



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

# Publication Scheme



May 2024

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## About the Publication Scheme

This model publication scheme was prepared and approved by the Information Commissioner. Fermanagh and Omagh District Council (FODC) has adopted the scheme without modification. This publication scheme commits Fermanagh and Omagh District Council to making information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by FODC.

The scheme commits FODC to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by FODC and falls within the classifications below.
- Specify the information which is held by FODC and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information FODC makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by FODC that has been requested, and any updated versions it holds, unless FODC is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and FODC is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act 2000.

The Council is expected to make information available unless:

- FODC does not hold the information;
- The information is exempt under one of the Freedom of Information Act 2000 (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (e.g. UK GDPR);
- The information is readily and publicly available from an external website, although we must provide a direct link to that information if possible;
- It would be impractical or resource-intensive to prepare the material for routine release.

## **The method by which information published under this scheme will be made available**

FODC will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of FODC, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, FODC will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where FODC is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by FODC for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying,
- postage and packaging, or
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where

they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of FODC.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by FODC that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Classes of information

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

#### Organisational information, structures, locations and contacts.

Council democratic structure chart	<u>About the Council</u> <u>Council Committees</u> <u>Councillors</u> (further information from <a href="mailto:democratic.services@fermanaghomagh.com">democratic.services@fermanaghomagh.com</a> )
Council directorate structure chart	<u>Council Committees</u> <u>Council Constitution and Standing Orders</u> <u>Financial Regulations</u> <u>Procurement Policy</u> <u>Code of Conduct for Councillors</u> <u>Code of Conduct for Employees</u> <u>Councillor Expenses</u> <u>Corporate Leadership Team</u> (further information from <a href="mailto:info@fermanaghomagh.com">info@fermanaghomagh.com</a> )
Organisational chart	<u>Organisation structure</u> (further information from <a href="mailto:hr@fermanaghomagh.com">hr@fermanaghomagh.com</a> )
Location and opening times of council offices	<u>Location</u> <u>Opening hours</u>
Currently elected councillors' information and contact details	<u>Councillors</u>
Contacts for all customer-facing departments	<u>Get in touch</u>
Most recent election results	<u>Election results 2023</u>
Relationships with other authorities	Examples: <u>GRO</u> <u>NIHE</u> <u>NILGA</u> <u>SOLACE</u>  (further information at <a href="http://www.fermanaghomagh.com">www.fermanaghomagh.com</a> and from <a href="mailto:info@fermanaghomagh.com">info@fermanaghomagh.com</a> )

## 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.**

Financial statements, budgets and variance reports	<u>Financial Statements</u>
Capital programme	<u>Council and Committee meeting minutes and agenda</u> <u>Key Plans and Strategies</u> <u>Investment and Regeneration</u>
Spending reviews	<u>Audit Committee</u> (normally brought to P&R Committee Jan, Apr, Jul and Oct) <u>Statement of Accounts</u>
Financial audit reports	<u>NIAO Audit Letter</u>
The members' allowances scheme and the allowances paid under it to councillors each year	<u>Councillor Allowances and Expenses</u>
Staff allowances and expenses	(information available on request from finance@fermanaghomagh.com)
Pay and grading structure	<u>Statement of Accounts</u> (further information from hr@fermanaghomagh.com)
Election expenses {returns or declarations and accompanying documents relating to election expenses sent to the council)	<u>Election Expenses Returns</u>
Procurement procedures	<u>Procurement Policy</u> <u>Doing Business with the Council</u> <u>Tenders</u>
Details of contracts and tenders to businesses and to voluntary community and social enterprise sector	<u>Doing Business with the Council</u> (further information available from finance@fermanaghomagh.com)

Details of grants to the voluntary community and social enterprise sector	<u>Grants, Sponsorship and Bursaries</u>
NI auditor's annual letter and report	<u>NIAO Audit Letter</u>
Internal financial regulations	<u>Financial Regulations</u>
Financial statements for projects and events	<u>Financial Statements</u> The Capital Programme is considered at the <u>Regeneration and Community Committee</u> meetings
Funding for partnership arrangements	(information available on request from the relevant section)
Grant aid scheme and payments	<u>Grants, Sponsorship and Bursaries</u>



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

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

Annual reports	<u>Annual Report</u> <u>Others</u>
Strategies and business plans for services provided by the Council	<u>Key Plans and Strategies</u>
Best value performance plans, priorities and improvement Reports	<u>Performance Improvement</u>
Internal and external organisation performance reviews, including external audits inc Strategies developed in partnership with other authorities	<u>Key Plans and Strategies</u> <u>Audit Committee</u> (normally brought to P&R Committee Jan, Apr, Jul and Oct)
Economic development action plan	<u>MSW Economic Strategy</u>
Forward plan	<u>Corporate Plan</u>
Statistical information produced in accordance with council and departmental requirements	<u>Statistics and Data</u>
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	(information available on request from the relevant section)

needs) as appropriate and relevant	
Service standards	<u>Customer Service Standards</u>
Statutory returns	(information available on request from the relevant section)

## Class 4 - How we make decisions

### Decision-making processes and records of decisions.

Timetable of council meetings	<u>Meeting Schedule</u>
Agendas, officers' reports, background papers and minutes of council committee and sub-committee meetings	<u>Council and Committee Agendas, Minutes, Reports and Papers</u>
Major policy proposals and decisions	<u>Council and Committee Agendas, Minutes, Reports and Papers</u>
Background information relating to major policy proposal and decisions	<u>Council and Committee Agendas, Minutes, Reports and Papers</u>
Public consultations	<u>Consultations</u>
Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines	<u>Constitution</u>

## Class 5 - Our policies and procedures

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

Policies and procedures for the conduct of council business	<u>Constitution and Standing Orders</u> <u>Committees</u>
Policies and procedures for the provision of services	<u>Policies and Procedures</u>
Policies and procedures about the recruitment and employment of staff	<u>Careers</u> (further information from <a href="mailto:hr@fermanaghomagh.com">hr@fermanaghomagh.com</a> )
Customer service	<u>Customer Service Standards</u> <u>Complaints</u> <u>Access to Information</u>
Records management and personal data policies	<u>Records Management Policy</u> <u>Records Retention and Disposal Schedule</u> <u>Data Protection Policy</u> <u>CCTV</u>
File plans {high level, for current records management systems)	(available on request from the Head of Corporate and Strategic Services)
Charging regimes and policies	<u>Building regulation fees</u> <u>Burial fees</u> <u>Do it online</u> <u>FOI fees</u> <u>Planning fees</u> <u>Registration fees</u>

## Class 6 - Lists and registers

Public registers and registers held as public records	(information available on request from the relevant section)
Asset registers	<u>Financial Statements</u> (further information from <a href="mailto:info@fermanaghomagh.com">info@fermanaghomagh.com</a> )
CCTV	(available on request from <a href="mailto:info@fermanaghomagh.com">info@fermanaghomagh.com</a> )
Register of councillors' financial and other interests	(available on request from <a href="mailto:democratic.services@fermanaghomagh.com">democratic.services@fermanaghomagh.com</a> )
Senior officers' declaration of interests	(available on request from <a href="mailto:hr@fermanaghomagh.com">hr@fermanaghomagh.com</a> )
Register of gifts and hospitality	(available on request from <a href="mailto:democratic.services@fermanaghomagh.com">democratic.services@fermanaghomagh.com</a> ) (available on request from <a href="mailto:hr@fermanaghomagh.com">hr@fermanaghomagh.com</a> )
Highways, licensing, planning, commons, footpaths	<u>Licensing</u> <u>Planning</u>
Register of electors	(available on request from the <u>Electoral Office for Northern Ireland</u> )

## Class 7 - The services we offer

### Information about services the Council provides

	<a href="#"><u>Council services</u></a>
	<a href="#"><u>Other useful contacts</u></a>
Regulatory and licensing responsibilities	<a href="#"><u>Building Control</u></a> <a href="#"><u>Environmental Health Service</u></a> <a href="#"><u>Licensing</u></a>
Services for local businesses	<a href="#"><u>Business support</u></a> <a href="#"><u>Business bins</u></a> <a href="#"><u>Business grants</u></a>
Services for other organisations/individuals/members of the public	<a href="#"><u>Access and Inclusion</u></a> <a href="#"><u>Arts, Culture and Heritage</u></a> <a href="#"><u>Building Control</u></a> <a href="#"><u>Burials/cemeteries/memorials</u></a> <a href="#"><u>Community</u></a> <a href="#"><u>Environmental Health Services</u></a> <a href="#"><u>Events and Festivals</u></a> <a href="#"><u>Leisure and Recreation</u></a> <a href="#"><u>Licensing</u></a> <a href="#"><u>Off street car parking</u></a> <a href="#"><u>Pay a Bill</u></a> <a href="#"><u>Planning</u></a> <a href="#"><u>Play Parks</u></a> <a href="#"><u>Registration Services</u></a> <a href="#"><u>Waste and Recycling</u></a>
Services for which the Council is entitled to recover a fee, together with those fees	<a href="#"><u>Building regulation fees</u></a> <a href="#"><u>Burial fees</u></a> <a href="#"><u>Buy a bin</u></a> <a href="#"><u>Commercial waste</u></a> <a href="#"><u>Do it online</u></a> <a href="#"><u>FOI fees</u></a> <a href="#"><u>Leisure and Recreation</u></a> <a href="#"><u>Licensing</u></a> <a href="#"><u>Off street car parking</u></a> <a href="#"><u>Planning fees</u></a> <a href="#"><u>Registration fees</u></a>
Information for visitors to the area, leisure information, events, museum and archive collections	<a href="#"><u>Arts, Culture and Heritage</u></a> <a href="#"><u>Events and Festivals</u></a> <a href="#"><u>Leisure and Recreation</u></a> <a href="#"><u>Play Parks</u></a> <a href="#"><u>Visiting Fermanagh and Omagh</u></a>

<a href="#"><u>Leaflets, booklets and newsletters</u></a>	<a href="#"><u>Leaflets, booklets and newsletters</u></a>
<a href="#"><u>Advice and guidance</u></a>	<a href="#"><u>FODC homepage</u></a>
<a href="#"><u>Media releases</u></a>	<a href="#"><u>News</u></a>
<a href="#"><u>Election information</u></a>	<a href="#"><u>Election 2023</u></a>

If you can't find what you are looking for, please try the search engine on the [website homepage](#) or [contact the Council](#).