# **Publication Scheme**



# **Publication Scheme Control**

Title:	Publication Scheme
Version:	3.3
Policy reference:	CS30 Records Management Policy
Directorate/Departmental ownership:	Corporate Services/Administration
Officer responsible:	Assistant Director Corporate Services (Administration), Alison Robb
Corporate Management Team authorised on:	7 June 2022 (V2.2)
Senior Management Team authorised on:	31 May 2022 (V2.3)
Strategic, Policy and Resources Committee authorised on:	11 August 2022 (V2.4)
Council authorised on:	05 September 2022 (V3.0)
Review date:	05 September 2026
Location where document is held and referenced:	Responsible Department 🖂

## **Version Control**

Version:	Amendments made	Date	New Version:
2.3	P2 version control table added P5 third bullet point P17 included HR info under 'Statutory Returns' P23 link to be inserted for 'Senior Officers Declarations of Interest'	28/07/2022	2.4
2.4	Hyperlinks updated throughout	20/09/2022	3.0
3.0	P23 link inserted for 'Senior Officers' Declarations of Interest'	08/12/2022	3.1
3.1	Hyperlinks updated throughout	05.07.2023	3.2
3.2	P21 link inserted for 'Corporate Policies'	23.02.2024	3.3

# **Contents**

Publication Scheme Control	2
Contents	3
About the Publication Scheme	4
Using the Publication Scheme	5
Is the information already available?	5
Excluded information	5
Requesting information	5
Feedback and comments on our Publication Scheme	6
Classes of Information	7
Class 1:- Who we are and what we do	7
Class 2:- What we spend and how we spend it	11
Class 3:- What our priorities are and how we are doing	15
Class 4:- How we make decisions	19
Class 5:- Our policies and procedures	20
Class 6:- Lists and registers	21
Class 7:- The services we offer	24
Can't find what you're looking for?	31
Charging for Information	32
Charging Schedule	32
Requests for Information not Published under this Publication Scheme	33
Professional Charges	33
Building Control and Licensing Non-Statutory Fee Schedule	33
Fees	33
Copyright	34
Contact Us	35

#### **About the Publication Scheme**

Newry, Mourne and Down District Council (NMDDC) has formally adopted the Information Commissioner's <u>Model Publication Scheme</u> and <u>Definition Document for district councils in Northern Ireland</u>. The Publication Scheme is organised into seven classes of information which are set out in the Categories link below. This structure aims to save you time and effort when searching for information.

NMDDC is a Local Government District Council established under the Local Government Act (NI) 2014 to administer a range of social, economic, cultural and environmental services to the local community.

Under the Freedom of Information Act (FOIA) 2000, all public authorities are required to:

- adopt and maintain a Publication Scheme; and
- publish information in accordance with the Publication Scheme.

The Publication Scheme commits NMDDC:

- to proactively publish, or otherwise make available as a matter of routine, information which is held by the Council;
- to specify the information which is held by the Council and falls within the classes listed;
- to provide guidance on how the specified information can be identified and accessed;
- to review and update the specified information; and
- to produce a schedule of any fees charged for access to information.

As a public body, NMDDC is committed to the highest standards of accountability and openness and this Publication Scheme enables the Council to fulfil its obligations under the FOIA legislation and to better inform the public of its communication and information systems.

## **Roles and Responsibilities**

The Chief Executive and Directors have overall responsibility for ensuring that the Council complies with the requirements of legislation affecting the management of records with any supporting codes and regulations.

The Assistant Director Corporate Services (Administration) is responsible for keeping the Publication Scheme under review to ensure that all business functions continue to be adequately covered by the Scheme.

The Head of Compliance and Records Manager will work closely with Directorates and Service Areas to ensure that there is consistency in the management of records, and that training is provided to ensure compliance with the Records Management Policy and Procedure and this Publication Scheme.

Information Asset Owners (IAOs) are responsible for:

- liaising with their team to ensure classes of information (see table below) are kept up to date and reviewed at least quarterly to ensure accurate information is published.
- Quality assuring information before submitting communications update requests to the Communications and Marketing section, by emailing final information to: <a href="marketing@nmandd.org"><u>marketing@nmandd.org.</u></a>

 Emailing the Records Management Team updates to the website to enable the Records Management Team update links in this Publication Scheme.

The Records Management Team are responsible for:

- co-ordinating quarterly reminders to IAO's together with suggested recommendations.
- Updating the links and version control table within this Publication Scheme when provided with information by Marketing.

#### **Using the Publication Scheme**

NMDDC aims to actively publish as much information as we can, where this information has a public interest and is not exempt from disclosure. We will monitor our Publication Scheme regularly to ensure it is meeting our obligations and our aims. We therefore encourage you to use our Publication Scheme and website and we hope you will find the information you require.

Information contained within this Publication Scheme (or supplied in response to a request) will be available in the language in which it is held. However, if required we will translate any information on this site (or supplied in response to a request) where the Council is legally required to do so. We will also comply with all disability and discrimination legislation and on request make our information available in other formats as required by law.

## Is the information already available?

NMDDC is committed to meeting its statutory requirements under the FOIA and Environmental Information Regulations (EIR) 2004 and aims to make as much information as possible freely available on demand. One of the ways in which this is done is through our corporate website, <a href="https://www.nmandd.org">www.nmandd.org</a>. This Publication Scheme also lists the information that is available on the website and how to access information that is not published.

We strongly encourage you to check this Publication Scheme first before you make a request for information as you may be able to find the information here. Also please bear in mind that we can refuse a request if the information is readily available via our Publication Scheme.

#### **Excluded information**

A great deal of the information held by Council is personal and/or private to individuals. The FOIA and EIR does not deal with this and will not make this information public and your private affairs and business with the Council as an individual are not the subject of this Publication Scheme.

Excluded throughout the Publication Scheme is general correspondence sent or received by the Council.

The emphasis of the Publication Scheme is to make current information readily available; as such limitations may apply as to the length of time certain documents are kept by the Council, in accordance with the Retention and Disposal Schedule.

## **Requesting information**

We include as much information in this Publication Scheme as we can and, where information is available on the website, a hypertext link will direct you to the correct page on the website. Where information is available on request, this can be made in writing using the relevant email address provided in Classes of Information or to Customer Services.

If you cannot find what you are looking for, you can make a request for information that is not published under this Publication Scheme. Contact details for requests for information are as follows:

Head of Compliance Newry, Mourne and Down District Council Downshire Civic Centre Ardglass Road Downpatrick BT30 6GQ

E: <u>info@nmandd.org</u> T: 0330 137 4009

#### **Feedback and comments on our Publication Scheme**

If you would like to provide any feedback or comments on our Publication Scheme, please contact the Head of Compliance at the above address.

## **Classes of Information**

The Publication Scheme contains seven classes of information. Information falling into each of these classes is published on our website:

## Class 1:- Who we are and what we do

Organisational information, structures, locations and contacts.

Class of Information	Description	How it can be accessed
Council Democratic structure chart	Newry, Mourne and Down has 41 elected members representing 7 district electoral areas. The Council's democratic structure is based on the full council and seven standing committees.	Mebsite  About Newry, Mourne and Down District Council  Newry, Mourne and Down District Councillors  Council Democratic Structure - Committee Appointments
Council Directorate structure chart	The council and the committees to which are delegated various powers and the functions that are the responsibility of the executive:  • the terms of reference of the various committees and other bodies;  • the standing orders that regulate the proceedings at meetings;  • financial regulations;  • the code of practice for the procurement of works, supplies and services;  • codes of conduct for members and employees;  • the schedule for the payment of member's allowances; and  • a description of the management structure of the council's workforce.	Website  Background to the Council District Electoral Area (DEA) Forums  Terms of Reference for Committees  Council Standing Orders Financial Regulations  Procurement Policy Code of Conduct for Councillors Code of Conduct for Local Government Employees Councillors' Scheme of Allowances Senior Management Team For further information contact Customer Service
Organisation Chart	A staffing structure of the directorates and departments.	Website Council Management Structure

Page 7 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Corporate Plan 2024-2027
		For further information on internal structures of our offices, including an outline of the responsibilities and the names of senior employees, job descriptions, responsibilities and number of staff etc., contact <a href="Human Resources">Human Resources</a>
Location and opening times of Council Offices	Information about locations, opening times and contact details of the Council's two	Website Our locations
	civic centres.	Opening hours at the Council's Downshire Civic Centre in Downpatrick and Monaghan Row in Newry are 9.00am – 5.00pm.
Currently elected Councillors' information and contact details	Councillor contact information.	Website Your Councillors
Contacts for customer-facing departments	Where available we have provided the contact details for the principal Council functions.	Website Telephone numbers Planning Staff Contact Details
	These links will take you to the three main webpages where you can select a service or function for more information:	Residents Business Council
Election results	Results of most recent election.	Website Elections 2023
Relationships with other authorities	Partnership arrangements with other authorities, relationships with government departments and arms-length bodies.	Website Council's Chief Executive is a member of SOLACE NI, the Society of Local Authority Chief Executives.  Our Councillors are members of NILGA, the Northern Ireland Local Government Association.

Page 8 Publication Scheme V3.3

<b>Class of Information</b>	Description	How it can be accessed
	If you have responsibility for the provision of facilities for office holders who are not themselves part of the local authority, for example the Registrar of births, deaths and marriages, explain your role.	
	Registration Services:	The <u>Registration Service</u> is responsible for the registration of all births, still births, deaths, marriages and civil partnerships that take place in the Newry, Mourne and Down District area. Although part of the local authority, this statutory service is overseen by the <u>General Register Office NI</u> .
	Deputy Returning Officers (DROs):	The Chief Executive Officer of the Electoral Office Northern Ireland is the Returning Officer for all elections in Northern Ireland. Local Council Chief Executives are appointed as DROs at local council elections. The DROs act with the authority of the Returning Officer.
	Relationships with Northern Irish district councils, government departments, public bodies and European funding bodies:	Community Plan Statutory Partners  Dublin Belfast Economic Corridor  Animal Welfare  Special European Union Programmes Body Projects  Atlantic CultureScape Intangible Cultural Heritage  Project  Belfast Region City Deal  Grants and Funding  Policing and Community Safety Partnership  Port Health / Imported Foods  The CANN Project  South East Area European Maritime and Fisheries  Fund

Page 9 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		National Fraud Initiative
		Strangford Lough & Lecale Partnership
		Ring of Gullion Landscape Partnership Team
		Corporate Plan 2024-2027
		For more information on Council's partnerships visit
		the following pages:
		Business Support
		<u>Emergencies</u>
		Environmental Health
		Safer Communities
		Strategic Programmes
		<u>Urban and Rural Regeneration</u>

Page 10 Publication Scheme V3.3

# Class 2:- What we spend and how we spend it

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

Class of Information	Description	How it can be accessed
Financial statements, budgets and variance reports	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Website  Annual Accounts  Statement of Accounts  Quarterly Payment Statistics
Capital Programme	Major plans for capital expenditure are provided for and reported on in Council and Committee meetings:	Website/Social Media Council and Committee Agenda, Minutes and Audio
	Strategy, plans and updates can be found in:	Corporate Publications Facebook - NMD Council X - NMD Council
Spending reviews	Council's Statement of Accounts and relevant Committee Reports.	Website  Statement of Accounts  Agenda for Audit Committee and Strategy, Policy and Resources Committee  Minutes for Audit Committee and Strategy, Policy and Resources Committee
Financial Audit Reports		Website See NI Auditor's Letter and report below.
Members' allowances scheme and the allowances paid under it to Councillors each year	The total of the allowances and expenses incurred by or paid to councillors by reference to categories.	Website Councillors' Allowances and Expenses
Staff allowances and expenses	Details of the allowances and expenses that can be incurred or claimed.	Website Allowances and expenses paid see: Statement of Accounts

Page 11 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		For further information contact the Finance  Department
Staff pay and grading structure	Information on pay and grading as per Council's organisational structure.	Website Senior employees' salaries see: Statement of Accounts  For further information contact Human Resources
Election expenses	Returns or declarations and accompanying documents relating to election expenses sent to the Council.	Email/Telephone The list of election expenses is available for a 12-month period following an election.  Election information is available on request to the Deputy Returning Officer at Customer Services
Procurement procedures	Details of procedures for acquiring goods and services. Contracts available for public tender.	Website  Procurement Policy and Procedures  Terms and Conditions for Services  Terms and Conditions for Supplies
Contracts and Tenders	Details of contracts and tenders to businesses and to the voluntary, community and social enterprise sector.	Website/Email/Telephone Procurement Portal Further information is available on request to the Procurement Team
Grants to the voluntary, community and social enterprise sector	Details of grants and financial assistance programmes offered by Council.	Website Grants and Funding Good Relations Programme Communities Leading Change - Participatory Funding
NI r's Letter and report	Northern Ireland Auditor's annual audit letter of the Statement of Accounts.	Website NIAO Annual Audit Letter 2022-23

Page 12 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		NIAO Annual Audit Letter 2021-22
Internal financial regulations	Financial Regulations set out the overarching financial responsibilities of the Council and its staff and provide the framework within which the Council's financial affairs are to be managed.	Website Financial Regulations
Financial statements for projects and events	Details on project and event spend:	Website Statement of Accounts
	Capital budgets and scrutiny of our capital programme is undertaken at Strategy, Policy and Resources Committee meetings.	Strategy, Policy and Resources Committee Agenda Strategy, Policy and Resources Committee Minutes
		Contact <u>Customer Services</u> to request information on a specific project or event.
Funding for partnership arrangements	and Details of the funding arrangements for partnerships that the council leads, e.g.:  and Details of the council's funding contributions to a partnership arrangement managed by another authority, e.g.:	Website/Email/Telephone  Peace IV Dublin Belfast Economic Corridor The CANN Project Atlantic CultureScape Ring of Gullion Landscape Partnership Scheme Social Investment Fund Digital Transformation Flexible Fund  Belfast City Region Deal Warrenpoint Municipal Park Heritage Lottery Fund Regeneration Project Master Plans SeaFlag
	More information on funding partnerships can be found in the:	Annual Report (NMD Connect) Statement of Accounts

Page 13 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Newry, Mourne and Down District Council and Louth County Council Strategic Alliance
		Contact <u>Customer Services</u> to request information on a specific partnership arrangement.
Grant Aid Scheme and Payments	Details of grants and financial assistance offered by Council to the business community.	Website Business Grants and Funding Access to Work Initiatives Skills for Work Initiatives Great Place to Work Initiatives

Page 14 Publication Scheme V3.3

# Class 3:- What our priorities are and how we are doing

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

Class of Information	Description	How it can be accessed
Annual Reports	As of April 2022, annual financial and performance data previously published together in the Annual Report are available separately:	Website For information relating to April 2022 onwards please go to the relevant annual Statement of Accounts and Performance Improvement Plan and Assessment
	The Annual Report provides information about Council's financial position, changes in financial position, financial performance and cash flows.	NMD Connect Incorporating Annual Report 2021/22
	For Gaeilge editions and more reports go to:	Corporate Publications
Strategies and business plans for	Strategies and business plans for Council,	Website/Email/Telephone
services provided by the Council	directorates, departments and services.	Corporate Plan 2024-2027
including strategies developed in partnership with other authorities	Partnership strategies are developed to	Community Plan
partiership with other dathorities	meet community, enterprise and	<u>Community Plan - Summary of Progress</u>
	environmental objectives.	<u>Local Development Plan</u>
		Performance Improvement Plan 2024-2025
		Regeneration and Economic Development Strategy
		Culture, Arts and Heritage Strategy
		Tourism Experience Development Plan
		Good Relations Programme
		Sports Facility Strategy  Iviab Language Strategy 2024 2027
		Irish Language Strategy 2024-2027
		<u>Chief Executive / Corporate Services Business Plan</u> 2024-25

Page 15 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Active and Healthy Communities Annual Business
		Plan 2024-25
		Economy, Regeneration Tourism Annual Business Plan 2024-25
		Sustainability and Environment Annual Business Plan
		<u>2024-25</u>
		Newry, Mourne and Down Active Travel Masterplan
		Biodiversity Strategy 2024-2030
		Revised Equality Scheme 2020
		NMDDC Equality Action Plan 2023-2027
		NMDDC Disability Action Plan 2023-2027
		Digital Transformation Flexible Fund
		Downpatrick Town Centre Regeneration
		Newry Regeneration
		Belfast Region City Deal
		<u>Urban and Rural Regeneration</u>
		Skills and Employability Initiatives
		Seaflag
		For further information contact <u>Customer Services</u>
Internal and external organisation	Information about Council's arrangements	Website
performance reviews, including	for continuous improvement in the exercise	<u>Performance</u>
external audits	of their functions.	Agenda for Audit Committee and Strategy, Policy
		and Resources Committee
		Minutes for Audit Committee and Strategy, Policy
		and Resources Committee
Economic Development Action Plan	Details of Council's economic priorities and	Website
	objectives to regenerate and revitalise the	Regeneration and Economic Development Strategy
	district in line with the Corporate Plan.	regeneration and Economic Development Strategy

Page 16 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
Statistical information produced in	Information about population,	Website
accordance with Council and	employment, etc. in the district.	Corporate Publications
Departmental requirements		NMD Connect and Corporate Plan
Data protection impact assessments	Assessments carried out to identify the	Website/Email/Telephone
(in full or summary format), or any other impact assessments (e.g. Health and safety impact	impact of Council's services and strategies are available from the relevant service:	Available on request to:
assessments, equality impact	Data Protection impact assessments:	Compliance Team
assessments, rural needs) as	Equality impact, rural needs assessments:	Equality and Policy
appropriate and relevant	Health and Safety impact assessments:	Health and Safety
Service Standards	Defines what a customer can expect from	Website
	a service and how it should be delivered.	Building Control Service Level Agreement
Statutory Returns	Information provided to relevant	Website/Email/Telephone
	government departments and agencies on Council's delivery of statutory obligations.	HR complete and submit employment surveys upon the Equality Commission's request. These are available on request to <u>Human Resources</u> .
		For Quarterly Equality Screening Reports go to Equality
		For Rural Needs Annual Monitoring Reports go to Equality
		Building Regulations Report 01.09.2024-28.02.2025, page 66 Building Regulations Report 01.04.2024-30.09.2024, page 46
		<u>Licensing Report 01.09.2024-28.02.2025</u> , page 75 <u>Licensing Report 01.04.2024-30.09.2024</u> , page 69

Page 17 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		For Planning Monthly Performance Figures click on the relevant Enterprise, Regeneration and Tourism Committee Meeting Agenda
		For Quarterly Figures on Fixed Penalty Notices issued for Dog Fouling and Litter/Fly Tipping click on the relevant <u>Sustainability and Environment</u> <u>Committee Meeting Agenda</u>
		For pre-September 2022 figures please click on the relevant Neighbourhood Services Committee Meeting Agenda
		Contact <u>Customer Services</u> to request information from a specific service area

Page 18 Publication Scheme V3.3

#### **Class 4:- How we make decisions**

Decision-making processes and records of decisions.

Class of Information	Description	How it can be accessed
Timetable of Council Meetings	List of current meetings.	Website
		Schedule of Meetings
Agendas, officers' reports,	Information that is required to be publicly	Website
background papers and minutes of	available under local authority access to	Newry, Mourne and Down Meeting Agenda
Council committee and sub- committee meetings	information rules.	Newry, Mourne and Down Meeting Minutes
		Newry, Mourne and Down Meeting Audio
Major policy proposals and decisions	Information on partnerships, capital spend,	Website
	resources, impact, etc on Council's major	Newry, Mourne and Down Meeting Agenda
	policy proposals and decisions.	Newry, Mourne and Down Meeting Minutes
		Newry, Mourne and Down Meeting Audio
Background information relating to major policy proposal and decisions	Facts and analyses of facts relevant and important to the framing of major policy proposals and decisions.	Website For particular analyses, see the report on the matter or decision in question (listed by meeting where the decision was made) in Council & Committee Minutes and Agenda
Public Consultations	Details of consultation exercises undertaken by Council with the community and other stakeholders.	Website Consultations
Internal Communications guidance, criteria used for decision making, internal instructions, manuals and guidelines	Council has adopted a written Constitution which sets out how the Council operates, how decisions are made and the procedures which are followed.	Website Council Constitution Council Decision Making Process

Page 19 Publication Scheme V3.3

# **Class 5:- Our policies and procedures**

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

Class of Information	Description	How it can be accessed
Policy and procedures for the	Information on the policies which govern	Website
conduct of Council business	the administration of the Council, its Committees and Officers.	Council Constitution
Policies and procedures for the provision of services	Council's written protocol's, policies and procedures for delivering our services and responsibilities.	Website/Email/Telephone Corporate Policies
Policies and procedures about the	Information on Council's current vacancies	Website/Email/Telephone
recruitment and employment of staff	and recruitment process.	Newry, Mourne and Down Jobs
Stail		Newry, Mourne and Down Current Vacancies
		Section 75 Statutory Duties
		For further information contact Human Resources
Customer Service		Website
	Complaints procedure:	Complaints to the Council
	Complaints covering requests for information:	Access to Information - Complaints and Appeals
	To make a complaint about the conduct of a Councillor:	NI Local Government Commissioner for Standards
Records management and personal	Records retention and disposal schedule,	Website/Email/Telephone
data policies	security and data protection (including data sharing and CCTV usage) policies.	Records Management Policy and Procedure
	auta strating and serv adage, policies.	Access to Information Policy and Procedure
		Retention and Disposal Schedule available on request to <u>Head of Compliance</u>
File Plans (high level, for current records management systems)	A file plan is a tool used to manage Council records.	Email/Telephone

Page 20 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
2	Description:	For information on file plans contact Head of
		Compliance
Charging regimes and policies	Charges for documents, requests and	Website
	Council services.	Charging for Information
		Births, Deaths, Marriages and Civil Partnerships
		Business Licensing
		Bulky Waste Collection Service
		Buy a Bin
		Building Control Fees and Charges
		<u>Car Parking Charges</u>
		<u>Dog Licensing</u>
		Contact Department for Infrastructure for Planning
		<u>Fees</u>

# **Class 6:- Lists and registers**

Information that Council holds in registers required by law or relating to Council functions

Class of Information	Description	How it can be accessed
Public registers and registers held as public records	Information held in registers that is available for public inspection in compliance with UK GDPR. Public registers include:  • Air quality • Food businesses • Licensing • Planning applications • Public rights of ways • Public Health Funerals	Email / Telephone Contact Customer Services to request information from a specific service area

Page 21 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
Asset Registers	Council holds registers on its capital assets, an annual analysis of these assets is provided.	Website/Email/Telephone Annual Statement of Accounts  For more information contact Customer Services
CCTV	The locations of any overt CCTV surveillance cameras operated by, or on Council's behalf.	Email/Telephone Information is available on request to Facilities Department
Disclosure Log	Information in relation to requests for information under FOIA and EIR legislation.	Website / Email / Telephone  2023/24, page 87 - statistics presented to the Committee on 15 August 2024  2022/23, page 1 - statistics presented to the Committee on 15 June 2023  2021/22, page 65 - statistics presented to the Committee on 12 May 2022  2020/21, page 45 - statistics presented to the Committee on 13 May 2021  Information also available on request to Head of Compliance
Register of Councillors' financial and other interests	Register of Member's interests in accordance with the Local Government Act (NI) 2014.	Website Councillors' Interests
Senior Officers' Declaration of Interests	The names, departments, sections and job titles of all officers who have made entries. In relation to Chief Officers, information recorded in the 'professional' element of the register should also be disclosed subject to consideration of the UK GDPR.	Email/Telephone Senior Officers' Declarations of Interest
Register of Gifts and Hospitality	Details of gifts, given or received, hospitality and from which organisation and travel.	Email/Telephone

Page 22 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Information is available on request to <u>Customer</u> <u>Services</u>
Licensing and Planning	Lists and registers about licensing,	Website/Email/Telephone
Highways, Commons, Footpaths	planning, highways, commons and footpaths.	Available on request to:
	Access information on licensing:	Licensing
		Environmental Health
	Access all Planning applications via the portal link on the Planning page:	Planning
	Highways, Commons and Footpaths are	NI Direct - Travel, Transport and Roads
	not managed by NI Councils and further	NI Direct - Environment and Outdoors
	information can be found in the links provided.	
Register of Electors	The Register of Electors and information	Email/Telephone
	about the Register and where it can be inspected.	Available on request to
		Electoral Office for Northern Ireland
		Or go to <u>Inspecting the Electoral Register</u>

Page 23 Publication Scheme V3.3

#### **Class 7:- The services we offer**

Information about services the Council provides, including leaflets, guidance and newsletters.

Class of Information	Description	How it can be accessed
Regulatory and Licensing Responsibilities	The regulatory and licensing functions of Council including compliance and enforcement:	Website/Email/Telephone
	Building Regulations:	Building Control
	Planning:	Planning Applications
		Local Development Plan
	Licensing, Registration and Certification:	Amusement Permits
		<u>Cinema Licensing</u>
		Dog Licensing including Breeding Establishment
		Licensing
		Entertainment Licence
		Food Premises Registration and Change of
		Registration
		Petroleum Licensing
		Pavement Café Licensing
		Postal Numbering and Street Nameplates
		<u>Civil Marriages and Partnerships</u>
		Street Trading
		Special Events on Public Roads
		Society Lottery
		Contact Environmental Health for:
		Hairdresser Licensing
		Tattoos, Piercing and Acupuncture
		Registration

Page 24 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		<ul> <li>Cooling Towers Registration</li> <li>Caravan Park and Camping Site Licensing</li> <li>Environmental Protection</li> <li>Food Safety</li> <li>High Hedges</li> <li>Home Safety</li> <li>Housing</li> <li>Pest Control</li> <li>Public Health Complaints</li> <li>Health and Wellbeing</li> <li>Abandoned and Nuisance Vehicles</li> </ul> Contact Leisure and Sport for Sports Ground Safety Licensing Contact Legal Administration for information on district bye-laws. Contact the General Register Office for Life Event Certificates
Services for local businesses	Business services and advice in respect of financial support, property advice, business opportunities, recruitment of staff, etc.	Website Information about Brexit Business Support Go Succeed Make It Local Programme Dog Breeding Establishments Environmental Health Business Grants and Funding Markets and Fairs Procurement and Tenders Newry City Centre Regeneration

Page 25 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Planning Guides
		For more information visit <u>NMD Business</u>
Services for other organisations	Information on services and assistance Council provides, e.g. school groups and youth groups.	Website/Email/Telephone Environmental Education - Help and Assistance for Schools and Groups Active Travel  Museums School Tours - contact Museums
		Tourist signage – contact <u>Visitor Services and</u> <u>Attraction Information</u>
Services for members of the public	The services provided by Council touch the lives of everyone who lives, works or visits the district.	Website/Email/Telephone  Register a Birth  Register a Death  Civil Marriage Ceremonies  Weekly Bin Collection and Calendar  Bin Collection Information  Black Bin Information  Missed Bin Information  Assisted Bin Lift - Special Circumstances  Blue/Green Bin Recycling  Brown Bin Recycling  Food Waste Caddy and Liners  Household Recycling Centres  Enforcing Laws on Littering and Flytipping  Dog Warden Services  Public Toilets

Page 26 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Public Toilet Facilities for People with Disabilities
		<u>Safeguarding</u>
		Environmental Health - Residential
		Gaeilge - Irish Language Unit
		Breastfeeding Welcome Here Scheme
		Communities Leading Change - Participatory
		<u>Funding</u>
		Multiply
		For information on approved civil marriage/civil partnership venues contact <u>Registration</u>
		For information on Planning Enforcement, Tree Preservations Orders, Conservation Areas contact the <u>Planning Department</u>
		For information on Town Centre CCTV contact Facilities Department
		To report an abandoned vehicle contact <u>Environmental Health</u>
		For information on the NI Housing Executive Affordable Warmth Scheme contact Environmental Health
Services for which Council is entitled	Services for which Council is entitled to	Website/Email/Telephone
to recover a fee together with those	recover a fee include Building Control, Births, Deaths and Marriages and Licensing.	<u>Marriages</u>
fees		<u>Civil Partnerships</u>
		<u>Leisure and Sport</u>
		Building Control
		Municipal Cemeteries

Page 27 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
Information for visitors to the area, leisure information, events, museum and archive collections	Information about what's on in the local district including activities, historical sites, events, etc.	Planning Community Centres  Community Facilities - Hire Charges Community Facilities - Block Booking Form Community Facilities - Casual Booking Form Community Facilities - Casual Booking Form Community Facilities - Conditions of Hire Community Facilities - Insurance Guidelines Community Facilities - Sample Risk Assessment Business Licensing Dog Licensing Car Parking Bulky Waste Collection Service Buy a Bin  Contact Department for Infrastructure for Planning Fees and Forms  Website/Email/Telephone What's on and Events Museums and Culture NMD Museums Leisure and Sport Amenity areas Municipal Parks and Open Spaces Play parks Areas of Outstanding Natural Beauty (AONB) in the District Castlewellan Forest Park The Carlingford Lough Greenway The Mourne Mountains

Page 28 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		Ring of Gullion  Castlewellan Forest Park Mountain Biking Trails  Rostrevor Mountain Bike Trails
		Places to stay  Go to <u>Visit Mourne Mountains</u> for Council's dedicated tourism website
		Beach Equipment Loan Scheme - Cranfield, for more information visit Mae Murray Foundation
		For more information contact <u>Visitor Services</u>
Leaflets, Booklets and Newsletters	Information on services provided by Council and its partners on specific matters, e.g. food waste recycling, business news and home safety.	Website  District Electoral Areas Complaints, Comments and Compliments Form Safeguarding - Advice for Customers Using Newry, Mourne and Down Council Facilities Blue/Green Recycling Bin Food Waste Recycling Pest Control Pest-control-services  Bedbugs Cockroaches Fleas Garden Ants Mice Pigeons Rats Slugs

Page 29 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		<ul> <li>Spiders</li> <li>Wasps</li> <li>Food Allergy Advice</li> <li>Home Safety - Window Blind Safety</li> <li>NMD Business Ezine</li> <li>NMD Housing Conference Booklet</li> <li>Visit Mourne Mountains ENewsletter - Sign Up</li> <li>Neighbourhood Watch Leaflet</li> <li>Your First Steps to Running a Catering Business</li> <li>NI Local Government Commissioner for Standards - Complain about a Councillor's Conduct</li> <li>Emergency Flooding Leaflet</li> </ul>
Advice and Guidance	Advisory services and information provided for consumers, homeowners, tenants, businesses, etc.	Website  Brexit Advice  Building Control Advice and FAQs  Building Control and Radon Gas  Energy Performance Certificates  Nearly Zero Energy Buildings - Requirements for  New Buildings  How to Organise an Event  Environmental Health - advice for residents:  • Environmental Protection  • Food Safety – see Food ratings  • High Hedges  • Home Safety  • Housing  • Pest Control  • Public Health Complaints  • Health and Wellbeing  Environmental Health - advice for businesses:

Page 30 Publication Scheme V3.3

Class of Information	Description	How it can be accessed
		<ul> <li>Consumer Safety</li> <li>Food safety</li> <li>Health and Safety</li> <li>Housing Information for Landlords</li> <li>Pollution, Prevention and Control</li> <li>Port Health / Imported Foods</li> <li>Emergencies</li> <li>Safeguarding</li> <li>Safer Communities</li> <li>Building Control</li> <li>Diversity &amp; Ethnic Minorities - Support Centre</li> <li>Community Support Programme</li> <li>Community Services, Facilities and Events</li> <li>Active Travel</li> </ul>
		Road Safety
Media Releases	Press statements and releases.	Website Press Office News - Residents News - Business News - Council
Election Information	Information on election results, forthcoming elections and voting procedures.	Website Local Council Elections 2023

## Can't find what you're looking for?

Many visitors to our site find the search engine (on the top right of every page) helpful. If you still can't find what you're looking for, or if you require information in hard copy form, please contact us.

Page 31 Publication Scheme V3.3

## **Charging for Information**

The purpose of this Publication Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public on our website or printed publications (although the user will have to meet any charges by their Internet service provider, personal printing costs, etc.). In addition, most information can be inspected in person at Council offices by prior appointment and the majority of information requests to Council will be processed without charge, however, there may be some occasions when payment is required.

We can post you a copy of information held in the Publication Scheme or provide photocopies of information you have inspected on site, however photocopying, printing and postage charges may apply. Council will not charge for photocopying or printing which amounts to less than £5.00 and we will use our current postal delivery services to despatch information to you and will select the cheapest option available unless you tell us otherwise.

If we make a charge, we will confirm the payment before the information is provided, please see our current charges below:

#### **Charging Schedule**

Where we do charge, the current rates are:

Printing and Photocopying:

- A4: £0.10 per sheet (B&W) £0.20 per sheet (Colour)
- A3: £0.20 per sheet (B&W) £0.40 per sheet (Colour)
- A2: £2.00 per sheet (B&W) £4.00 per sheet (Colour)
- A1: £2.50 per sheet (B&W) £5.00 per sheet (Colour)
- A0: £3.50 per sheet (B&W) £7.00 per sheet (Colour)

#### Other:

- Certified copies: £30.00
- Staff time: £25 per hour (in line with the FOIA)
- Translating information price on application
- Converting to other formats price on application
- Special delivery or courier price on application

Page 32 Publication Scheme V3.3

#### **Requests for Information not Published under this Publication Scheme**

#### **Freedom of Information**

For the majority of FOIA requests there is no charge, however Section 12 of the FOIA may apply in certain cases should the cost of locating, retrieving and extracting the information exceed the appropriate limit. The limit for local authorities is  $\pounds 450.00$  which represents the estimated cost of one person spending 18 hours determining whether the information is held and locating, retrieving and extracting it.

#### **Environmental Information Regulations**

Regulation 8 of the EIR allows Council to charge for making environmental information available, but any such charge must be reasonable. In general, a reasonable charge is one comprising the costs involved in transferring the information to you and the staff time taken to locate the information.

If the process of finding and retrieving the information to satisfy a request will take more than 18 hours then the Council will charge at a rate of £25 per hour for the amount of time taken to locate the information.

#### **Data Protection Act / UK General Data Protection Regulation**

When processing a Subject Access Request under the Data Protection Legislation, we must provide a copy of the information free of charge. However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

We may also charge a reasonable fee to comply with requests for further copies of the same information.

## **Professional Charges**

In exceptional circumstances, the Council may have to employ external specialists or other professionals to gather and prepare information to meet a specific request. A written estimate, to include time and materials spent by Council staff, will be given of the cost of providing such information. The Council will then aim to provide the information within a target of 20 days although this may be extended up to three months. All costs to be paid in advance.

## **Building Control and Licensing Non-Statutory Fee Schedule**

Please click <u>here</u> for the non-statutory fee schedule applicable to Building Control and Licensing services.

#### **Fees**

If applicable, the requester will be advised of the fees notice and advice to enable them to reformulate their request to try to bring it within the cost limit which will be treated as a new request. They will also be advised of the date to pay the fees notice (60 working days) or respond with a reformulated request. The Compliance Team will also advise requesters they can seek an Internal Review of fees' notices.

Page 33 Publication Scheme V3.3

## **Copyright and re-use of materials**

All text content on this website is available under the <u>Open Government Licence (OGL) Version 3.0</u>, except where otherwise stated.

If you re-use text under the OGL, you must include the following attribution: Newry, Mourne and Down District Council, [name and date of publication], published under the <a href="Open Government Licence">Open Government Licence</a>.

If you would like to re-use the Council's materials but the proposed re-use would contravene any of the conditions of the OGL, you should contact the Council's Communications Team (see below).

NMDDC's intellectual property rights, including copyright in its materials, are unaffected by the Council's voluntary application of the OGL. These rights still belong to NMDDC.

Sometimes information produced by NMDDC contains Crown copyright material belonging to Crown bodies, e.g. government departments of Northern Ireland. We do not have authority to license material which belongs to other Crown bodies which are the subject of separate licensing agreements and you must apply to that organisation to obtain their permission.

#### **Logo and Images**

- NMDDC owns the copyright in its logo and all other promotional logos.
- All artwork, icons/photographic images in pages on our website and within our publications are owned by NMDDC or the creator/photographer and so unauthorised use of these materials by others is prohibited.
- If you wish to re-use copyright material from our website or other publications, please contact the Communications Team (see below).

## Why copyright is important

Copyright is important because it protects the interests of:

- · those who create
- those who invest in creativity.

## **Contacting the Communications Team**

Contact the Communications Team on <a href="mailto:info@nmandd.org">info@nmandd.org</a> to ask permission and what, if any, additional conditions may apply. Your application should be in writing, specifying the name and address of the applicant, identifying the information source you want to re-use and the purpose for the re-use.

Page 34 Publication Scheme V3.3

## **Contact Us**

Council's Compliance Team are responsible for managing access to information requests and the Publication Scheme:

Head of Compliance Newry, Mourne and Down District Council Downshire Civic Centre Ardglass Road Downpatrick BT30 6GQ

T: 0330 137 4009 E: <u>info@nmandd.org</u>

Page 35 Publication Scheme V3.3

Ag freastal ar an Dún agus Ard Mhacha Theas Serving Down and South Armagh

0330 137 4000 (Council) info@nmandd.org www.newrymournedown.org

**Oifig an Iúir Newry Office** O'Hagan House Monaghan Row Newry BT35 8DJ Oifig Dhún Pádraig Downpatrick Office Downshire Civic Centre Downshire Estate, Ardglass Road Downpatrick BT30 6GQ