

Sefton Council

Publication Scheme and Classes of Information

Class 1. Who we are and what we do Organisational information, structures, locations and contacts.	
Information Category	Weblink to information
Sefton Council Constitution	Sefton Home
Sefton Council Democratic Structure	Councillors, Meetings, Decisions (sefton.gov.uk)
Sefton Council Senior Management Contact Details	Contact the council (sefton.gov.uk)
Sefton Council Gender Pay Gap Reporting	gender-pay-gap-reporting-data-as-at-3132022.docx (live.com) pay-policy-1423-31324.docx (live.com)
Sefton Council opening times of council properties contact details for all customer-facing departments	Contact the council (sefton.gov.uk)
Sefton Council current elected councillors' information and contact details	Sefton Home
Sefton Council Most Recent Election Results	Sefton Home
Sefton Council relationships with other authorities	Home Liverpool City Region Combined Authority (liverpoolcityregion-ca.gov.uk)

Class 2. What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.	
Information Category	Weblink to information
Sefton Council Financial statements, budgets and variance reports	Council Spend over £500 (sefton.gov.uk) Council Spend & Other Key Documents (sefton.gov.uk) Sefton Council budget and spending
Sefton Council Capital Programme	Appendix C - Capital Programme 2022-23 - 2024-25.pdf (sefton.gov.uk)
Sefton Council spending reviews	As above
Sefton Council Financial Audit Reports	statement-of-accounts-2021-2022-draft.pdf (sefton.gov.uk)
Sefton Council Members Allowances	members-allowances-statement-2022-23-1.pdf (sefton.gov.uk)
Sefton Council Staff Allowances and Expenses	Council Spend over £500 (sefton.gov.uk) Please see details under Personnel

Sefton Council pay and grading structure	Council Spend over £500 (sefton.gov.uk) Please see details under Personnel
Sefton Council Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)	The documents are open to public inspection and copies can be provided at a charge of 20p per side. Personal information will be redacted prior to disclosure. Further enquiries can be made by contacting: Elections.Team@sefton.gov.uk
Sefton Council procurement procedures	Document Title (sefton.gov.uk) Tenders & Contracts (sefton.gov.uk)
Sefton Council details of contracts and tenders that exceed £500	Council Spend over £500 (sefton.gov.uk)
Sefton Council Internal Financial Regulations	Sefton Home Please see Council Constitution (Chapter 10): SMBC Constitution - Nov.2023.pdf (sefton.gov.uk)
Sefton Council Trade Union facility time reports	Council Spend over £500 (sefton.gov.uk) Please see details under Personnel heading

Class 3. What our priorities are and how we are doing

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

Information Category	Weblink to information
Sefton Council plans & policies	Plans & Policies (sefton.gov.uk)
Sefton Council Corporate Performance Report	Corporate Performance Report 2022/23 (sefton.gov.uk)
Sefton Council Inspections & Peer Reviews	Peer Reviews & Inspections (sefton.gov.uk)
Sefton Council Local Plan	Local Plan (sefton.gov.uk)
Sefton Council JSNA	Joint Strategic Needs Assessment (JSNA) (sefton.gov.uk)

Class 4. How we make decisions

Decision-making processes and records of decisions.

Information Category	Weblink to information
Sefton Council Timetable of Council Meetings & Agendas	Sefton Home
Sefton Council major policy proposals and decisions	Sefton Home
Sefton Council Consultations	Sefton Council - Citizen Space

Sefton Council internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines	Accessible Communications Policy. How we communicate with people in a way they can understand. 2022 - 2024. (sefton.gov.uk)
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Class 5. Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	
Information Category	Weblink to information
Sefton Council policies and procedures for delivering services	Plans & Policies (sefton.gov.uk)
Sefton pay policy statement	pay-policy-1423-31324.docx (live.com)
Sefton Council employment policies and current vacancies	Policies (sefton.gov.uk) Sefton Council Jobs (jgp.co.uk)
Sefton Council equality, diversity and inclusion policies	EDI Strategy 2023-2027 (sefton.gov.uk)
Sefton Council Health & Safety Policy	Health and Safety (sefton.gov.uk)
Sefton Council complaints policies and procedures.	Compliments, Comments, Complaints and Whistleblowing Policy (sefton.gov.uk)

Class 6. Lists and registers	
Information Category	Weblink to information
Sefton Council public registers and registers held as public records	Public registers (sefton.gov.uk)
Sefton Council register of councillors' financial and other interests	Sefton Council budget and spending
Sefton Council Senior officers' declaration of interests	Sefton Home

Class 7. The services we offer Information about the services the council provides.	
Information Category	Weblink to information
Regulatory and licensing responsibilities	Licensing & Registration (sefton.gov.uk)
Services for local businesses	Business (sefton.gov.uk)
Services for members of the public	www.sefton.gov.uk
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	Leisure centres (sefton.gov.uk) The Atkinson (sefton.gov.uk) https://www.sefton.gov.uk/childrens-services/schools-and-learning/libraries/
Advice and guidance	Advice & Benefits (sefton.gov.uk)
Media releases	https://www.sefton.gov.uk/mysefton-news/



Election information

[2023 Elections in Sefton](#)

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