



FREEDOM OF INFORMATION ACT 2000

ANTRIM BOROUGH COUNCIL

PUBLICATION SCHEME

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THE PUBLICATION SCHEME

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Freedom of Information Act 2000
Publication Scheme for Antrim Borough Council

1) Background

Antrim Borough Council is a Local Government District Council established under the Local Government Act (Northern Ireland) 1972 to administer a range of social, economic, cultural and environmental services to the local community.

As a public authority the Council is required under the Freedom of Information Act to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it publishes/intends to publish the information and the charges it intends to make for the information.

As a Public Body Antrim Borough Council is committed to the highest standards of accountability and openness and this Publication Scheme is prepared to enable the Council to fulfil its obligations under the legislation and to better inform the public of its communication and information systems. The information contained in the Scheme will be made available to individuals on request under the terms as detailed in the Scheme.

An individual has the right to request information which is not normally published by the Council and can do so by writing to the Records Management Officer, Civic Centre, 50 Stiles Way, Antrim, BT41 2UB or email: foi@antrim.gov.uk. A [Request for Access to information Form](#) is also available to download. Please note that there may be exemptions to disclosure of information under the Freedom of Information Act which may be applied.

Overall responsibility for this Publication Scheme rests with the Assistant Director of Administration within Antrim Borough Council. The Publication Scheme will be maintained by the Records Management Officer.

2) Notes on Using the Scheme

This Publication Scheme sets out the information that Antrim Borough Council will publish, how and when it will do so, and whether this information will be available free of charge or on payment. The classes of information to be published are set out under clearly defined headings which reflect the structure and operations of Antrim Borough Council. The classes of information will be reviewed annually and additions made in light of requests made by the public.

Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include electronic documents, information included on the

website, minutes of meetings, reports and leaflets. It is intended, as far as possible, to make material available on the Antrim Borough Council website (www.antrim.gov.uk) on an ongoing basis

3) Requesting Information

Where information is available on the website, a hypertext link will direct you to the correct page on the website. Where information is available by post, a request can be made in writing. Applicants should provide as much detail as possible to identify the information sought. Requests should be addressed to: the Records Management Officer, Antrim Borough Council, Civic Centre, 50 Stiles Way, Antrim, BT41 2UB or emailed to foi@antrim.gov.uk. A [Request for Access to information Form](#) is also available to download. Copies of the Scheme may be made available in alternative formats upon request.

4) Charging Issues

The Council has determined three categories for charging for information requested under this Scheme as follows:

Free of charge

This includes general facts and information on the services offered to the public as well as information published on the Council's website (for those without internet access, a single print-out of the specific website content can be requested). It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices via appointment.

Priced Publications

Where the information required is available in a priced publication, details of the publication, its cost and where to obtain it is included in the Classes of Information available.

Photocopying costs and postage

While much information will be available free of charge, requests for multiple print-outs, or for archived copies of documents will attract a charge. This covers Information which has already been prepared which the Council can photocopy or provide as a computer printout. Where a standard photocopy is requested a charge will be made of 10p per page for a standard A4 page copy. Any charges for postage and packaging will be at cost.

Where preparing or gathering the required material can only be done by specialists or other professionals at a charge to the Council, the Council will advise the applicant of any such charges at the time of the request. The charges will be payable in advance. VAT is not payable on requests made under the Freedom of Information Act. The Council has the discretion to waive the charges if appropriate.

Where a request for information is outside the scope of the Publication Scheme, and the request is refused, no charge will be made. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

5) **Copyright Issues**

Antrim Borough Council owns the copyright to the information it produces. If information is to be re-used or reproduced, commercially or otherwise, written approval must be obtained from the **Chief Executive Officer, Civic Centre, 50 Stiles Way, Antrim, BT41 2UB**.

6) **Complaints Procedure**

If any person has any difficulty obtaining the information contained in the Scheme, please contact:

Records Management Officer
Antrim Borough Council
Civic Centre
50 Stiles Way
Antrim, BT41 2UB

T: 028 94 463113 ext 1380 E: foi@antrim.gov.uk

The Publication Scheme is a document, which will be reviewed on an ongoing basis, therefore the Council also welcomes any comments on the Scheme itself. Comments should be made to the Records Management Officer (see details above).

7) **Categorisation of Classes of Information**

The following pages describe the various classes of information, relevant publications and their availability and cost under the following management headings:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions

Class 5 Our Policies and Procedures
Class 6 List and Registers
Class 7 The Services we offer