

DUNGANNON & SOUTH TYRONE BOROUGH COUNCIL

Publication Scheme

as required under the

Freedom of Information Act 2000

December 2002

Dungannon & South Tyrone Borough Council

Publication Scheme

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Freedom of Information Act 2000
Publication Scheme for Dungannon & South Tyrone Borough Council

1 Background

The Dungannon & South Tyrone Borough Council is a local government borough 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 Dungannon & South Tyrone 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 Chief Executive within Dungannon & South Tyrone Borough Council. The publication scheme is maintained on a day to day basis by Mrs Gladys Smith, Council Business Manager.

2 Notes on Using the Scheme

This publication scheme sets out the information that Dungannon & South Tyrone 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 Dungannon & South Tyrone 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 material available on the Dungannon & South Tyrone Borough Council website on an ongoing basis (www.dungannon.gov.uk)

3 Requesting Information

3.1 Information published through this Publication Scheme

Where information is available on the website, a hypertext link will direct you to the correct page on the website. Information may also be available by the other methods indicated. If required, you may telephone or write to the person below for details.

Mrs Gladys Smith, Council Business Manager,
Dungannon & South Tyrone Borough Council, Council Offices,
Circular Road, Dungannon, BT71 6DT
Email: gladys.smith@dungannon.gov.uk

3.2 Information not listed in this Publication Scheme (not applicable until January 2005)

For information not readily accessible via this publication scheme you may submit a written (or email) request including your name, address and a description of the information requested. You should provide as much detail as possible to help us identify the information you are seeking. Requests should be addressed to:

Mrs Gladys Smith, Council Business Manager,
Dungannon & South Tyrone Borough Council, Council Offices,
Circular Road, Dungannon, BT71 6DT
Email: gladys.smith@dungannon.gov.uk

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. ***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. There will be a minimum charge of £5 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 appendix 1). 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.

Dungannon & South Tyrone 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 Chief Executive.

5 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 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 instances 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 you are 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 Chief Executive of the Council, Council Offices, Circular Road, Dungannon. A member of staff who was not involved with the original request will undertake the review.

If you remain dissatisfied, you 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).

This process comes into effect when rights to request information are introduced in January 2005.

7 Feedback on this Publication Scheme

We shall be reviewing this publication scheme from time to time and value your assistance in identifying ways to improve it. If you have any comments or suggestions relating to the structure or content of the scheme please forward these to:

Mrs Gladys Smith, Council Business Manager,
Dungannon & South Tyrone Borough Council, Council Offices,
Circular Road, Dungannon, Co Tyrone, BT71 6DT
Email: gladys.smith@dungannon.gov.uk

8 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
- Personnel & Recruitment
- Financial Performance
- Procurement Practices
- Licensing & Approvals
- Services Provided

CLASSES OF INFORMATION

8.1 Corporate Management

Information on how the Council manages its business - the structure of the Council; its committee system; its business plans; and its equality scheme.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

* **Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified) by post or at the Council Offices.

Class of Information	Description	Relevant Publications	Availability
<i>Management Structure</i>	Who's who in the management of the Council; the Chief Executive, Directors and other senior managers. Information on membership of other public bodies where senior officers represent the Council's interests.	Guide to Council Services Current Annual Report www.dungannon.gov.uk	February 2003 April 2004 June 2004
<i>Committee and Sub Committee Structure</i>	The committees and sub committees of the Council; membership (elected members, lay members and officials); their roles and responsibilities.	Guide to Council Services Current Annual Report www.dungannon.gov.uk	February 2003 April 2004 June 2004
<i>Corporate Plan</i>	The coming year's business objectives and targets for the main services provided by the Council; also its longer term vision and strategic plan.	Current Corporate Plan www.dungannon.gov.uk	February 2003 June 2004
<i>Equality Scheme</i>	How the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act by putting equality and good relations at the heart of policy decisions.	Equality Scheme Progress Report www.dungannon.gov.uk	February 2003 February 2003 June 2004
<i>Economic Development Strategy</i>	The Council's economic development strategy for the Council area including information on partnerships with other major stakeholders.	Local Economic Development Strategy www.dungannon.gov.uk	February 2003 June 2004
<i>Cultural Development Strategy</i>	The Council's arts and cultural development strategy for the Council area including information on partnerships with other major stakeholders.	Current Arts and Cultural Development Strategy www.dungannon.gov.uk	January 2004 June 2004

<i>Tourism Development Strategy</i>	The Council's tourism development strategy for the Council area including information on partnerships with other major stakeholders.	Current Tourism Development Strategy www.dungannon.gov.uk	January 2004 June 2004
<i>Community Support Plan and Action Plan and Budget</i>	The Council's community support plan, action plan and budget for the Council area.	Current Community Support Plan Action Plan and Budget www.dungannon.gov.uk	February 2003 February 2003 June 2004
<i>Annual Report</i>	The Annual Report includes the Annual Accounts and details progress against objectives and targets throughout the past year.	Current Annual Report www.dungannon.gov.uk	April 2004 June 2004
<i>Best Value</i>	Information on what Best Value means in terms of improving service quality for citizens and what progress the Council is making in Best Value.	Current Best Value Review www.dungannon.gov.uk	February 2003 June 2004
<i>Council Procedures (inc Standing Orders)</i>	The Council's procedures and Standing Orders which apply to committees, sub committees, Council officials and elected members.	Standing Orders Code of Conduct for Officers Code of Conduct for Elected Members www.dungannon.gov.uk	February 2003 February 2003 February 2003 June 2004
<i>Council Minutes and Agendas</i>	A comprehensive record of Council proceedings. <i>(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence).</i>	Council Minutes www.dungannon.gov.uk	February 2003 June 2004
<i>Complaints Policy & Procedures</i>	Information on how to make a complaint on any aspect of the Council's services or facilities.	Complaints Procedure www.dungannon.gov.uk	February 2003 June 2004
<i>Charging Structure for Published Information</i>	Charges, if any, for information supplied by the Council.	Publication Scheme www.dungannon.gov.uk	February 2003 June 2004

8.2 Elected Members

Information on the Councillors; the Code of Conduct they operate within; and payments due to them for various activities.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

* **Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified), by post or at Council Offices.

Class of Information	Description	Relevant Publications	Availability *
<i>Information on Members</i>	Information on elected members including membership of committees and sub committees. Information on membership of other public bodies or representation of the Council on such bodies. <i>(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information).</i>	Guide to Council Services Current Annual Report www.dungannon.gov.uk	February 2003 April 2004 June 2004
<i>Code of Conduct for Councillors</i>	The Code of Conduct which Councillors operate within.	Code of Conduct for Elected Members www.dungannon.gov.uk	February 2003 June 2004
<i>Rates and Allowances</i>	Rates and allowances payable to Councillors while undertaking Council business. <i>(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information).</i>	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Attendance Records</i>	Records of Councillor attendance at Council meetings, including committee and sub committee meetings.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004

<i>Election Results</i>	Results from the most recent local government election.	Guide to Council Services Form 54 Election Results Sheet www.dungannon.gov.uk	February 2003 February 2003 June 2004
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8.3 Personnel & Recruitment

Information on job vacancies; and expected standards of behaviour.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

* **Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified), by post or at Council Offices.

Class of Information	Description	Relevant Publications	Availability *
<i>Code of Conduct for Staff</i>	Information on the conduct which is expected of staff in the performance of their duties.	Code of Conduct for Local Government Employees www.dungannon.gov.uk	February 2003 June 2004
<i>Job Vacancies</i>	Current job vacancies.	Employment Advertisements www.dungannon.gov.uk	February 2003 June 2004

8.4 Financial Performance

Financial data showing the Council's income and expenditure.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

* **Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified), by post or at Council Offices.

Class of Information	Description	Relevant Publications	Availability *
<i>Summary Accounts</i>	Summary financial data by service line and corporate overheads. The audited accounts, including the auditor's report, for the current year.	Auditor's Reports www.dungannon.gov.uk	February 2003 June 2004
<i>Annual Budgets</i>	Planned income and expenditure by service line and corporate overheads for the current financial year.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>District and Regional Rates</i>	The rates applicable to businesses and householders in the current financial year.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004

8.5 Procurement Practices

Information on how the Council procures products and services from suppliers.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

* **Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified), by post or at Council Offices.

Class of Information	Description	Relevant Publications	Availability *
<i>Tendering Procedures</i>	Procedures and guidelines used in the tendering process for Council products and services.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004

8.6 Licensing & Approvals

Information on how the Council grants licences for various trading activities within the Council area; standards and procedures for building control approvals and environmental health issues.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

*** Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified), by post or at Council Offices.

Class of Information	Description	Relevant Publications	Availability *
<i>Entertainment and Trading Licences</i>	Procedures regarding the granting of licences for entertainment; amusement; street trading; and petroleum retailing. Also allocation of market stalls. How to apply for such licences or permits.	Application Forms www.dungannon.gov.uk	February 2003 June 2004
<i>Building Control</i>	Standards and procedures regarding building control approval and how to go about applying.	Guide to Council Services www.dungannon.gov.uk Building Control Protecting People & the Environment - Directory www.buildingcontrol.org	February 2003 June 2004 February 2003 February 2003
<i>Building Control Approvals</i>	Current Building Control applications and approvals granted within the last 5 years.	Public Services Committee Minutes www.dungannon.gov.uk	February 2003 June 2004
<i>Building Control Inspections</i>	Annual departmental performance report in relation to building control applications received, as measured against departmental plan.	Current Performance Improvement Plan www.dungannon.gov.uk	February 2003 June 2004
<i>Environmental Health Inspections</i>	Annual performance report on Environmental Health activity as measured against targets contained within Environmental Health Plan. <i>(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information likely to prejudice law enforcement).</i>	Current Performance Improvement Plan www.dungannon.gov.uk	June 2004 June 2004

<i>Dog Licensing</i>	Procedure for applying for a dog licence and fees involved.	Application form and Guidance Notes www.dungannon.gov.uk	February 2003 June 2004
<i>Council Bye Laws</i>	Bye laws made by the Council.	Bye-Laws www.dungannon.gov.uk	February 2003 June 2004

8.7 Services Provided

Information on the range of services and facilities available from the Council.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

* **Availability Column:** Details the date of availability of each document. All documents may be accessed/requested via Website (where specified), by post or at Council Offices.

Class of Information	Description	Relevant Publications	Availability *
<i>Council Offices</i>	Information on Council Offices, addresses, opening hours, main telephone numbers and other contact details.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Arts & Cultural Facilities</i>	Information on arts and cultural facilities within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Community & Voluntary Groups in the Dungannon & District Area www.dungannon.gov.uk	February 2003 June 2004
<i>Tourism</i>	Information on visitor attractions, activities and events within the Council area including (where applicable) addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Visitors Attractions, Activities, Events www.dungannon.gov.uk	February 2003 June 2004
<i>Leisure Facilities & Services</i>	Information on leisure facilities run by the Council including addresses, opening hours, fees and charges, main telephone numbers, contact details and facilities in the Council area.	Guide to Council Services Community & Voluntary Groups in the Dungannon & District Area www.dungannon.gov.uk	February 2003 February 2003 June 2004
<i>Community Centres & Services</i>	Information on community centres and outreach facilities and services within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Community & Voluntary Groups in the Dungannon & District Area www.dungannon.gov.uk	February 2003 June 2004

<i>Travelling People</i>	Information on Council facilities available for Travelling People and contact details.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Access to Countryside</i>	Information on the Council's approach to countryside access.	Access Strategy www.dungannon.gov.uk	February 2003 June 2004
<i>Parks and Grounds</i>	Information on parks and grounds run by the Council including addresses, opening hours, telephone numbers and other contact details.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Markets</i>	Information on markets within the Council area including addresses, opening hours, fees and charges, telephone numbers and other contact details.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Registration of Births, Deaths & Marriages</i>	Information on local office, address, opening hours, telephone number and other contact details.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Building Control</i>	Information on the full range of functions carried out by Building Control including Dangerous Buildings and Structures.	Guide to Council Services www.dungannon.gov.uk Building Control Protecting People and the Environment - Directory www.buildingcontrol.org	February 2003 June 2004 February 2003 February 2003
<i>Environmental Health</i>	Information on the full range of functions carried out by the Department under the core function headings of Food Safety, Health and Safety at Work, Consumer Protection, Pollution and Noise Control, Licensing and Regulatory and General Environmental Health matters.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004

<i>Refuse Collection, Waste Disposal & Recycling (Domestic & Trade)</i>	Information on refuse collection routes & timetables, 'bulky' collection services, landfill sites, skip sites, depots including (where appropriate) addresses, opening hours, fees and charges, main telephone numbers and other contact details. Details of the Council's recycling policy and facilities. Supply of refuse containers and 'wheelie bins'.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Street Cleansing & Litter Control</i>	Information on street cleansing and litter control services including street cleaning rotas and contact details.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Public Conveniences</i>	Locations, charges (if any), cleaning schedules, and contact details for further queries.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Bus Shelters</i>	Locations and contact details for further queries.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Cemetery Service</i>	Information on municipal cemeteries including addresses, opening hours, charging mechanisms, and contact details. Also information on cemetery maintenance.	Guide to Council Services www.dungannon.gov.uk	February 2003 June 2004
<i>Dog Warden Service</i>	Information on how the Council deals with stray dogs and the enforcement of dog fouling laws. Also charging mechanisms, telephone numbers and other contact details.	Application form and guidance notes www.dungannon.gov.uk	February 2003 June 2004