

Publication Scheme

1) Background

Antrim and Newtownabbey Borough Council is a Local Government District Council established under the Local Government Act (Northern Ireland) 2014 to administer a range of social, economic, cultural and environmental services to the local community.

As a public authority the Council is required under the Freedom of Information Act to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it publishes/intends to publish the information and the charges it intends to make for the information.

As a Public Body Antrim and Newtownabbey Borough Council is committed to the highest standards of accountability and openness and this Publication Scheme is prepared to enable the Council to fulfil its obligations under the legislation and to better inform the public of its communication and information systems. The information contained in the Scheme will be made available to individuals on request under the terms as detailed in the Scheme.

An individual has the right to request information which is not normally published by the Council and can do so by writing to the Information Governance Team, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB or email: foi@antrimandnewtownabbey.gov.uk. A Request for Access to information Form is also available. Please note that there may be exemptions to disclosure of information under the Freedom of Information Act which may be applied.

Overall responsibility for this Publication Scheme rests with the Head of Governance within Antrim and Newtownabbey Borough Council. The Publication Scheme will be maintained by the Information Governance Manager.

2) Notes on Using the Scheme

This Publication Scheme sets out the information that Antrim and Newtownabbey Borough Council will publish, how and when it will do so, and whether this information will be available free of charge or on payment. The classes of information to be published are set out under clearly defined headings which reflect the structure and operations of Antrim and Newtownabbey Borough Council. The classes of information will be reviewed annually and additions made in light of requests made by the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include electronic documents, information included on the website, minutes of meetings, reports and leaflets. It is intended, as far as possible, to make material available on the Antrim and Newtownabbey Borough Council website (www.antrimandnewtownabbey.gov.uk) on an ongoing basis.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3) Requesting Information

Council are currently reviewing improved access to documents. In the short term please contact the Information Governance Section within Council to obtain a copy of documentation. Applicants should provide as much detail as possible to identify the information sought. Requests should be addressed to:

Information Governance Team
Antrim and Newtownabbey Borough Council
Antrim Civic Centre
50 Stiles Way
Antrim, BT41 2UB

T: 028 94 463113

E: foi@antrimandnewtownabbey.gov.uk

If you have any difficulty obtaining the information contained in the Scheme, or wish to comment on the Scheme itself, please contact the Information Governance Section (see details above).

Information held by a public authority that is not published under this Scheme can be requested in writing when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

4) Charging Issues

The Council has determined three categories for charging for information requested under this Scheme as follows:

Free of charge

This includes general facts and information on the services offered to the public as well as information published on the Council's website (for those without internet access, a single print-out of the specific website content can be requested). It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices via appointment.

Priced Publications

Where the information required is available in a priced publication, details of the publication, its cost and where to obtain it is included in the Classes of Information available.

Photocopying costs and postage

While much information will be available free of charge, requests for multiple print-outs, or for archived copies of documents will attract a charge. This covers Information which has already been prepared which the Council can photocopy or provide as a computer printout. Where a standard photocopy is requested a charge will be made of 10p per page for a standard A4 page copy. Any charges for postage and packaging will be at cost.

Where preparing or gathering the required material can only be done by specialists or other professionals at a charge to the Council, the Council will advise the applicant of any such charges at the time of the request. The charges will be payable in advance. VAT is not payable on requests made under the Freedom of Information Act. The Council has the discretion to waive the charges if appropriate.

Where a request for information is outside the scope of the Publication Scheme, and the request is refused, no charge will be made. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

5) Copyright Issues

Antrim and Newtownabbey Borough Council owns the copyright to the information it produces. If information is to be re-used or reproduced, commercially or otherwise, written approval must be obtained from the **Chief Executive, Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA.**

6) Complaints Procedure

If you wish to complain about the Publication Scheme please contact:

Liz Johnston, Head of Governance
Antrim and Newtownabbey Borough Council
Antrim Civic Centre
50 Stiles Way
Antrim, BT41 2UB

T: 028 94 463113

E: liz.johnston@antrimandnewtownabbey.gov.uk

7) Categorisation of Classes of Information

The following pages describe the various classes of information, relevant publications and their availability and cost under the following management headings:

- 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 List and Registers
- Class 7 The Services we offer

1. Who we are and what we do

Organisational information, structures, locations and contacts.

Type of information	How it can be accessed	Charges
Council democratic structure chart	The council committee structure is available on the website. Please see details at Committees and Meetings	None
Council directorate structure chart	The Corporate Leadership Team structure is available on the website. Please see details at Corporate Structure	None
Organisational Chart	Currently under development – Please contact the Human Resources section	None
Location and opening times of council offices	On website - Please see details at Council Locations	None
Currently elected Councillors' information and contact details	On website - Please see details at Your Councillors	None
Contacts for all customer facing departments	On website, in various leaflets and in Borough Life	None
Most recent election results	On website - Please see details at Elections & Voting	None
Relationships with other authorities	Information on partnerships is available on the website or on request from the relevant sections.	None

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Type of information	How it can be accessed	Charges
Annual statement of accounts and accompanying report	On website. Please see details at Accounts or on request from Financial Services section	Photocopy charges, 10p per page
Annual revenue budget estimates	On request from Financial Services section	None
Budget reports, actual and variance reports	On request from Financial Services section	None
Capital programme	Information on Council projects is available on the website. Information on costs is available on request from Financial Services section	None
The members' allowance scheme and the allowances paid under it to councillors each year	On website. Please see details at Members Scheme of Allowances	None
Staff allowances and expenses	On request from Financial Services section	None
Staff pay and grading structure	On request from Human Resources section	None
Procurement procedures	On website. Please see details at Procurement or on request from Financial Services section	None
Details of contracts currently being tendered	On website. Please see details at Procurement	None
List and value of corporate and departmental contracts	On request from Procurement	None

NI Auditor's annual letter and report	On website. Please see details at Accounts or on request from Financial Services section	None
Financial regulations	On website. Please see details at Financial Regulations	None
Funding for partnership arrangements	Information on partnerships is available on request from the relevant sections	None
Grant aid scheme and payments	Information on grants and how to apply for them is available on the website. Please see details at Grants & Funding . Information on payments is available in committee minutes or on request from the relevant section.	None

3. What our priorities are and how we are doing

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

Type of information	How it can be accessed	Charges
Annual reports	These will be available on website or by request from Business Change Manager	None
Strategies and plans for services provided by the council	On request from the appropriate sections	None
Best value performance plans, priorities and improvement reports	These will be available on website. Please see details at Performance or by request from Business Change Manager	None
Strategies developed in partnership with other authorities	On request from the appropriate sections	None
Economic development strategy and plan	On request from the Economic Development section	None
Forward plan	Corporate Plan on website. Please see details at Corporate Plan or on request from Business Change Manager	None
Statistical information about the activity of the authority and its departments	Some available on website, more available on request from appropriate section	None
Statutory returns	Some available on website, more available on request from appropriate section	None

4. How we make decisions

Decision making processes and records of decisions.

Type of information	How it can be accessed	Charges
Timetable of council meetings	Calendar of meetings on website. Please see details at Committees and Meetings	None
Minutes of council committee and sub committee meetings	On website. Please see details at Council and Committee Minutes	None
Major policy proposals and decisions	Within minutes on website or reports on request from Member Services.	None
Background information relating to major policy proposal and decisions	Some available on website, more available on request from appropriate section	None
Summaries of the results of consultations with the public and other stakeholders	On website or on request from Customer Services Manager	None

5. Our policies and procedures

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

Type of information	How it can be accessed	Charges
Policies and procedures for the conduct of council business	Standing orders available on website. Please see details at Standing Orders or request from Member Services	None
Policies and procedures for the provision of services	Available on request from the relevant council section	None
Policies and procedures about the recruitment and employment of staff	Available on request from the Human Resources section	None
Customer service	Customer Charter and service standards on website. Please see details at Customer Service or on request from Customer Services Manager	None
Internal instructions manuals and guidelines	Available on request from the relevant council section	None
Records management and personal data policies	Available on request from the Information Governance Section	None
Charging regimes and policies	On website. Please see details at Apply or Pay Online or available on request from the relevant council section	None

6. Lists and registers

Currently maintained lists and registers.

Type of information	How it can be accessed	Charges
Public registers	Various registers may be accessed on request from the appropriate section. See website for information on registers available. Information available on website. Please see details at Business Licensing or on request from Environmental Services section.	Contact relevant section for indication of cost to access
Register of councillors' financial and other interests	Available on request from the Legal Services section. However, if a member declares an interest in a specific agenda item, this will be recorded in the minutes.	
Register of gifts and hospitality	Information available on request by contacting the Chief Executive's Office	None
FOIA disclosure log	Currently under development – Please contact the Information Governance section	

7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Type of information	How it can be accessed	Charges
Business Licensing & Registration	Information available on website. Please see details at Business Licensing or on request from Environmental Services section.	Contact relevant section for indication of cost to access
Support Services for local businesses	Information available on website. Please see details at Business Programmes & Support or on request from Economic Development section.	None
Services for other organisations	Information available on request from appropriate Council sections or on website. Please see details at Business	None
Services for members of the public	Information available on website. Please see details at Residents or on request from appropriate Council sections.	None
Information for visitors to the area, leisure information, events, museum and archive collections	Information available on website. Please see details at Things To Do or on request from Leisure Services and Economic Development Services sections.	None
Leaflets, booklets and newsletters	Leaflets and booklets are available from Council premises. Borough Life is available on the website or on request from Communications and Customer Services. Please see details at Council Magazines	There may be a charge for booklets.
Advice and guidance	Available on website or by directly contacting the appropriate section.	None
Media releases	Available on the website or on request from Communications and	None

	Customer Services section.	
Building Control	Available on the website. Please see details at Building Control or on request from Property and Building Services	Contact section for indication of cost to access
Planning	Available on the website. Please see details at Planning or on request from Planning department	Contact section for indication of cost to access