

Maze Long Kesh Development Corporation

Publication Scheme – Guide to Information

Introduction

The Freedom of Information Act 2000 requires every public authority to adopt and maintain a publication scheme following the format approved by the Information Commissioner's Office (ICO), and to publish information in accordance with the scheme. There is now one approved model scheme to be adopted by all authorities. The scheme lists information under seven broad classes. As a Northern Ireland Non Departmental Public Body (NDPB), the Maze Long Kesh Development Corporation (MLKDC) has prepared a guide to information for the public, which gives details of what the Corporation will provide under the publication scheme.

The ICO guidance gives examples of the kinds of information that it expects Northern Ireland NDPBs to provide in order to meet their commitments under the model publication scheme. This document outlines the Corporation's interpretation of that guidance. It details the process of deciding what information the Corporation will proactively make available in line with ICO guidance. The retention of information covered by this publication scheme will be managed in line with the Corporation's Records Management Policy.

Class 1) Who we are and what we do

This covers organisational information, structures, locations and contacts. In line with ICO expectations information in this class will be current information only.

- *Roles and responsibilities*

Information about the Corporation's roles and responsibilities and those working at senior level including the Board and Executive Team is provided in the *About Us* section of the Corporation's website, and is set out in the annual report in the Publications section of the website. The Corporation's website is updated and has inbuilt accessibility features which aim to ensure it is accessible to everyone.

- *Organisational structure*

An explanation of the Corporation's internal structures referring to its functions is provided in the *About Us* section of the website. This includes information on the roles and responsibilities of all senior management and an organisational structure.

- *Information relating to the legislation relevant to the Corporation's functions*
A high level explanation of the legislative basis of the Corporation's activities is provided in the *Publications* section of the Corporation's website.
- *Senior staff and Board members*
See rolls and responsibilities in the *About Us* section of the website.
- *The locations and contact details for the Corporation*
Information about our location and how to contact the Corporation is provided in the *About Us* section of the website.

Class 2) What we spend and how we spend it

This covers financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. The Corporation became operational on 10 September 2012 and it will meet ICO expectations that financial information for the current and previous financial years be made available.

- *Financial statements and budgets*
Financial information relating to projected and actual income and expenditure, of both a resource and capital nature, and financial audit for each financial year is available in the Corporation's Annual Report and Accounts. Updates on expenditure are usually provided on a monthly basis to the Board. Final audited information is provided in the Annual Report and Accounts in the *Publications* section of the website.
- *Spending reviews*
The Corporation is funded by the Executive Office (TEO) through grant-in-aid, with statutory provision for income from fines and taxes, sale of goods, interest earned, and gifts and bequests. Annual expenditure is monitored by TEO with information available in the accounts section of the Corporation's Annual Report and Accounts on the *Publications* section of the website.
- *Financial audit reports*
The Corporation's Annual Report and Accounts are inspected by the Northern Ireland Audit Office (NIAO) and a certificate from the Comptroller and Auditor General is included in the Corporation's Annual Report and Accounts on the *Publications* section of the website.
- *Staff and Board members' allowances and expenses*
Information about allowances and expenses that can be incurred by Board members and staff is set out in the approved policy, which is listed in the Corporation's Financial Policies & Procedures in the *Publications* section of the website.

- *Pay and grading structures*
The pay and grading structures of the staff within the Corporation is in line with NICS terms and Conditions as documented in the Management Statement and Financial Memorandum (MSFM) in the *Publications* section of the website.
- *Procurement and tendering procedures*
Expenditure limits used for the acquisition of goods and services are detailed in the MSFM in the *Publications* section of the website. Information about procurement and tendering procedures is contained in the Financial Policies & Procedures on the Corporation's website.
- *Lists of contracts awarded and their value*
The Corporation will publish summary information of contracts that have gone through a formal tendering process in board minutes in the *Publication* section of the website. If the Corporation uses Department of Finance (DOF) Central Procurement Directorate (CPD) for contracts, information on CPD activities on behalf of the Corporation will be available from www.cpdni.gov.uk.
- *Financial statements for projects and events*
Information about the Corporation's projects and activities, and associated projected and actual expenditure, will be detailed in reports to the Board. Minutes of board meetings are available in the *Publications* section of the Corporation's website.
- *Internal financial regulations*
See the fifth, sixth and seventh bullet points above under this class of information.

Class 3) What are our priorities and how are we doing

This covers information about the Corporation's priorities and how it is performing. The Corporation became operational 10 September 2012 and, it will meet ICO expectations that information in this class will be available from the date the Corporation became operational.

- *Strategic plans, annual business plan, annual report*
The Corporation publishes its approved business plans and Annual Report and Accounts in the *Publications* section of the website.

- *Internal and external performance reviews*

Performance against key targets are reported in the Corporation's annual report and accounts which are published in the *Publications* section of the website. The Corporation's role in helping to deliver its sponsor Department's policies, including the achievement of key objectives, is reported to the Board on a quarterly basis and details are available in Board minutes in the *Publications* section of the website.

Summary information about additional reports considered by the Board will be included in minutes available in the *Publications* section of the website.

- *Reports to Parliament*

The Corporation provides responses to Parliamentary and Assembly Questions which are available as appropriate via the Northern Ireland Assembly or House of Commons.

- *Inspection reports where the NDPB is subject to formal inspection*

Value-For-Money (VFM) examinations into the way the Corporation has used its resources in discharging its functions may be carried out by the Comptroller and Auditor General for Northern Ireland. The Corporation will publish a summary of any VFM reports considered by the Board on the website.

- *Service standards*

The Corporation does not currently provide any services.

- *Statistics produced in accordance with the NDPB's requirements*

Information is provided in the Corporation's Annual Report and Accounts which are available in the *Publications* section of the website.

- *Public service agreements*

The Corporation's approved Business Plans demonstrate how the Corporation contributes to the achievement of its sponsor Department's strategic aims and Public Service Agreement (PSA) objectives and targets. PSA information relevant to the Corporation is available from the Executive Office's website.

Class 4) How we make decisions

This covers information about the Corporation's decision making processes and records of decisions. The Corporation became operational on 10 September 2012 and, it will meet ICO expectations that information in this class will be available from the date the Corporation became operational.

- *Major policy proposals and decisions*

Major policy decisions are made by the Board and Executive Team. Information about these will be included in relevant board minutes which will be available following approval on the Corporation's website. Information will be published unless it is properly considered to be sensitive.

- *Background information relating to major policy proposals and decisions*

Information and analyses of facts relevant and important to the framing of major policy proposals and decisions by the Board and Executive Team, including equality and/or other regulatory assessments, will be made available in the *Publications* section of the Corporation's website.

- *Public consultations*

Details of consultation exercises, access to consultation papers, other sources of relevant information, and consultation outcomes will be provided on the Corporation's website.

- *Internal communications guidance and criteria used for decision making i.e. process systems and key personnel*

Information about decision making criteria and guidance that would assist the public understand the way the Corporation takes decisions, is available within the MSFM.

Class 5) Policies and procedures

This covers information about the Corporation's current written protocols, policies and procedures for delivering its statutory duties and responsibilities. The Corporation became operational on 10 September 2012 and it will meet ICO expectations that information in this class will be available as policies are developed and implemented.

- *Policies and procedures for the provision of services*

The Corporation does not provide any services at present.

- *Policies and procedures for the recruitment and employment of staff*

Information about current vacancies is provided in the *Careers* section of the Corporation's website.

- *Customer service*

The Corporation does not currently provide any services.

- *Records management and personal data policies*

The Corporation will publish on the website, policies on access to information requests, data protection (including sharing), information security and records management.

- *Charging regimes and policies*

The Corporation has no statutory charging regime in relation to its functions, duties or powers. There is no charge for information routinely published. Costs that may be recovered for other information provision, together with the basis on which they are made and how they are calculated, will be set out in the Corporation's Freedom of Information (FOI) policy which will be on the website.

Class 6) Lists and registers

This covers information contained in currently maintained lists and registers.

- *Asset registers and Information Asset Register*

The Corporation publishes information from the capital asset registers in the annual report which is available in the *Publications* section of the website.

- *Disclosure logs*

The Corporation holds a register of Interests for all Board Members and Executive Team members which will be available on the website.

- *Register of gifts and hospitality provided to Board members and senior personnel*

The Corporation's approved Gifts & Hospitality policy will be available on the website. The Corporation annually collates brief information about any gifts and hospitality offered to Board and Executive Team members, whether accepted or declined. Information is reported to the Chairman and Chief Executive.

- *Other lists required by law*

There are no other lists required by law.

Class 7) The services we offer

The Corporation is not a service provider.

- *Media releases*

Media information is provided in the *Media* section of the Corporation's website.

Accountability and Governance

Effective accountability and governance arrangements are essential to ensure the proper management and control of information. The Corporation's publication scheme will be managed in line with the various oversight roles and responsibilities that the Corporation currently operates and has in place to deliver an effective governance regime in relation to information security and provision. Details are set out in the appropriate policies.

Provision for Revision of the Approved Policy

The Senior Information Risk Officer (Chief Executive) will, as part of the annual corporate business planning process, consider the appropriateness of the approved publication scheme. On a two-yearly basis, or if there are any changes in the Corporation's functions, duties and powers, the approved publication scheme will be reviewed and revised as necessary.