Notice – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188
3.	Freedom of Information and Environmental Information Regulations Policy	The City Council's Policy which sets out how it complies with the Freedom of Information Act 2000 and the Environmental Regulations 2004.	The City Council's Freedom of Information Policy is available on the City Council's website <a href="#">Freedom of Information – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188
4.	Licensing Authority Policy Statement.	The Licensing Authority is responsible for all licensable activities under the Licensing Act 2003 within the City of Lincoln. This document sets out the policies and principles that the Licensing Authority will apply when making decisions on applications made under the Act.	The Licensing Authority Policy Statement is available from the Council's website <a href="#">Statement of Licensing Policy – City of Lincoln Council</a> or by contacting the Licensing Section; <a href="mailto:Licensing@lincoln.gov.uk">Licensing@lincoln.gov.uk</a>
5.	Corporate Asset Management Plan	The Asset Management Plan sets out how the Council's Property Portfolio will contribute to the Council's main aims and key priorities identified in the Strategic Plan. The Asset Management Plan identifies Property Management systems, which are in place in Lincoln to ensure that the Council's property portfolio is	The Corporate Asset Management Plan is available on the City Council's website <a href="https://www.lincoln.gov.uk/policies-publications/financial-policies-publications">https://www.lincoln.gov.uk/policies-publications/financial-policies-publications</a> or by contacting the Property Services Section at <a href="mailto:Property@lincoln.gov.uk">Property@lincoln.gov.uk</a>

		performing and managed effectively and adopts a performance structure to measure success.	
6.	Central Lincolnshire Local Plan	The Central Lincolnshire Local Plan contains planning policies and allocations for the growth and regeneration of Central Lincolnshire over the next 20 years	This document is available at <a href="#">Adopted Local Plan 2023   Central Lincolnshire Local Plan</a>
7.	Fees and Charges	Fees and Charges for Council services are updated annually as part of the budget making process.	All the Council's fees and charges are available on the Councils website <a href="#">Financial Policies and Publications – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188.
8.	Communications Strategy	Outlines the Council's strategy for communicating with all its key stakeholders including Lincoln residents, councillors, partner organisations and local businesses.	Available on request from the Communications Team at <a href="mailto:communications@lincoln.gov.uk">communications@lincoln.gov.uk</a>
9.	Social Media Policy	Outlines the principles, advice and guidance, account overview and best practice for social media use by staff and councillors.	Available on request from the Communications Team at <a href="mailto:communications@lincoln.gov.uk">communications@lincoln.gov.uk</a>
10.	CCTV Code of Practice	This document sets out the aims of the City Councils CCTV system and how it complies with the relevant laws and operating procedures.	The CCTV Code of Practice for the Operation of Closed Circuit Television is available on the Council website <a href="#">Public Safety and Emergencies – City of Lincoln Council</a> or by contacting Community Services at <a href="mailto:CCTVEnquiries@lincoln.gov.uk">CCTVEnquiries@lincoln.gov.uk</a>
11.	Parks Income Policy	This document outlines the need for, and benefits of, imaginative income generation. It divides the options into various categories and provides for sensitive interpretation of requests. It sets	The Parks Income Policy is available on the Council website Parks and Open Spaces homepage <a href="https://www.lincoln.gov.uk/downloads/file/1778/parks-income-policy">https://www.lincoln.gov.uk/downloads/file/1778/parks-income-policy</a> or by contacting Community Services at <a href="mailto:grounds.maintenance@lincoln.gov.uk">grounds.maintenance@lincoln.gov.uk</a>

		out that any income achieved will be ring-fenced for the benefit of parks/open spaces, as directed by Park Advisory Groups, but funds will be administered for them by the Council, to ensure probity.	
12.	Tree Policy	The policy sets out that the Council aspires to manage its tree stocks carefully, professionally, and sensitive, to protect the tree cover of the city.	The Tree Policy is available on the Council website Parks and Open Spaces homepage <a href="https://www.lincoln.gov.uk/downloads/file/1779/tree-policy-for-council-owned-trees-in-public-open-spaces">https://www.lincoln.gov.uk/downloads/file/1779/tree-policy-for-council-owned-trees-in-public-open-spaces</a> or by contacting Community Services at <a href="mailto:grounds.maintenance@lincoln.gov.uk">grounds.maintenance@lincoln.gov.uk</a>
13.	Open Space Policy	This policy pre-dates the Tree Policy, which now supersedes any aspect of tree care referenced. It is a document that sets out a range of open space management related issues, and then progresses to state what the Council's response and commitment is to those issues.	The Open Space Policy is available on the Council website Parks and Open Spaces homepage <a href="#">Parks and open spaces – City of Lincoln Council</a> or by contacting Community Services at <a href="mailto:grounds.maintenance@lincoln.gov.uk">grounds.maintenance@lincoln.gov.uk</a>
<b>Class 6 – The services we offer</b>			
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	City of Lincoln Council Services	A-to-Z detailed list of City Council services and key contacts for those services	Available on the City Council website <a href="#">City of Lincoln Council Services – City of Lincoln Council</a> or a hard copy can be requested from <a href="mailto:customer.services@lincoln.gov.uk">customer.services@lincoln.gov.uk</a> or telephone 01522 881188

2.	Election and Voting Information	Details of previous elections, polling stations and various application forms in respect of postal and proxy voting.	Available from the Council's website <a href="#">Elections and Voting – City of Lincoln Council</a> or by contacting Electoral Services at <a href="mailto:electoral@lincoln.gov.uk">electoral@lincoln.gov.uk</a>
3.	Lincs Homefinder Housing Allocations Policy	The Linc Homefinder Housing Allocations Policy details the manner in which Council houses will be allocated.	Available from the Council's website <a href="#">Housing policies and publications – City of Lincoln Council</a> or by contacting Housing Solutions at <a href="mailto:housingsolutions@lincoln.gov.uk">housingsolutions@lincoln.gov.uk</a>
4.	Council Housing	Information covering various aspects of the housing services offered including applying for council housing, repairs, tenancies, nuisance, how to pay your rent, garages and mutual exchanges	Available from the Council's website <a href="#">Council Housing – City of Lincoln Council</a>  Apply for Council Housing via Lincs Homefinder <a href="#">Home - Lincshomefinder</a> , emailing Housing Solutions <a href="mailto:housingsolutions@lincoln.gov.uk">housingsolutions@lincoln.gov.uk</a> or telephoning 01522 873777
5.	Housing- find your housing officer	The Council has 3 housing teams that look after our tenants. This means you will have a different housing officer for: <ul style="list-style-type: none"> <li>• rents</li> <li>• tenancy and estate management</li> <li>• antisocial behaviour</li> </ul>	Available from the Council's website <a href="#">Housing - Find your housing officer – City of Lincoln Council</a> or telephone 01522 881 188 or by contacting the relevant part of the team: <a href="mailto:asb@lincoln.gov.uk">asb@lincoln.gov.uk</a> or <a href="mailto:tenancyandestates@lincoln.gov.uk">tenancyandestates@lincoln.gov.uk</a> or <a href="mailto:rents@lincoln.gov.uk">rents@lincoln.gov.uk</a>
<b>Class 7 – Lists and registers</b>			
	<b>Definition</b>	<b>Explanation</b>	<b>Comments</b>
1.	Register of Councillors' Interests.	All Councillors are required to complete a disclosable pecuniary interest's form. They must ensure that any amendments to the declaration are made within 28 days of it becoming known.	The Register of interests is available on the Council's website <a href="https://www.lincoln.gov.uk/councillors-1/councillors/3">https://www.lincoln.gov.uk/councillors-1/councillors/3</a> or by contacting Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>

2.	Register of Gifts and Hospitality.	This Register details all offers of gifts and hospitality registered by Councillors	The Register is available to view by contacting Democratic Services at <a href="mailto:democratic.services@lincoln.gov.uk">democratic.services@lincoln.gov.uk</a>
3.	Electoral Register.	The Electoral Register is published annually on the 1 December. It contains the details of all persons registered to vote in elections held in Lincoln. The Register is subject to an annual canvass held between August and October each year. In addition, new persons who become eligible for inclusion can apply at any time via the rolling registration procedure	The Register is available to view by contacting Electoral Services via <a href="mailto:electoral@lincoln.gov.uk">electoral@lincoln.gov.uk</a>
4.	Building Regulations- Decision Notices, Completion Certificates and Statutory Notices.	This information is held digitally, and a charge will be made for the provision of copies. Copies will be charged at £65 + VAT per copy.	Copies of notices are available for viewing by contacting Building Control; <a href="mailto:building.control@lincoln.gov.uk">building.control@lincoln.gov.uk</a>  <a href="#">Building Control applications – City of Lincoln Council</a>
5.	Planning Register	Search for Planning Applications, Appeals and Enforcements.	The Register is available for viewing on the Council's website on the Planning pages at <a href="#">Planning – City of Lincoln Council</a>
6.	Planning Decision Notices.	Planning Decision Notices can be viewed on the Council's website on the Planning pages if they post-date 2013. These can be downloaded at no cost. Pre 2013 they can be inspected during normal office hours and copies can be purchased at a cost of £25 a copy for those dated between 1993 and 2013 and for £45 a copy pre 1993 where they are available.	Decision Notices are available to view by contacting Planning Services at <a href="mailto:technicalteam@lincoln.gov.uk">technicalteam@lincoln.gov.uk</a>
7.	Tree Register and Enforcement Register	The registers can be viewed in person by appointment at City Hall	The Registers are available to view by contacting Planning Services at <a href="mailto:technicalteam@lincoln.gov.uk">technicalteam@lincoln.gov.uk</a>

8.	Planning Guidance Notes.	Supplementary Planning Guidance	<p>These are available on the website by following the link for the Central Lincolnshire Local Plan and searching Supplementary Planning Guidance</p> <p><a href="#">Adopted Local Plan 2023   Central Lincolnshire Local Plan</a></p>
10.	Land Charges Register.	<p>From 20th April 2022 the Council no longer provide a local land charges search service.</p> <p>After this date, our Local Land Charges Register will have migrated to HM Land Registry's national register. You can access their digital service through <a href="#">Portal</a>, Business Gateway and on HM Land Registry's <a href="#">GOV.UK</a> pages. City of Lincoln Council continue to provide replies to request regarding a property (Con29 enquiries)</p>	<p>Further information regarding Land Charges are available on the Councils website</p> <p><a href="#">Land Charges - Make a Local Authority Land Charge search – City of Lincoln Council</a></p>
12	Contracts Register	The Contracts Register contains all the contracts over £5,000 that the Council has awarded.	<p>The Contracts Register can be viewed on the following website</p> <p><a href="http://www.eastmidstenders.org">www.eastmidstenders.org</a></p>