



**Lisburn &
Castlereagh
City Council**

Freedom of Information Act 2000

**Publication Scheme for
Lisburn & Castlereagh
City Council**

April 2015

Introduction

Lisburn & Castlereagh City Council was established on the 1st April 2015 as a result of Local Government Reform through the amalgamation of the former Lisburn City Council and Castlereagh Borough Council.

In addition to the Council services offered prior to this date, local authorities in Northern Ireland now also have an enhanced role and new powers including planning and community planning for the Council area.

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.

This Scheme commits Lisburn & Castlereagh City Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by the Council and falls within the classifications below
- To specify the information which is held by the Council and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the 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 Council makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public
- To publish any dataset held by the Council; that has been requested and any update versions it holds unless the Council is satisfied that it is not appropriate to do so: to publish the dataset, where reasonably practicable in an electronic form that it is capable of re-use and if any of the information in the dataset is a relevant copyright work and Council is the only owner, to make the information available for reuse under a specified licence.

Classes of Information

With reference to the Model Publication Scheme which has been prepared and approved by the Information Commissioner, the Council will provide information classified in the following seven categories:

- 1. Who we are and what we do**
Organisational information, locations and contacts, constitution and legal governance.
- 2. What we spend and how We Spend It**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our Priorities are and how are we Doing**
Strategy and performance, plans, assessment, inspections and reviews.
- 4. How we make Decisions**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our Policies and Procedures**
Current written protocols for delivering our functions and responsibilities.
- 6. Lists and Registrars**
Information held in registrars required by laws and other lists and registers relating to the functions of the authority.
- 7. The Services we offer**
Advice and guidance, publications, transactions and media releases. A description of the services offered.

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

How will this information be made available?

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where practical, information will be provided on the website www.lisburncastlereagh.gov.uk.

Where it is impracticable to make information available on a website or when an individual cannot access the information via the website, the Council will indicate how information can be obtained by other means and provide it by those means.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

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

Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of 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 schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information

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 It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices.
2. **Priced Publications.** Where the information required is available in a priced publication details of the publication, its cost 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 printout. This includes copies of entries in public registers, copies of the Council's internal guidance documents and explanatory material on dealing with the public. The Council will not charge for photocopying less than 25 A4 copies. Any photocopying which exceeds this 25 limit maybe charged 15p per copy for all the information requested.
4. **Charges for Re-usable Datasets.** If the Council incurs a cost when making any data sets (or part of a data set) available for reuse a charge may be levied for the provision of such data set.
5. **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.

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.

Lisburn & Castlereagh City Council owns the copyright to the information it produces.

Written Requests for Information outside the scope of the Publication Scheme

Information held by the Council 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. The Council has a responsibility to provide its response within 20 working days.

Any such requests will be considered in line with the Council's statutory obligations.

Exempt Information

In order to protect confidential or other information where its disclosure may prejudice the interests 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 it considers 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 the Council will 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
Information likely to prejudice law enforcement
3. Court records including records of tribunals and inquiries
4. Information likely to endanger the health and safety of any individual
5. Personal data or information
6. Information provided in confidence
7. Information in respect of which a claim to legal professional privilege could be maintained
8. Commercial interests and trade secrets.

Full details of all exemptions within the Freedom of Information legislation can be found at www.ico.org.uk

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

Complaints/Review Procedure

Any member of the public who is dissatisfied with the Council's handling of its request is entitled to seek a two-stage review of the Council's handling of the request. 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 Chief Executive of Lisburn & Castlereagh City Council, Island Civic Centre, The Island, Lisburn, BT27 4RL. A member of staff who was not involved with the original request will undertake the review and will be considered by the Chief Executive.

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 (Tel: 01625 545 700; Fax: 01625 545 510).

Lisburn & Castlereagh City Council Publication Scheme

Classes of Information

Class of Information	Category	Description	Where can this found?	Contact Details
Who we are and what we do	Council Constitution	Lisburn & Castlereagh City Council's constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local citizens.	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Council Information	The Council will provide information on the Council's activities and structures. This will include: The organisational structure of the Council, locations and contacts, main activities, developments and news stories.	lisburncastlereagh.gov.uk CityWide Residents Magazine	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Elected Members Information	Contact Details for Elected members	lisburncastlereagh.gov.uk CityWide Residents Magazine	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Council Committee Structures and Positions of responsibility	Council Committee structures, roles and responsibilities and membership	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Rates and Allowances	Elected Members Rates and Allowances while undertaking Council Business	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279

Who we are and what we do	Attendance Records	Records of attendance at Council meetings	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Election Results	Most recent election results	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Code of Conduct	Code of Conduct for Elected Members	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Standing Orders	The operation of the Council as outlined within the Standing Orders.	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
Who we are and what we do	Job Roles	Documents detailing the function required of each job role within the Council	Available for inspection on request	HR&OD Tel: 028 9250 9302
Who we are and what we do	Job Vacancies	Current job vacancies within the Council	lisburncastlereagh.gov.uk	HR&OD Tel: 028 9250 9302

Class of Information	Category	Description	Where can this found?	Contact Details
What we spend and how we spend it	Summary Accounts	Summary financial data by service line and corporate overheads.	lisburncastlereagh.gov.uk	Financial Services Tel: 028 9250 9232
What we spend and how we spend it	Annual Budgets	Planned income and expenditure by service line and corporate overheads for the current financial year.	Available on request	Financial Services Tel: 028 9250 9233
What we spend and how we spend it	District and Regional Rates	The rates applicable to businesses and householders in the current financial year.	lisburncastlereagh.gov.uk	Financial Services Tel: 028 9250 9233
What we spend and how we spend it	Tendering Procedures	Procedures and guidelines used in the tendering process for Council products and services.	lisburncastlereagh.gov.uk through the etendersni portal	Procurement Tel: 028 9250 9268
What we spend and how we spend it	Tender Reports	Tendering activity over the current financial year.	lisburncastlereagh.gov.uk	Procurement Tel: 028 9250 9268
What we spend and how we spend it	Pay and Grading Structure	The pay structure for grades of staff within the Council.	Available on Request	HR&OD Tel: 028 9250 9302

Class of Information	Category	Description	Where can this found?	Contact Details
What our priorities are and how we are doing	Citywide Publication	Magazine for ratepayers and businesses. Issued twice a year.	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221
What our priorities are and how we are doing	Corporate Plan	The Council's Corporate Plan which outlines its vision, themes and key priorities for the next two years.	lisburncastlereagh.gov.uk	Chief Executive's Office Tel: 028 9250 9213
What our priorities are and how we are doing	Community Support Plan	The Council's community support plan for the Council area including information on partnerships with other major stakeholders.	lisburncastlereagh.gov.uk	Community Services Castlereagh Tel: 028 9049 4550 Lisburn Tel: 028 9266 2496
What our priorities are and how we are doing	Communications Strategy	The Strategy outlines how the Council intends to communicate with its stakeholders	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221
What our priorities are and how we are doing	Complaints Policy & Procedures	Information on how to make a complaint on any aspect of the Council's services or facilities.	lisburncastlereagh.gov.uk Comments and Complaints Literature	Chief Executive's Office Tel: 028 9250 9559
What our priorities are and how we are doing	Community Plan	The Council's Community Plan for the area, in line with its Community Planning statutory obligation.	lisburncastlereagh.gov.uk	Community Planning Tel: 028 9250 7513

Class of Information	Category	Description	Where can this found?	Contact Details
How we make decisions	Schedule of Council meetings	A full schedule of Council meetings including dates, times and location.	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
How we make decisions	Council Committee Agendas and Reports.	As per the Local Government Act (NI 2014) Section 43 copies of agendas, and reports will be open to inspection 5 days before the Council meeting.	lisburncastlereagh.gov.uk Agenda – available on website. Reports available on request.	Central Support Unit Tel: 028 9250 9279
How we make decisions	Council Minutes	A comprehensive record of Council Minutes and schedule of meetings.	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
How we make decisions	Planning Protocol	The protocol outlines practical handling arrangements for the operation of Lisburn & Castlereagh City Council's Planning Committee.	lisburncastlereagh.gov.uk	Planning Tel: 028 9250 7597
How we make decisions	Planning Scheme of delegation	The scheme outlines the delegation structure for planning decisions taken within the Council	lisburncastlereagh.gov.uk	Planning Tel: 028 9250 7597
How we make decisions	Audio Recordings	Audio recordings of the Monthly meeting of Council	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279

Class of Information	Category	Description	Where can this found?	Contact Details
Our policies and procedures	Council Constitution	Lisburn & Castlereagh City Council's constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local citizens.	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
Our policies and procedures	Code of Conduct	Code of Conduct for Elected Members	lisburncastlereagh.gov.uk	Marketing and Communications Tel: 028 9250 9221 Central Support Unit Tel: 028 9250 9279
Our policies and procedures	Standing Orders	The operation of the Council as outlined within the Standing Orders.	lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
Our policies and procedures	Code of Conduct	Code of Conduct for Staff	Available on request	HR & OD Tel: 028 9250 9302
Our policies and procedures	Planning Protocol	The protocol outlines practical handling arrangements for the operation of Lisburn & Castlereagh City Council's Planning Committee.	lisburncastlereagh.gov.uk	Planning Tel: 028 9250 7597
Our policies and procedures	Planning Scheme of delegation	The scheme outlines the delegation structure for planning decisions taken within the Council	lisburncastlereagh.gov.uk	Planning Tel: 028 9250 7597
Our policies and procedures	Procurement Procedures	Council requirements for the procurement of goods and services including costs limits.	lisburncastlereagh.gov.uk	Procurement Tel: 028 9250 9268
Our policies and procedures	Complaints Policy and Procedures	Information on how to make a complaint on any aspect of the Council's services or facilities.	lisburncastlereagh.gov.uk Comments/complaints literature	Chief Executive's Office Tel: 028 9250 9559
Our policies and procedures	Records management	This will include information on the Council's Retention and Disposal Schedule.	Available on Request	Central Support Unit Tel: 028 9250 9279

Our policies and procedures	Equality Scheme	How the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act.	lisburncastlereagh.gov.uk	Chief Executive's Office Tel: 028 9250 9491
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Class of Information	Category	Description	Where can this found?	Contact Details
Lists and Registers	Members' Register	This register provides information on the name and address of every Member of Council, including Committee Membership and positions of responsibility. Councillor details and contact information	Subject to relevant statutory provisions, all of these are available for inspection. lisburncastlereagh.gov.uk	Central Support Unit Tel: 028 9250 9279
Lists and Registers	Council Scheme of Delegation	This list specifies the powers which are exercisable by Officers in pursuance of arrangements made under the Local Government Act (NI 2014) or any other statutory provision for their discharge by those Officers.	Available on website	Central Support Unit Tel: 028 9250 9279
Lists and Registers	Assets Register	A list of the Councils key assets.	Available for inspection on request.	
Lists and Registers	Register of Members interests	This register provides details on Members Interests.	Subject to relevant statutory provisions, all of these are available for inspection.	Central Support Unit Tel: 028 9250 9279
Lists and Registers	Register of Disclosure & Declaration of Interests	The register provides information on any pecuniary and non-pecuniary interest declared by Members.	Subject to relevant statutory provisions, all of these are available for inspection.	Central Support Unit Tel: 028 9250 9279
Lists and Registers	Register of Gifts and Hospitality	This register provides information on gifts and hospitality declared by Members.	Available for inspection on Request	Central Support Unit Tel: 028 9250 9279
Lists and Registers	Council Bye Laws	List of Council bye laws.	Available for inspection on Request	Central Support Unit Tel: 028 9250 9279
Lists and Registers	Statutory Returns	Annual monitoring report on the composition of workforce by grade, gender, perceived religious affiliation in accordance with current legislation.	Available for inspection on Request	HR&OD Tel: 028 9250 9302

Class of Information	Category	Description	Where can this found?	Contact Details
The Services we Offer	Information for Residents	<p>The Council will provide information for its residents in relation to all the activities it provides including</p> <ul style="list-style-type: none"> • Bins and Recycling • Registration of Births, Deaths, Marriages and Civil Partnerships • Cemetery Services • Dog Control Service • Environmental Health • Planning • Community Planning • Facility Opening Hours and Contact Numbers • Building Control • Policing and Community Safety Partnership • Useful Contacts • Community Services • Rural Development • Parks and Open Spaces • Rates Information 	lisburncastlereagh.gov.uk	Civic Headquarters Tel 028 9250 9250
The Services we Offer	Information for Businesses	<p>The Council will provide information for its local Businesses including</p> <ul style="list-style-type: none"> • Business and Regeneration • Rural Development • Health and Safety at Work • Trade and Commercial Waste • Building Control • Planning • Invest Lisburn 	lisburncastlereagh.gov.uk investlisburn.com	Civic Headquarters Tel 028 9250 9250 Economic Development Unit Tel: 028 9250 9480
The Services we Offer	Things to Do	<p>The Council will provide information on Things to do in the Lisburn & Castlereagh Area including</p> <ul style="list-style-type: none"> • Dundonald International Ice Bowl • Lagan Valley LeisurePlex • ISLAND Arts Centre • Irish Linen Centre & Lisburn Museum 	lisburncastlereagh.gov.uk theicebowl.com islandartscentre.com lisburnmuseum.com castlereaghills.com visitlisburn.com lisburnhalfmarathon.com	VIC Hillsborough Tel: 028 9268 9717 VIC Lisburn Tel: 028 9266 0038

		<ul style="list-style-type: none"> • Visitor Information Centres • Aberdelghy Golf Course • Castlereagh Hills Golf Course • Lough Moss Leisure Centre • Lagan Valley Island • Lisburn Half Marathon • Activity Centres • Community Centres 	laganvalleyisland.co.uk	Tourism Unit Tel: 028 9250 9483 Lagan Valley LeisurePlex Tel: 028 9267 2121 Dundonald Ice Bowl Tel : 028 9080 9100 ISLAND Arts Centre Tel: 028 9250 9504 Lagan Valley Island Tel: 028 9250 9200
The Services we Offer	Online Services	<p>The Council will provide information on its Online Services (please note the Council's Online Services may expand through the ongoing development of its e-services)</p> <ul style="list-style-type: none"> • Building Notice Application • Caravan Camping Site Licence • Civil Marriage/Partnership Approvals • Cooling Towers Application • Dog Licence Application • Dry Cleaning PPC Application • Entertainment Licence Application • Fixed Penalty Notice • Food Business Establishment Approval • Food Premises Registration • Hairdressers Application • Lagan Valley LeisurePlex online booking • Pay an Invoice • Petroleum Licence Application • PPC Permit Application • Registration of Guard Dog Kennels • Regularisation Application • Skin Piercing Procedures • Street Trading 	lisburncastlereagh.gov.uk	Civic Headquarters Tel 028 9250 9250
The Services we Offer	Online Planning Services	Planning Advice on planning matters and information on planning applications.	lisburncastlereagh.gov.uk/planning	Planning Tel: 028 9250 7597