

# Publication Scheme



## Publication Scheme Control

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### Version Control

<b>Version:</b>	<b>Amendments made</b>	<b>Date</b>	<b>New Version:</b>
2.3	P2 included version control table P5 third bullet point P17 included HR info under 'Statutory Returns' P23 link to be inserted for 'Senior Officers Declarations of Interest'	28/07/22	2.4
2.4	Hyperlinks updated throughout	20/09/22	3.0
3.0	P23 link inserted for 'Senior Officers' Declarations of Interest'	08/12/2022	3.1

## 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 .....	22
Class 7:- The services we offer .....	24
Can't find what you're looking for? .....	32
Charging for Information .....	33
Charging Schedule.....	33
Requests for Information not Published under this Publication Scheme .....	34
Professional Charges.....	34
Building Control and Licensing Non-Statutory Fee Schedule .....	34
Fees.....	34
Copyright.....	35
Contact Us .....	36

## About the Publication Scheme

Newry, Mourne and Down District Council (NMDDC) has formally adopted the Information Commissioner's [Model Publication Scheme](#) and [Definition Document for district councils in Northern Ireland](#). 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: [marketing@nmandd.org](mailto:marketing@nmandd.org)

- 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, [www.nmandd.org](http://www.nmandd.org). 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: [info@nmandd.org](mailto:info@nmandd.org)

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.	<b>Website</b> <a href="#">About Newry, Mourne and Down District Council</a> <a href="#">Newry, Mourne and Down Councillors</a> <a href="#">Council Democratic Structure - Committee Appointments</a>
Council Directorate structure chart	<p>The council and the committees to which are delegated various powers and the functions that are the responsibility of the executive:</p> <ul style="list-style-type: none"> <li>• the terms of reference of the various committees and other bodies;</li> <li>• the standing orders that regulate the proceedings at meetings;</li> <li>• financial regulations;</li> <li>• the code of practice for the procurement of works, supplies and services;</li> <li>• codes of conduct for members and employees;</li> <li>• the schedule for the payment of member's allowances; and</li> <li>• a description of the management structure of the council's workforce.</li> </ul>	<b>Website</b> <a href="#">Background to the Council</a> <a href="#">District Electoral Area (DEA) Forums</a>  <a href="#">Terms of Reference for Committees</a>  <a href="#">Council Standing Orders</a> <a href="#">Financial Regulations</a>  <a href="#">Procurement Policy</a>  <a href="#">Code of Conduct for Councillors</a> <a href="#">Code of Conduct for Local Government Employees</a> <a href="#">Councillors' Scheme of Allowances</a>  <a href="#">Senior Management Team</a> For further information contact <a href="#">Customer Service</a>
Organisation Chart	A staffing structure of the directorates and departments.	<b>Website</b> <a href="#">Council Management Structure</a>

Class of Information	Description	How it can be accessed
		<p><a href="#">Corporate Plan 2021-2023</a></p> <p>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</a></p>
Location and opening times of Council Offices	Information about locations, opening times and contact details of the Council's two civic centres.	<p><b>Website</b></p> <p><a href="#">Our locations</a></p> <p>Opening hours at the Council's Downshire Civic Centre in Downpatrick and Monaghan Row in Newry are 9.00am – 5.00pm.</p>
Currently elected Councillors' information and contact details	Councillor contact information.	<p><b>Website</b></p> <p><a href="#">Your Councillors</a></p>
Contacts for customer-facing departments	<p>Where available we have provided the contact details for the principal Council functions.</p> <p>These links will take you to the three main webpages where you can select a service or function for more information:</p>	<p><b>Website</b></p> <p><a href="#">Telephone numbers</a></p> <p><a href="#">Planning Staff Contact Details</a></p> <p><a href="#">Residents</a></p> <p><a href="#">Business</a></p> <p><a href="#">Council</a></p>
Election results	Results of most recent election.	<p><b>Website</b></p> <p><a href="#">2019 election</a></p>
Relationships with other authorities	Partnership arrangements with other authorities, relationships with government departments and arms-length bodies.	<p><b>Website</b></p> <p>Council's Chief Executive is a member of <a href="#">SOLACE NI</a>, the Society of Local Authority Chief Executives.</p> <p>Our Councillors are members of <a href="#">NILGA</a>, the Northern Ireland Local Government Association.</p>



Class of Information	Description	How it can be accessed
	<p>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.</p> <p>Registration Services:</p> <p>Deputy Returning Officers (DROs):</p> <p>Relationships with Northern Irish district councils, government departments, public bodies and European funding bodies:</p>	<p>The <a href="#">Registration Service</a> 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 <a href="#">General Register Office NI</a>.</p> <p>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.</p> <p><a href="#">Community Plan Statutory Partners</a></p> <p><a href="#">Animal Welfare</a></p> <p><a href="#">Special European Union Programmes Body Projects</a></p> <p><a href="#">Atlantic CultureScape Intangible Cultural Heritage Project</a></p> <p><a href="#">Belfast Region City Deal</a></p> <p><a href="#">Digital Surge Programme</a></p> <p><a href="#">Grants and Funding</a></p> <p><a href="#">Policing and Community Safety Partnership</a></p> <p><a href="#">Port Health / Imported Foods</a></p> <p><a href="#">The CANN Project</a></p> <p><a href="#">South East Area European Maritime and Fisheries Fund</a></p> <p><a href="#">National Fraud Initiative</a></p> <p><a href="#">Strangford Lough &amp; Lecale Partnership</a></p>

Class of Information	Description	How it can be accessed
		<p data-bbox="1249 225 1816 296"> <a href="#">Ring of Gullion Landscape Partnership Team</a>  <a href="#">Corporate Plan 2021-2023</a> </p> <p data-bbox="1249 344 1912 411">           For more information on Council's partnerships visit the following pages:         </p> <ul data-bbox="1249 424 1637 671" style="list-style-type: none"> <li data-bbox="1249 424 1469 456"><a href="#">Business Support</a></li> <li data-bbox="1249 469 1413 501"><a href="#">Emergencies</a></li> <li data-bbox="1249 513 1525 545"><a href="#">Environmental Health</a></li> <li data-bbox="1249 558 1491 590"><a href="#">Safer Communities</a></li> <li data-bbox="1249 603 1536 635"><a href="#">Strategic Programmes</a></li> <li data-bbox="1249 647 1637 679"><a href="#">Urban and Rural Regeneration</a></li> </ul>

## 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.	<b>Website</b> <a href="#">Annual Accounts</a> <a href="#">Statement of Accounts</a> <a href="#">Quarterly Payment Statistics</a>
Capital Programme	Major plans for capital expenditure are provided for and reported on in Council and Committee meetings:  Strategy, plans and updates can be found in:	<b>Website/Social Media</b> <a href="#">Council and Committee Agenda, Minutes and Audio</a>  <a href="#">Corporate Publications</a> <a href="#">Facebook - NMD Council</a> <a href="#">Twitter - NMD Council</a>
Spending reviews	Council's Statement of Accounts and relevant Committee Reports.	<b>Website</b> <a href="#">Statement of Accounts</a> <a href="#">Agenda for Audit Committee and Strategy, Policy and Resources Committee</a> <a href="#">Minutes for Audit Committee and Strategy, Policy and Resources Committee</a>
Financial Audit Reports		<b>Website</b> See <a href="#">NI Auditor's Letter and report</a> 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.	<b>Website</b> <a href="#">Councillors' Allowances and Expenses</a>
Staff allowances and expenses	Details of the allowances and expenses that can be incurred or claimed.	<b>Website</b> Allowances and expenses paid see: <a href="#">Statement of Accounts</a>

Class of Information	Description	How it can be accessed
		For further information contact the <a href="#">Finance Department</a>
Staff pay and grading structure	Information on pay and grading as per Council's organisational structure.	<p><b>Website</b> Senior employees' salaries see: <a href="#">Statement of Accounts</a></p> <p>For further information contact <a href="#">Human Resources</a></p>
Election expenses	Returns or declarations and accompanying documents relating to election expenses sent to the Council.	<p><b>Email/Telephone</b> The list of election expenses is available for a 12-month period following an election.</p> <p>Election information is available on request to the Deputy Returning Officer at <a href="#">Customer Services</a></p>
Procurement procedures	Details of procedures for acquiring goods and services. Contracts available for public tender.	<p><b>Website</b> <a href="#">Procurement Policy and Procedures</a> <a href="#">Terms and Conditions for Services</a> <a href="#">Terms and Conditions for Supplies</a></p>
Contracts and Tenders	Details of contracts and tenders to businesses and to the voluntary, community and social enterprise sector.	<p><b>Website/Email/Telephone</b> <a href="#">Procurement Portal</a></p> <p>Further information is available on request to the <a href="#">Procurement Team</a></p>
Grants to the voluntary, community and social enterprise sector	Details of grants and financial assistance programmes offered by Council.	<p><b>Website</b> <a href="#">Grants and Funding</a> <a href="#">Good Relations Programme</a> <a href="#">Communities Leading Change - Participatory Funding</a></p>
NI Auditor's Letter and report	Northern Ireland Auditor's annual audit letter of the Statement of Accounts.	<p><b>Website</b> <a href="#">NIAO Annual Audit 2020-2021</a></p>

Class of Information	Description	How it can be accessed
		<a href="#">NIAO Annual Audit 2019-2020</a> <a href="#">NIAO Annual Audit 2018-2019</a>
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.	<b>Website</b> <a href="#">Financial Regulations</a>
Financial statements for projects and events	<p>Details on project and event spend:</p> <p>Capital budgets and scrutiny of our capital programme is undertaken at Strategy, Policy and Resources Committee meetings.</p>	<b>Website</b> <a href="#">Statement of Accounts</a>  <a href="#">Strategy, Policy and Resources Committee Agenda</a> <a href="#">Strategy, Policy and Resources Committee Minutes</a>  Contact <a href="#">Customer Services</a> to request information on a specific project or event.
Funding for partnership arrangements	<p>Details of the funding arrangements for partnerships that the council leads, e.g.:</p> <p>and</p> <p>Details of the council's funding contributions to a partnership arrangement managed by another authority, e.g.:</p> <p>More information on funding partnerships can be found in the:</p>	<b>Website/Email/Telephone</b> <a href="#">Peace IV</a> <a href="#">The CANN Project</a> <a href="#">Atlantic CultureScape</a> <a href="#">Digital Growth Programme</a> <a href="#">Ring of Gullion Landscape Partnership Scheme</a> <a href="#">Social Investment Fund</a>  <a href="#">Belfast City Region Deal</a> <a href="#">Warrenpoint Municipal Park Heritage Lottery Fund</a> <a href="#">Regeneration Project</a> <a href="#">Master Plans</a> <a href="#">SeaFlag</a>  <a href="#">Annual Report (NMD Connect)</a> <a href="#">Statement of Accounts</a>

Class of Information	Description	How it can be accessed
		Contact <a href="#">Customer Services</a> 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.	<b>Website</b> <a href="#">Business Grants and Funding</a>

### 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	<p>The Annual Report provides information about Council's financial position, changes in financial position, financial performance and cash flows.</p> <p>For Gaeilge editions and more reports go to:</p>	<p><b>Website</b></p> <p><a href="#">NMD Connect Incorporating Annual Report 2021/2022</a></p> <p><a href="#">NMD Connect Incorporating Annual Report 2020/2021</a></p> <p><a href="#">NMD Connect Incorporating Annual Report 2019/2020</a></p> <p><a href="#">NMD Connect Incorporating Annual Report 2018/2019</a></p> <p><a href="#">Corporate Publications</a></p>
Strategies and business plans for services provided by the Council including strategies developed in partnership with other authorities	<p>Strategies and business plans for Council, directorates, departments and services.</p> <p>Partnership strategies are developed to meet community, enterprise and environmental objectives.</p>	<p><b>Website/Email/Telephone</b></p> <p><a href="#">Corporate Plan 2021-2023</a></p> <p><a href="#">Community Plan</a></p> <p><a href="#">Community Plan - Summary of Progress</a></p> <p><a href="#">Local Development Plan</a></p> <p><a href="#">Performance Improvement Plan</a></p> <p><a href="#">Regeneration and Economic Development Strategy</a></p> <p><a href="#">Culture, Arts and Heritage Strategy</a></p> <p><a href="#">Tourism Experience Development Plan</a></p> <p><a href="#">Play Strategy</a></p> <p><a href="#">Good Relations Programme</a></p> <p><a href="#">Sports Facility Strategy</a></p> <p><a href="#">Irish Language Strategy</a></p>

Class of Information	Description	How it can be accessed
		<p><a href="#">Chief Executive's Department Annual Business Plan 2022-23</a></p> <p><a href="#">Active and Healthy Communities Directorate Annual Business Plan 2022-23</a></p> <p><a href="#">Corporate Services Directorate Annual Business Plan 2022-23</a></p> <p><a href="#">Enterprise, Regeneration and Tourism Directorate Annual Business Plan 2022-23</a></p> <p><a href="#">Neighbourhood Services Directorate Annual Business Plan 2022-23</a></p> <p><a href="#">Newry, Mourne and Down Active Travel Masterplan</a></p> <p><a href="#">Local Biodiversity Action Plan</a></p> <p><a href="#">Revised Equality Scheme 2020</a></p> <p><a href="#">Equality Action Plan</a></p> <p><a href="#">Disability Action Plan</a></p> <p><a href="#">Downpatrick Town Centre Regeneration</a></p> <p><a href="#">Newry Regeneration</a></p> <p><a href="#">Belfast Region City Deal</a></p> <p><a href="#">Urban and Rural Regeneration</a></p> <p><a href="#">Seaflag</a></p> <p>For further information contact <a href="#">Customer Services</a></p>
Internal and external organisation performance reviews, including external audits	Information about Council's arrangements for continuous improvement in the exercise of their functions.	<p><b>Website</b></p> <p><a href="#">Performance</a></p> <p><a href="#">Agenda for Audit Committee and Strategy, Policy and Resources Committee</a></p> <p><a href="#">Minutes for Audit Committee and Strategy, Policy and Resources Committee</a></p>



Class of Information	Description	How it can be accessed
Economic Development Action Plan	Details of Council's economic priorities and objectives to regenerate and revitalise the district in line with the Corporate Plan.	<b>Website</b> <a href="#">Regeneration and Economic Development Strategy</a>
Statistical information produced in accordance with Council and Departmental requirements	Information about population, employment, etc. in the district.	<b>Website</b> <a href="#">Corporate Publications</a> <ul style="list-style-type: none"> <li>NMD Connect and Corporate Plan</li> </ul>
Data protection impact assessments (in full or summary format), or any other impact assessments (e.g. Health and safety impact assessments, equality impact assessments, rural needs) as appropriate and relevant	<p>Assessments carried out to identify the impact of Council's services and strategies are available from the relevant service:</p> <p>Data Protection impact assessments:            Equality impact, rural needs assessments:            Health and Safety impact assessments:</p>	<b>Website/Email/Telephone</b> Available on request to:  <a href="#">Compliance Team</a> <a href="#">Equality and Policy</a> <a href="#">Health and Safety</a>
Service Standards	Defines what a customer can expect from a service and how it should be delivered.	<b>Website</b> <a href="#">Building Control Service Level Agreement</a>
Statutory Returns	Information provided to relevant government departments and agencies on Council's delivery of statutory obligations.	<b>Website/Email/Telephone</b> HR complete and submit employment surveys upon the Equality Commission's request. These are available on request to <a href="#">Human Resources</a> .  For Quarterly Equality Screening Reports go to <a href="#">Equality</a> For Rural Needs Annual Monitoring Reports go to <a href="#">Equality</a>  <a href="#">Building Regulations Report 01.03.2022-31.08.2022</a> <a href="#">Building Regulations Report 01.09.2021-28.02.2022</a>  <a href="#">Licensing Report 01.03.2022-31.08.2022</a> <a href="#">Licensing Report 01.09.2021-28.02.2022</a>

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

## 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.	<b>Website</b> <a href="#">Schedule of Meetings</a>
Agendas, officers' reports, background papers and minutes of Council committee and sub-committee meetings	Information that is required to be publicly available under local authority access to information rules.	<b>Website</b> <a href="#">Newry, Mourne and Down Meeting Agenda</a> <a href="#">Newry, Mourne and Down Meeting Minutes</a> <a href="#">Newry, Mourne and Down Meeting Audio</a>
Major policy proposals and decisions	Information on partnerships, capital spend, resources, impact, etc on Council's major policy proposals and decisions.	<b>Website</b> <a href="#">Newry, Mourne and Down Meeting Agenda</a> <a href="#">Newry, Mourne and Down Meeting Minutes</a> <a href="#">Newry, Mourne and Down Meeting Audio</a>
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.	<b>Website</b> For particular analyses, see the report on the matter or decision in question (listed by meeting where the decision was made) in <a href="#">Council &amp; Committee Minutes and Agenda</a>
Public Consultations	Details of consultation exercises undertaken by Council with the community and other stakeholders.	<b>Website</b> <a href="#">Consultations</a>
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.	<b>Website</b> <a href="#">Council Constitution</a> <a href="#">Council Decision Making Process</a>

## 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 conduct of Council business	Information on the policies which govern the administration of the Council, its Committees and Officers.	<b>Website</b> <a href="#">Council Constitution</a>
Policies and procedures for the provision of services	Council's written protocol's, policies and procedures for delivering our services and responsibilities.  Some examples are provided:	<b>Website/Email/Telephone</b> <a href="#">Access to Countryside Policy and Procedure</a> <a href="#">Postal Numbering and Street Nameplates</a> <a href="#">Street Trading</a> <a href="#">Births, Deaths, Marriages and Civil Partnerships</a> <a href="#">Safeguarding Policy</a> <a href="#">Privacy Policy</a> <a href="#">Access to Information Policy and Procedure</a> Records Management Policy and Procedure presented to the <a href="#">Strategy, Policy and Resources Committee</a> on 12 September 2019 Social Media and Acceptable Use Policy and Procedure presented to the <a href="#">Strategy, Policy &amp; Resources Committee</a> on 17 June 2021  Contact <a href="#">Customer Services</a> to request information from a specific service area
Policies and procedures about the recruitment and employment of staff	Information on Council's current vacancies and recruitment process.	<b>Website/Email/Telephone</b> <a href="#">Newry, Mourne and Down Jobs</a> <a href="#">Newry, Mourne and Down Current Vacancies</a> <a href="#">Section 75 Statutory Duties</a>  For further information contact <a href="#">Human Resources</a>

Class of Information	Description	How it can be accessed
Customer Service	<p>Complaints procedure:</p> <p>Complaints covering requests for information:</p> <p>To make a complaint about the conduct of a Councillor:</p>	<p><b>Website</b></p> <p><a href="#">Making a Complaint</a></p> <p><a href="#">Access to Information - Complaints and Appeals</a></p> <p><a href="#">NI Local Government Commissioner for Standards</a></p>
Records management and personal data policies	Records retention and disposal schedule, security and data protection (including data sharing and CCTV usage) policies.	<p><b>Website/Email/Telephone</b></p> <p>Records Management Policy and Procedure presented to the <a href="#">Strategy, Policy and Resources Committee</a> on 12 September 2019</p> <p><a href="#">Access to Information Policy and Procedure</a></p> <p>Retention and Disposal Schedule available on request to <a href="#">Head of Compliance</a></p>
File Plans (high level, for current records management systems)	A file plan is a tool used to manage Council records.	<p><b>Email/Telephone</b></p> <p>For information on file plans contact <a href="#">Head of Compliance</a></p>
Charging regimes and policies	Charges for documents, requests and Council services.	<p><b>Website</b></p> <p><a href="#">Charging for Information</a></p> <p><a href="#">Births, Deaths, Marriages and Civil Partnerships</a></p> <p><a href="#">Business Licensing</a></p> <p><a href="#">Bulky Waste Collection Service</a></p> <p><a href="#">Buy a Bin</a></p> <p><a href="#">Building Control Fees and Charges</a></p> <p><a href="#">Car Parking Charges</a></p> <p><a href="#">Dog Licensing</a></p> <p>Contact Department for Infrastructure for <a href="#">Planning Fees</a></p>

## 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	<p>Information held in registers that is available for public inspection in compliance with UK GDPR. Public registers include:</p> <ul style="list-style-type: none"> <li>• Air quality</li> <li>• Food businesses</li> <li>• Licensing</li> <li>• Planning applications</li> <li>• Public rights of ways</li> <li>• Public Health Funerals</li> </ul>	<p><b>Email / Telephone</b></p> <p>Contact <a href="#">Customer Services</a> to request information from a specific service area</p>
Asset Registers	<p>Council holds registers on its capital assets, an annual analysis of these assets is provided.</p>	<p><b>Website/Email/Telephone</b></p> <p><a href="#">Annual Statement of Accounts</a></p> <p>For more information contact <a href="#">Customer Services</a></p>
CCTV	<p>The locations of any overt CCTV surveillance cameras operated by, or on Council's behalf.</p>	<p><b>Email/Telephone</b></p> <p>Information is available on request to <a href="#">Facilities Department</a></p>
Disclosure Log	<p>Information in relation to requests for information under FOIA and EIR legislation.</p>	<p><b>Website / Email / Telephone</b></p> <p><a href="#">2021/22</a> statistics presented to the Committee on 12 May 2022</p> <p><a href="#">2020/21</a> statistics presented to the Committee on 13 May 2021</p> <p><a href="#">2019/20</a> statistics presented to the Committee on 11 June 2020</p> <p><a href="#">2018/19</a> statistics presented to the Committee on 13 June 2019</p>

Class of Information	Description	How it can be accessed
		Information also available on request to <a href="#">Head of Compliance</a>
Register of Councillors' financial and other interests	Register of Member's interests in accordance with the Local Government Act (NI) 2014.	<b>Website</b> <a href="#">Councillors' Interests</a>
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.	<b>Email/Telephone</b> <a href="#">Senior Officers' Declarations of Interest</a>
Register of Gifts and Hospitality	Details of gifts, given or received, hospitality and from which organisation and travel.	<b>Email/Telephone</b> Information is available on request to <a href="#">Customer Services</a>
Licensing and Planning Highways, Commons, Footpaths	Lists and registers about licensing, planning, highways, commons and footpaths. Access information on licensing:  Access all Planning applications via the portal link on the Planning page:  Highways, Commons and Footpaths are not managed by NI Councils and further information can be found in the links provided.	<b>Website/Email/Telephone</b> Available on request to:  <a href="#">Licensing</a> <a href="#">Environmental Health</a>  <a href="#">Planning</a>  <a href="#">NI Direct - Travel, Transport and Roads</a> <a href="#">NI Direct - Environment and Outdoors</a>
Register of Electors	The Register of Electors and information about the Register and where it can be inspected.	<b>Email/Telephone</b> Available on request to <a href="#">Electoral Office for Northern Ireland</a>  Or go to <a href="#">Inspecting the Electoral Register</a>

## 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	<p>The regulatory and licensing functions of Council including compliance and enforcement:</p> <p>Building Regulations:</p> <p>Planning:</p> <p>Licensing, Registration and Certification:</p>	<p><b>Website/Email/Telephone</b></p> <p><a href="#">Building Control</a></p> <p><a href="#">Planning Applications</a></p> <p><a href="#">Local Development Plan</a></p> <p><a href="#">Amusement Permits</a></p> <p><a href="#">Cinema Licensing</a></p> <p><a href="#">Dog Licensing including Breeding Establishment Licensing</a></p> <p><a href="#">Entertainment Licence</a></p> <p><a href="#">Food Premises Registration and Change of Registration</a></p> <p><a href="#">Petroleum Licensing</a></p> <p><a href="#">Pavement Café Licensing</a></p> <p><a href="#">Postal Numbering and Street Nameplates</a></p> <p><a href="#">Civil Marriages and Partnerships</a></p> <p><a href="#">Street Trading</a></p> <p><a href="#">Special Events on Public Roads</a></p> <p><a href="#">Society Lottery</a></p> <p>Contact <a href="#">Environmental Health</a> for:</p> <ul style="list-style-type: none"> <li>• Hairdresser Licensing</li> <li>• Tattoos, Piercing and Acupuncture Registration</li> </ul>



Class of Information	Description	How it can be accessed
		<ul style="list-style-type: none"> <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> <p>Contact <a href="#">Leisure and Sport</a> for Sports Ground Safety Licensing</p> <p>Contact <a href="#">Legal Administration</a> for information on district bye-laws.</p> <p>Contact the General Register Office for <a href="#">Life Event Certificates</a></p>
Services for local businesses	Business services and advice in respect of financial support, property advice, business opportunities, recruitment of staff, etc.	<p><b>Website</b></p> <p><a href="#">Information about Brexit</a></p> <p><a href="#">Business Support</a></p> <p><a href="#">Business Guidance</a></p> <p><a href="#">Digital Transformation Programme</a></p> <p><a href="#">Digital Growth Programme</a></p> <p><a href="#">Go For It Programme</a></p> <p><a href="#">Make It Local Programme</a></p> <p><a href="#">Business Growth Programme</a></p> <p><a href="#">Tender For Growth Programme</a></p> <p><a href="#">Sales Accelerator Programme</a></p>

Class of Information	Description	How it can be accessed
		<p> <a href="#">SeaFlag</a>  <a href="#">Dog Breeding Establishments</a>  <a href="#">Environmental Health</a>  <a href="#">Business Grants and Funding</a>  <a href="#">Markets and Fairs</a>  <a href="#">Procurement and Tenders</a>  <a href="#">Newry City Centre Regeneration</a>  <a href="#">Planning Guides</a> </p> <p>For more information visit <a href="#">NMD Business</a></p>
Services for other organisations	Information on services and assistance Council provides, e.g. school groups and youth groups.	<p><b>Website/Email/Telephone</b></p> <p> <a href="#">Environmental Education - Help and Assistance for Schools and Groups</a>  <a href="#">Active Travel</a> </p> <p>Museums School Tours – contact <a href="#">Museums</a></p> <p>Tourist signage – contact <a href="#">Visitor Services and Attraction Information</a></p>
Services for members of the public	The services provided by Council touch the lives of everyone who lives, works or visits the district.	<p><b>Website/Email/Telephone</b></p> <p> <a href="#">Register a Birth</a>  <a href="#">Register a Death</a>  <a href="#">Civil Marriage Ceremonies</a>  <a href="#">Weekly Bin Collection and Calendar</a>  <a href="#">Bin Collection Information</a>  <a href="#">Black Bin Information</a>  <a href="#">Missed Bin Information</a>  <a href="#">Assisted Bin Lift - Special Circumstances</a> </p>

Class of Information	Description	How it can be accessed
		<p> <a href="#">Blue/Green Bin Recycling</a>  <a href="#">Brown Bin Recycling</a>  <a href="#">Food Waste Caddy and Liners</a>  <a href="#">Household Recycling Centres</a>  <a href="#">Enforcing Laws on Littering and Flytipping</a>  <a href="#">Dog Warden Services</a>  <a href="#">Public Toilets</a>  <a href="#">Public Toilet Facilities for People with Disabilities</a>  <a href="#">Environmental Health - Residential</a>  <a href="#">Gaeilge - Irish Language Unit</a>  <a href="#">Breastfeeding Welcome Here Scheme</a>  <a href="#">Nappy Refund Scheme</a>  <a href="#">Communities Leading Change - Participatory Funding</a> </p> <p>For information on approved civil marriage/civil partnership venues contact <a href="#">Registration</a></p> <p>For information on Planning Enforcement, Tree Preservations Orders, Conservation Areas contact the <a href="#">Planning Department</a></p> <p>For information on Town Centre CCTV contact <a href="#">Facilities Department</a></p> <p>To report an abandoned vehicle contact <a href="#">Environmental Health</a></p> <p>For information on the NI Housing Executive Affordable Warmth Scheme contact <a href="#">Environmental Health</a></p>

<b>Class of Information</b>	<b>Description</b>	<b>How it can be accessed</b>
Services for which Council is entitled to recover a fee together with those fees	Services for which Council is entitled to recover a fee include Building Control, Births, Deaths and Marriages and Licensing.	<p><b>Website/Email/Telephone</b></p> <p><a href="#">Marriages</a></p> <p><a href="#">Civil Partnerships</a></p> <p><a href="#">Leisure and Sport</a></p> <p><a href="#">Building Control</a></p> <p><a href="#">Municipal Cemeteries</a></p> <p><a href="#">Planning</a></p> <p><a href="#">Community Centres</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Community Facilities - Hire Charges</a></li> <li>• <a href="#">Community Facilities - Booking Form</a></li> <li>• <a href="#">Community Facilities - Conditions of Hire</a></li> <li>• <a href="#">Community Facilities - Insurance Guidelines</a></li> <li>• <a href="#">Community Facilities - Sample Risk Assessment</a></li> </ul> <p><a href="#">Business Licensing</a></p> <p><a href="#">Dog Licensing</a></p> <p><a href="#">Car Parking</a></p> <p><a href="#">Bulky Waste Collection Service</a></p> <p><a href="#">Buy a Bin</a></p> <p>Contact Department for Infrastructure for <a href="#">Planning Fees and Forms</a></p>
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.	<p><b>Website/Email/Telephone</b></p> <p><a href="#">What's on and Events</a></p> <p><a href="#">Museums and Culture</a></p> <p><a href="#">NMD Museums</a></p> <p><a href="#">Leisure and Sport</a></p> <p><a href="#">Amenity areas</a></p> <p><a href="#">Municipal Parks and Open Spaces</a></p> <p><a href="#">Play parks</a></p>

Class of Information	Description	How it can be accessed
		<p><a href="#">Areas of Outstanding Natural Beauty (AONB) in the District</a></p> <p><a href="#">Castlewellan Forest Park</a></p> <p><a href="#">The Carlingford Lough Greenway</a></p> <p><a href="#">The Mourne Mountains</a></p> <p><a href="#">Ring of Gullion</a></p> <p><a href="#">Castlewellan Forest Park Mountain Biking Trails</a></p> <p><a href="#">Places to stay</a></p> <p>Go to <a href="#">Visit Mourne Mountains</a> for Council's dedicated tourism website</p> <p><a href="#">Beach Equipment Loan Scheme - Cranfield</a>, for more information visit <a href="#">Mae Murray Foundation</a></p> <p>For more information contact <a href="#">Visitor Services</a></p>
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.	<p><b>Website</b></p> <p><a href="#">District Electoral Areas</a></p> <p><a href="#">Complaints, Comments and Compliments Form</a></p> <p><a href="#">Safeguarding - Advice for Customers Using Newry, Mourne and Down Council Facilities</a></p> <p><a href="#">Blue/Green Recycling Bin</a></p> <p><a href="#">Food Waste Recycling</a></p> <p><a href="#">Pest Control</a></p> <p><a href="#">Pest-control-services</a></p> <ul style="list-style-type: none"> <li>• Bedbugs</li> <li>• Cockroaches</li> <li>• Fleas</li> <li>• Garden Ants</li> <li>• Mice</li> </ul>

Class of Information	Description	How it can be accessed
		<ul style="list-style-type: none"> <li>• Pigeons</li> <li>• Rats</li> <li>• Slugs</li> <li>• Spiders</li> <li>• Wasps</li> </ul> <p><a href="#">Food Allergy Advice</a></p> <p><a href="#">Home Safety - Window Blind Safety</a></p> <p><a href="#">NMD Business Ezine</a></p> <p><a href="#">NMD Housing Conference Booklet</a></p> <p><a href="#">Visit Mourne Mountains ENewsletter - Sign Up</a></p> <p><a href="#">Neighbourhood Watch Leaflet</a></p> <p><a href="#">Your First Steps to Running a Catering Business</a></p> <p><a href="#">NI Local Government Commissioner for Standards - Complain about a Councillor's Conduct</a></p> <p><a href="#">Emergency Flooding Leaflet</a></p>
Advice and Guidance	Advisory services and information provided for consumers, homeowners, tenants, businesses, etc.	<p><b>Website</b></p> <p><a href="#">Coronavirus Advice</a></p> <p><a href="#">Brexit Advice</a></p> <p><a href="#">Building Control Advice and FAQs</a></p> <p><a href="#">Building Control and Radon Gas</a></p> <p><a href="#">Energy Performance Certificates</a></p> <p><a href="#">Nearly Zero Energy Buildings - Requirements for New Buildings</a></p> <p><a href="#">How to Organise an Event</a></p> <p><a href="#">Environmental Health - advice for residents:</a></p> <ul style="list-style-type: none"> <li>• Environmental Protection</li> <li>• Food Safety – see <a href="#">Food ratings</a></li> <li>• High Hedges</li> <li>• Home Safety</li> <li>• Housing</li> </ul>

Class of Information	Description	How it can be accessed
		<ul style="list-style-type: none"> <li>• Pest Control</li> <li>• Public Health Complaints</li> <li>• Health and Wellbeing</li> </ul> <p><a href="#">Environmental Health - advice for businesses:</a></p> <ul style="list-style-type: none"> <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> </ul> <p><a href="#">Emergencies</a></p> <p><a href="#">Safeguarding</a></p> <p><a href="#">Safer Communities</a></p> <p><a href="#">Building Control</a></p> <p><a href="#">Diversity &amp; Ethnic Minorities - Support Centre</a></p> <p><a href="#">Community Support Programme</a></p> <p><a href="#">Community Services, Facilities and Events</a></p> <p><a href="#">Active Travel</a></p> <p><a href="#">Road Safety</a></p>
Media Releases	Press statements and releases.	<p><b>Website</b></p> <p><a href="#">Press Office</a></p> <p><a href="#">News - Residents</a></p> <p><a href="#">News - Business</a></p> <p><a href="#">News - Council</a></p>
Election Information	Information on election results, forthcoming elections and voting procedures.	<p><b>Website</b></p> <p><a href="#">Elections 2019</a></p>

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

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## 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

## 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 £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 [here](#) 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.

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- those who create
- those who invest in creativity.

### Contacting the Communications Team

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## Contact Us

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

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

T: 0330 137 4009

E: [info@nmandd.org](mailto:info@nmandd.org)



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agus Ard Mhacha Theas**  
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and South Armagh**



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