

C. 7 2/3/03

FREEDOM OF INFORMATION ACT 2000

**PUBLICATION SCHEME FOR
CARRICKFERGUS BOROUGH COUNCIL**

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Freedom of Information Act 2000

Publication Scheme for Carrickfergus Borough Council

1. Background

Carrickfergus Borough Council is a local government district council established under the Local Government Act (Northern Ireland) 1972 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, Carrickfergus 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's right to request information which is not normally published by the Council does not come into force until January 2005.

Overall responsibility for this publication scheme rests with the Town Clerk and Chief Executive. The publication scheme is maintained on a day to day basis by the Director of Support Services.

2. Notes on Using the Scheme

This publication scheme sets out the information that Carrickfergus 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 Carrickfergus Borough Council.

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 available on Carrickfergus Borough Council website on an ongoing basis (**[www.carrickfergus .org](http://www.carrickfergus.org)**).

3. Requesting Information

Where information is available on the website, a hypertext link will direct you to the correct page on the website. Where information is available by post, a request can be made in writing. Applicants should provide as much detail as possible to identify the information sought. Requests should be addressed to: Support Services Department, Museum & Civic Centre, 11 Antrim Street, Carrickfergus, BT38 7DG.

4. Charging and Copyright Issues

The council has determined four categories for charging for information requested under this Scheme as follows:

1. ***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.
2. ***Price Publications*** – Where the information required is available in a priced publication, details of the publication, its costs and where to obtain it will be supplied.
3. ***Photocopying Costs and Postage (Plus a Small Administrative Charge)*** – This covers information which has already been prepared which the Council can photocopy or provide a computer print-out. This includes copies of entries in public registers. Copies of the Council’s internal guidance documents and explanatory material on dealing with the public. There will be a minimum charge of £5.00 for such requests.
4. ***Professional Charges for Locating and Preparing Information for Release*** – Where preparing or gathering the required material can only be done by specialists or other professionals at a charge to the Council, a written estimate will be given of the cost of providing such information. The cost will have to be paid in advance. The Council will then aim to provide the information within a target of 20 days.

Details of how charges are calculated can be found in the Council’s Charging Structure for Published Information (see The Guidance Manual on the Preparation of a Publication Scheme). VAT is not payable on requests made under the Freedom of Information Act. The Council has the discretion to waive the charges if appropriate.

No charges will be made where a request for information is refused. 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.

Carrickfergus 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 office of the Town Clerk and Chief Executive.

5. Exempt Information

In order to protect confidential or other information where its disclosure may prejudice the interest of others, the Freedom of Information Act 2000 sets out a series of exemptions.

The classes of information which the Council has specified in this scheme as being classes of information which it publishes or intends to publish may in some cases contain material which we consider to contain exempt information, as defined in Part II of the Act. Accordingly, any such information is excluded from this publication scheme. Where this occurs we outline which information has been withheld and explain what exemption has been applied and why.

Examples of exempt information under Part II of the Act include:

1. Information supplied by, or relating to, bodies dealing with security matters.
2. Investigations and proceedings conducted by public authorities.
3. Information likely to prejudice law enforcement.
4. Court records including records of tribunals and inquiries.
5. Information likely to endanger the health and safety of any individual.
6. Personal data or information.
7. Information provided in confidence.
8. Information in respect of which a claim to legal professional privilege could be maintained.
9. Commercial interests and trade secrets.

It should also be noted that information is exempt from the Act if it is reasonably accessible to the applicant by other means. One example where information would qualify for this exemption is where it is made available via the authority's publication scheme. In stances where someone makes a written request for information which is already available via the publication scheme, the Council will refer the applicant to the scheme.

Where the Council invokes the exemption provisions to withhold information, an applicant may seek a review of the decision.

6. Complaints/Review Procedure

If an applicant is dissatisfied with the response from the Council to a request for information or a response from the Council for requested information is not received within 20 days, the applicant may proceed to a two-stage review process. An internal review must normally be completed before an appeal may be made to the Information Commissioner for an independent review.

An internal review should be sought through the office of the Town Clerk & Chief Executive of the Council, Museum & Civic Centre, 11 Antrim Street, Carrickfergus, BT38 7DG. A member of staff who was not involved with the original request will undertake the review.

If the applicant remains dissatisfied, he/she can seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tele: 01625 545 700; Fax: 01625 545 510).

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:

- Corporate Management
- Elected Members
- Services Provided
- Personnel & Recruitment
- Financial Performance & Procurement Practices
- Development & Tourism
- Community Services/Relations
- Building Services
- Environmental Services

CORPORATE MANAGEMENT PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
Corporate Plan	This is a five-year plan identifying the key strategic issues facing the Council, as well as documenting the six Corporate Objectives, which reflect the Mission Statement and key strategic issues. A socio-economic profile is also enclosed.	Carrickfergus Borough Council Corporate Plan (Publication number 3)	The Council’s Corporate Plan can be accessed and downloaded through the Council website (www.carrickfergus.org link “Best Value”) or can be requested through any Council office, or alternatively through the Best Value Officer. It is updated in October each year.
Corporate Performance Improvement Plan	This document details the progress of all services working under Best Value principles, benchmarking information, income and expenditure, a review of performance targets and targets to be achieved in the coming year as well as future planned consultation.	Carrickfergus Borough Council Corporate Performance Improvement Plan (Publication number 3)	The Council’s Corporate Performance Improvement Plan can be accessed and downloaded through the Council website (www.carrickfergus.org link “Best Value”) or can be requested through any Council office, or alternatively through the Best Value Officer. It is annually updated each October.

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
Complaints Policy and Procedures	A complaint can be made in any of the following ways: in person, via the website, in writing, via a comment card or by telephone. Complainants will receive a written receipt once the complaint has been made, an acknowledgement of the complaint by the service manager (or their deputy) within one working day (if a contact number is provided) or three working days (if no contact number available). A full reply to the complaint will be made within the five working days of receipt of complaint, or if this is not possible, the reason why it is not possible with a commitment to keep the complainant informed until it has been resolved.	Carrickfergus Borough Council Service Complaints Procedure leaflet (Publication 1) Carrickfergus Borough Council We Want Your Views leaflet (Publication 1)	The Council has a Service Complaints Procedure leaflet displayed and available in all Council offices, which details how complaints can be made. There is also a Council Comment Card available in all Council offices, which reinforces our commitment to find out users view and opinions. The Service Complaints Procedure is also documented in this leaflet. Our complaints system is Council wide, but centrally controlled, meaning that complaints relating to ANY service can be logged at ANY Council office. Complaints can also be registered via the Council website, www.carrickfergus.org link "Complaints".
Equality	The Council's Equality Scheme sets out the Council's Commitment to Section 75 of the Northern Ireland Act 1998. The Scheme is important because, inter alia, it outlines a plan for the more effective mainstreaming of equality issues, thus ensuring that they are central to the whole range of policy decision-making within the Council.	Carrickfergus Borough Council Equality Scheme	The Council's Equality Scheme can be accessed and downloaded through the Council website (www.carrickfergus.org) or can be requested through any Council office. Single or e-mail copies free.
Equality Impact Assessments	Equality Impact Assessments report the results of assessments as and when they are carried out on Council policies.	Carrickfergus Borough Council Equality Impact Assessments	These documents can be requested through any Council office or be e-mail to info@carrickfergus.org . Single or e-mail copies free.

ELECTED MEMBERS PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILTY
Information on Members	Information including membership of Committees, Partnership arrangements, representation on Public Bodies.	Mayor's Diary (annual) Corporate Plan Press Releases Compass	Delivered free of charge to all local & statutory groups. Free of charge from the Best Value Officer or via the Council's website www.carrickfergus.org link "Best Value." Ongoing throughout the year in the local press. Delivered free of charge bi-annually.
Code of Conduct for Councillors	Documented details of the Code of Conduct which Councillors operate within.	Code of Conduct for Elected Members and Employees.	Free from the Town Hall, Joymount, Carrickfergus
Attendance Records	Records of Councillor attendance at Council Meetings, including Committee and Sub-Committees.	Council minutes.	Available free from the Town Hall, Joymount, Carrickfergus or via the website www.carrickfergus.org link "minutes."
Official visits and Civic Functions	Records of official visits and Civic Functions	Council minutes.	Free of charge from the Town Hall, Joymount or via the website www.carrickfergus.org link "minutes."
Rates, allowances and Election results and expenses.	Some of the information in this class is derived from documents considered to contain exempt information (See Section 5).		This will be made available following the full implementation of legislation in 2005.

PERSONNEL & RECRUITMENT PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
Code of Conduct for Staff	Information on the conduct which is expected of staff in the performance of their duties.	Code of Conduct for Local Government Employees Code of Ethics	Available now free of charge. Available March 03. Council Offices.
Job Roles	Documents detailing the duties and responsibilities required of each job role within the Council.	Job Descriptions Personnel Records	Available now free of charge. Council Offices.
Pay and Grading Structure	The pay structure for grades of staff within the Council.	National Agreement on Pay and Conditions.	Available now free of charge. Council Offices.
Job Vacancies	Current job vacancies and jobs advertised within the past year.	Personnel Records	Available now. Website (www.carrickfergus.org link “recruitment”) and Council Offices.
Statutory Returns	Annual reports on the composition of staff by grade, gender, etc in accordance with current legislation.	Section 3 1 Review Staff Commission Report	Council Offices free of charge.

Annual Budgets	Annual budgets are prepared each year for all Council departments and these are approved by Council before the prescribed date.	Corporate Plan Compass Magazine Rate Estimate Booklet	These documents are available free on application to the Finance Department at the Council Offices.
District and Regional Rates	The Council, before the prescribed date in each year, approves the Estimates (see above) and fixes for the next financial year the amount estimated to be required to be raised by means of a rate made by the Council. In addition, Regulation 2 of the Rates Regulations (NI) 1997 (SR 1997 No. 49) requires the Council to notify the Department of the Environment of the District rate struck, within 7 days of the relevant Council meeting.	Council Minutes Rate Estimates Booklet	Details of the rates are available in the Council minutes (which are available in the library and on the Council's website www.carrickfergus.org link "Minutes") and on application to the Finance Department at the Council offices. All documents are free of charge.

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
“Gasworks” Leaflet	Gasworks information leaf – two sided leaflet illustrating the Gasworks museum facility.	‘Flame.. The Gasworks Museum of Ireland.’	Free of Charge; Year round; in TIC’s tourist facilities, Exhibitions, Hotels, arrival points.
“Gasworks” Offer	Gasworks 2 – for – 1 postcard offer, also contact details.	‘Flame – The Gasworks Museum of Ireland’ 2-for-1 offer.	Free of charge. Year round; in TIC’s tourist facilities.
Map of Carrickfergus	Fold-down hand drawn 3-d style map of town, also contains info on tourist attractions, history, and activities and many contact details.	‘Carrickfergus Pocket Map’	Free of charge. Year round; in TIC’s tourist facilities.
Map of Carrickfergus	Fold-down A-Z map of the whole Borough, also includes background tourist information and contact details.	‘Carrickfergus Street Map’	£1 each, Year round, in main TIC.
Council Website	Council Website holds details of events, tourist facilities, attractions, history, etc.	Council website	Year round. Free. Website www.carrickfergus.org link “Events.”

CARRICKFERGUS WATERFRONT SERVICES PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
<p>Information on the Waterfront Amenities within the Council Area including addresses, main telephone numbers and other contact details.</p>	<p>Application to Berth Form, Licence Agreement & Conditions Booklet, Scale of Charges, Conference Suite Booking Form, Sailing Directions, Application for Berth Transfer, Application for Electricity Meter, Customer Enquiry/Reservation Form, Registration of Contractors, Health & Safety. Evacuation Procedures, Best Value Performance Improvement Plan, Berth-holders Charter, Timeless Trail Leaflet, Carrickfergus 2000 and Beyond A4 book.</p>	<p>Carrickfergus Waterfront publication, Application to Berth Form, Conference Suite Booking Form, Scale of Charges, Licence Agreement & Conditions, Application for Berth Transfer, Application for Electricity Meter, Customer Enquiry./Reservation Form, Registration of Contractors, Evacuation Procedures, Best Value Plan, Berth-holders Charter, Timeless Trail Leaflet, Carrickfergus 2000 and Beyond A4 book.</p>	<p>All available from the Waterfront Office free of charge.</p> <p>Scale of Charges for berthing/conference room on website www.carrickfergus.org link "Marina"</p> <p>All forms currently available.</p>

GROUNDS MAINTENANCE PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
Best Value Performance Improvement Plan	Document detailing service delivery consultation exercises and improvement action plan	Parks & Open Spaces Performance Improvement Plan (2 nd Edition)	Hard copy free from Development Services Office, 10 Marshallstown Road. Carrickfergus, BT38 9DE
Graves Price Charge Sheet	Leaflet detailing prices for the purchase of graves	Purchase of Graves	Free from Cemetery Section, Carrickfergus Borough Council, Administration Department, Town Hall, Joymount, Carrickfergus, BT38 7DL.
Bentra Green Fees Brochure	Cost of fees at Bentra Golf Course	Green Fees	Available free from Bentra Golf Course and the website www.carrickfergus.org link "Bentra."

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
The American Connection	Information leaflet 'The American Connection' gives details of life/career of Andrew Jackson, 7 th President of USA, 1767 – 1845. Other famous Americans from this area; sister city Portsmouth, New Hampshire information.	Leaflet & information on Council website.	Through Tourist Information Centre, at Jackson Centre and free from Council website www.carrickfergus.org link "Tourism."
Welcome to Carrickfergus	Information leaflet one of sixteen – American connection highlighting – The Andrew Jackson Centre, US Rangers Centre & sister city Portsmouth, New Hampshire, USA.	Carrickfergus Welcome Pack	Through Tourist Information Centre free of charge.

COMMUNITY RELATIONS PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILTY
Community Relations	Implementing the Council's Community Relations Strategy.	Carrickfergus Borough Councils Community Relations Strategy and Implementation Plan 2000 to 2003.	Hard copy available free from Community Relations Unit, Heritage Plaza, Antrim Street, Carrickfergus, BT38 7DG.
Community Relations Unit	Community Data Base, including contacts for Community Groups, Churches, Youth Organisations, Senior Citizens Clubs, Sports Organisations, Nursing Homes, Sheltered Accommodation, Nurseries.	Carrickfergus Community Data Base.	www.carrickfergus.org link "Community Groups", free of charge also from Community Relations Unit, Heritage Plaza, Antrim Street, Carrickfergus, BT38 7DG. Tel: (028) 9336 6455 or e-mail: cellis.tourism@carrickfergus.org .

ENVIRONMENTAL SERVICES PUBLICATION SCHEME

CLASS OF INFORMATION	DESCRIPTION	PUBLICATION	AVAILABILITY
Various leaflets involving Food, Health & Safety, Consumer Protection and Dog Control.	100 plus leaflets containing relevant information produced externally from various bodies including the Health & Safety Executive and Foods Standards Agency.	Contact the Environmental Services Department for details.	Free of charge. However, please note that these are constantly updated through legislative change.
Recycling Information	Locations of collection points in the Borough, opening times and dates, what can and cannot be recycled.	What you need to know about recycling.	Available free of charge from the Environmental Services Department. Details are also available at recycling points.
Composting Information	Leaflet documenting the composition process.	Composting Leaflet.	Free from the Environmental Services Department and the Ulster Wildlife Trust.
Wheelie Bin Collections Bin Sticker	Dates of bin and black bag collections.	Black bin collection sticker.	Delivered free to every household in the Borough with a self-adhesive sticky label.
Bulky Collection Leaflet	Detailing how to get a bulky collection arranged and what can and cannot be lifted.	Bulky Collection Leaflet	Available free from the Environmental Services Department and delivered with every new bin.
Pest Control Leaflets	Detailed information on the eradication of pests.	Woodlice and Earwigs leaflet. Wasps next leaflet. Flea Eradication leaflet (produced by the Northern Group Environmental Health).	All leaflets free from the Environmental Services Department, Town Hall.
Local Agenda 21 (1.A21)	Sustainable Development in the Carrickfergus Borough Area.	An assessment of Sustainable Development 1999-2000.	Free from the Environmental Services Department.

FREEDOM OF INFORMATION ACT 2000

**CHARGING STRUCTURE FOR PUBLISHED INFORMATION
FOR CARRICKFERGUS BOROUGH COUNCIL**

Charging Structure for Published for Carrickfergus Borough Council

Section 4 of this Section outlined the four main categories for charging for Published Information under the Act. These are: Free of Charge: Priced Publications: Photocopying & Administrative Charges: Professional Charges.

This section provides further information on the current charging structure which will be applied. Appendices 1 and 2 further provide up to date lists of the publications available. These lists will be updated on an annual basis.

Free of Charge:

Information on the Council's website is categorised as free of charge (i.e. there is no charge by the Council, although the applicant would have to meet any charges by their internet service provider, telephone charges, personal printing costs, etc).

For those without Internet access, a single print-out as on the website would be available by post from, or by personal application at, the Council's offices at the Town Hall, Joymount, Carrickfergus.

In addition there are free of charge leaflets or booklets on the services the Council offers to the public. See Appendix 1 for an up to date list.

Priced Publications:

Where the council publishes books, reports, other bound documents, CD Roms, DVDs, videos or other media which have been priced for sale, then this price will apply. An up to date list including prices and where they can be purchased is included in Appendix 2.

Photocopying and Administrative Costs:

While much information will be available free of charge, requests for multiple print-outs, or for archived copies of documents which are no longer available or on the web, will attract a charge for the cost of retrieval, photocopying, postage, etc.

Also, where information is free of charge to view at Council offices or other locations but a standard photocopy or certified copy is requested a charge will be made.

The charges are as follows: Photocopying charges (A4) 1-10 copies 25p each 11-25 copies 20p each 26-50 copies 15p each 50-copies 12p each.

Certified copy charges per A4 page £2.50 each.

Administrative/information retrieval time £12.50 per hour.

Postage and packing at cost.

A minimum charge of £5 will apply.

APPENDIX 1

FREE OF CHARGE PUBLICATIONS LIST

AVAILABILTY CODES

C = COUNCIL OFFICES
 LB = LOCAL LIBRARIES
 TIC = TOURIST INFORMATION CENTRE
 LC = LEISURE CENTRE
 CP = COMPASS MAGAZINE

TITLE	DATE AVAILABLE	WEBSITE www.carrickfergus.org	ALSO AVAILABLE AT
Corporate Plan	Now	Best Value	C
Corporate Performance Improvement Plan	Now	Best Value	C
Best Value Plans	Now	-	C.L.C
Complaints Policy	Now	Complaints	C:TIC:LC
Equality Policy	Now	Equality	C:TIC:LC
Management Structure	Now	Minutes/Best Value	C:LB:CP
Committee/Sub-Committee Structure	Now	As above	As above
Council Policies and Procedures	Now	Related throughout	C:TIC:LC:CP
Council Minutes and Agendas	Now	Minutes	C:TIC:LC
Charging Structure for published information	Now	-	C
Information on Members	Now	Best Value/Compass	C:TIC:LC:CP
Code of Conduct for Councillors	Now	-	C
Attendance Records. Official visits and Civic Functions.	Now	Minutes	C:LB
Information on Council Offices and Services	Now	Best Value/Compass	C:LB:TIC:LC:CP
Registration of Births, Deaths and Marriages information.	Now	-	C

TITLE	DATE AVAILABLE	WEBSITE www.carrickfergus.org link	ALSO AVAILABLE AT
American Connection Leaflet	Now	-	TIC
Carrickfergus Welcome Pack	Now	-	TIC
Community Centre Publications	Now	Community Groups	C
Community Support Plan	Now	-	C
Grant Aid Application Pack	Now	-	C
Community Relations Strategy	Now	-	C
Carrickfergus Community Data Base	Now	-	C
Building Regulations Information	Now	-	C
Guidance Document on Street Naming	Now	-	C
Guidance on Property Certificate Applications	Now	-	C
Leaflets involving Food, Health & Safety Consumer Protection & Dog Control	Now	-	C
Recycling and Composting Leaflets	Now	-	C
Wheelie Bin Collection Dates (Sticker)	Now	Bin Collection	C
Bulky Collection Leaflet	Now	-	C
Pest Control Leaflets	Now	-	C
Local Agenda 21	Now	Sustainability	C
Asbestos Removal	Now	-	C
Role of an Environmental Officer	Now	-	C
Ice-cream Pamphlet			

FREEDOM OF INFORMATION ACT 2000

INFORMATION COMMISSIONER APPROVAL QUESTIONNAIRE

INFORMATION COMMISSIONER APPROVAL QUESTIONNAIRE

The following will be used to assess a public authority's compliance with the Freedom of Information Act s19 (3).

1. Each scheme must have regard to public interest.

(a) Have you had regard to the public interest in allowing access to information held by you?

Yes. Information has been structured and presented in a way appropriate to the public interest as opposed to how the Council manages and operates its affairs.

(b) Have you had regard to the public interest in the publication of reasons for decisions made by you?

Yes. For example, minutes of meetings typically include background papers and reports which will have informed the decisions taken.

(c) Have you considered frequently asked questions and specific areas of interest when determining your classes of information?

Yes. The classes of information have been developed from the collective experience of Councils responding to a range of frequently asked questions.

(d) Have you made information available within your scheme that has not previously been made available under the information regimes?

No.

(e) Have you decided not to include in your scheme any information, which has been made available by you in the past?

No.

- (f) What steps have you taken to ensure that your scheme is accessible to people with disabilities, and to those in disadvantaged communities and, where appropriate is produced in other languages?

This Publication Scheme has been screened in accordance with the promotion of equality of opportunity as set out in Section 75 of the Northern Ireland Act 1998 and the Disability Discrimination Act 1995.

FREEDOM OF INFORMATION ACT 2000

EQUALITY SCREENING PROFORMA

Freedom of Information Act 2000

EQUALITY SCREENING PROFORMA

GENERAL

1. Details of policy and date introduced.

Publication Scheme as required under the FOI Act 2000.

SCREENING

The Commission intends to screen its policies in order to determine which would require a fuller equality analysis in the form of an impact assessment.

2. Is there any evidence, or other reason to believe, that there is higher or lower participation or uptake by different groups?

Yes/No

No-consultation will take place after the Publication Scheme is approved by the Information Commissioner.

If yes, please give details: