

STAFF COMMISSION FOR EDUCATION AND LIBRARY BOARDS

PUBLICATION SCHEME SEPTEMBER 2002

1. ABOUT THE COMMISSION

This document sets out the publication scheme for the Staff Commission for Education and Library Boards Northern Ireland. The Commission's remit is to "*exercise general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of Education and Library Boards and to make recommendations to boards on such matters*".

2. FREEDOM OF INFORMATION

The Freedom of Information Act 2000 (the Act) became law on 30 November 2002 and is intended to foster a culture of openness and transparency in public administration. The Act provides a general right of access to all types of recorded information held by public authorities and establishes the Office of Information Commissioner with responsibility for ensuring compliance with the requirements of the Act. The right of access to information is subject to certain exemptions. Typically, information may be withheld if its release would compromise the health and safety of staff; where confidential data about others is included; or for reasons of security. For further information on exemptions, log on to: <http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm>.

The publication scheme provisions of the Act were effective for the Staff Commission from November 2002. The remaining provisions of the Act, covering the individual right of access to information, will be brought into force for all public authorities in January 2005.

The aim of the Staff Commission's publication scheme is to outline:

- the classes of information we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information will be available free of charge or on payment.

The classes of information and the manner in which they will be published are specified in Section 9.

3. RELATED PUBLICATION SCHEMES

The Staff Commission for Education and Library Boards is a Non-Departmental Public Body funded by the Department of Education.

This publication scheme relates solely to the Staff Commission for Education and Library Boards. It does not include publications by government departments or other Non-Departmental Public Bodies. Some useful contacts for other organisations are listed below:

Belfast Education and Library Board, 40 Academy Street, Belfast, BT1 2NQ
028 9056 4000 <http://www.belb.org.uk>

North Eastern Education and Library Board, County Hall, 182 Galgorm Road, Ballymena, BT42 1HN 028 2565 3333 <http://www.neelb.org.uk>

South Eastern Education and Library Board, 3 Grahamsbridge Road, Dundonald, BT16 2HS 028 9056 6200 <http://www.seelb.org.uk>

Southern Education and Library Board, 3 Charlemont Place, The Mall, Armagh, BT61 9AX 028 3751 2200 <http://www.selb.org>

Western Education and Library Board, 1 Hospital Road, Omagh, BT79 0AW
028 8241 1411 <http://www.welbni.org>

Department of Education, Rathgael House, 43 Balloo Road, Bangor, BT19 7PR
028 9127 9279 <http://www.deni@nics.gov.uk>

Department of Culture, Arts & Leisure, 3rd Floor, Interpoint, 20-24 York Street, Belfast, BT15 1AQ 028 9025 8825 <http://www.dcalni.gov.uk>

Department for Employment & Learning, Adelaide House, 39/49 Adelaide Street, Belfast BT2 8FD 028 9025 7777 <http://del@nics.gov.uk>

Northern Ireland Council for the Curriculum, Examinations and Assessment, 29 Clarendon Road, Belfast, BT1 3BG
028 9026 1200 <http://www.ccea.org.uk>

The Council for Catholic Maintained Schools, 160 High Street, Holywood, BT18 9HT 028 9042 6972 <http://ccms@nics.gov.uk>

The Youth Council for Northern Ireland, Forestview, Purdy's Lane, Belfast, BT8 7AR 028 9064 3882 www.youthcouncil-ni.org.uk

4. RESPONSIBILITY FOR FREEDOM OF INFORMATION

The Chief Executive has overall responsibility for the Freedom of Information publication scheme. Operational responsibility for maintaining the publication scheme rests with Philip Robinson. His contact details are set out below:

Address: Forestview, Purdy's Lane, Belfast. BT8 7AR
Telephone 028 9049 1461
Facsimile 028 9049 1744
Textphone 08001 028 9049 1461
E-mail philip.robinson@scelb.org.uk

5. REQUESTS FOR INFORMATION

It is not necessary to mention either the Freedom of Information Act or the Data Protection Act when making a request for information but the request must be in permanent form e.g. in writing or by e-mail and contain enough details to allow the Staff Commission to identify correctly the information sought. You should provide:

- ☞ Your name and address;
- ☞ Details of the information or documents you would like to access;
- ☞ The way you would like the information to be sent to you (e.g. paper copy, e-mail, etc.)

In general we shall answer any requests which are not covered by an exemption within 20 working days.

The methods by which available information may be accessed or obtained are listed against each information class. Some of the information is available on our website at www.staffcom.org.uk. Published information may also be obtained in hard copy and in keeping with the Commission's commitment to promote equality of opportunity, information can also be made available on request in alternative formats including Braille, disc, audio-cassette, large print and in minority languages to meet the needs of those people who are not fluent in English. Certain very large documents or manuals may be made available for viewing by arrangement, however, where practicable every effort will be made to supply sections of these documents by other means to meet specific needs. If in doubt, or if you have any enquiries about how to access information please contact Philip Robinson, the Commission's officer with operational responsibility for Freedom of Information, contact details at Section 4. Normal copyright arrangements will apply.

6. CHARGES FOR PUBLISHED INFORMATION

Whilst most information can be accessed free of charge, certain publications and other classes of information will only be available on receipt of payment. Where such charges apply this is clearly identified in the listing below. Actual charges levied are not listed within the scheme itself since these may apply to individual documents within an information class, but will be accessible from the relevant web address or contact point listed under that class of information. Please note that even where a class of information is identified as being available free of charge we reserve the right to apply photocopying charges in respect of requests for multiple copies of the same document. The Commission reserves the right to review and amend its charging policy at any time.

7. YOUR FEEDBACK

We shall be reviewing this publication scheme from time to time and would value your assistance in identifying ways to improve it. If you have any comments, suggestions or feedback about the presentation, structure or content of the scheme, please forward these to Philip Robinson, contact details at Section 4.

8. COMPLAINTS PROCEDURE

The Commission has a mechanism for handling complaints. If you are dissatisfied with the outcome, or how your request for information has been handled, this procedure should be utilised. A copy of the complaints procedure is available from Philip Robinson, contact details at Section 4.

If you remain dissatisfied with the outcome, or the handling of your complaint by the Commission, you may seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone 016 2554 5700
Facsimile 016 2554 5510

9. CLASSES OF INFORMATION

The classes of information we make available pro-actively are listed below. The number of documents in any class will vary.

1. Organisation of the Commission

- 1.1** Membership of the Commission
- 1.2** Standing Orders
- 1.3** Minutes of Commission meetings
- 1.4** Commission's Annual Report and Accounts
- 1.5** Staff Structure

2. Corporate Strategies and Plans

- 2.1** Corporate Strategy
- 2.2** Operational Plan and Procedures
- 2.3** Customer Services and Standards
- 2.4** Training and Development

3. Policies and Procedures

- 3.1** Equality of Opportunity and Good Relations
- 3.2** Recruitment and Selection
- 3.3** Industrial Relations
- 3.4** Training and Development
- 3.5** Finance and Administration
- 3.6** Other Published Information

1. Organisation of the Commission

1.1 Membership of the Commission

Description: Details of total membership and how members were nominated/appointed to the Commission

Availability: Website (<http://www.staffcom.org.uk>); By Post

Cost: Free

1.2 Standing Orders

Description: Standing Orders for the conduct of meetings of the Commission and its committees.

Availability: By Post

Cost: Free

1.3 Minutes of Commission Meetings and its Committees

Description: Minutes and agendas of Commission meetings. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

Availability: By Post; E-mail

Cost: Free

1.4 Commission's Annual Reports and Accounts

Description: The Annual Report includes the annual audited accounts.

Availability: Website (<http://www.staffcom.org.uk>); By Post; E-mail

Cost: Free

1.5 Staff Structure

Description: A diagram showing the staffing structure of the Commission.

Availability: Website (<http://www.staffcom.org.uk>); By Post

Cost: Free

Notes: The Staff Commission for Education and Library Boards employs seven staff.

2. Corporate Strategies and Plans

2.1 Corporate Strategy

Description: A three-year Corporate Strategy outlining the Commission's aims and objectives.

Availability: Website (<http://www.staffcom.org.uk>); By Post

Cost: Free

2.2 Operational Plan and Procedures

Description: Plan to ensure the Commission's corporate objectives and targets are met together with procedures to ensure operational integrity. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

Availability: By Post; E-mail

Cost: Free

2.3 Customer Services and Standards

Description: Information about the standards of service our customers can expect.

Availability: By Post

Cost: Free

Notes: This refers to the Commission's Investors in People scheme, including the assessor's report dated March 2002; the Complaints Procedure and Code of Conduct etc.

2.4 Training and Development

Description: Review and evaluation of staff training. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

Availability: By Post

Cost: Free

3. Policies and Procedures

3.1 Equality of Opportunity and Good Relations

3.1.1 Equal Opportunity Policy

Description: Sets out the Commission's policy on Equal Opportunities.

Availability: By Post; E-mail

Cost: Free

3.1.2 Equality Scheme

- Description:** The Equality Scheme sets out how the Commission proposes to fulfil its obligations under Section 75 of the Northern Ireland Act 1998.
- Availability:** Website (<http://www.staffcom.org.uk>); By Post; E-mail
- Cost:** Free
- Notes:** Documentation on the Screening of Policies, Equality Impact Assessments, Consultation Guidelines and Consultation events.

3.2 Recruitment and Selection

3.2.1 Code of Employment and Promotion Procedures

- Description:** The Commission's recommendations for the appointment and promotion of officers within the Education and Library Boards
- Availability:** By Post
- Cost:** Free
- Notes:** Code reviewed during 2001/02. The redrafted Code will be posted on the website in 2003.

3.2.2 Guidelines for Selection Panel Members

- Description:** Practical information and assistance to those involved in recruitment, selection and promotion. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*
- Availability:** By Post
- Cost:** Free
- Notes:** Guidelines reviewed and equality impact assessed during 2001/02. The redrafted Guidelines will be posted on the website in 2003.

3.3 Industrial Relations

3.3.1 Joint Negotiating Council (JNC) and Associated Committees

- Description:** Procedures/documentation to ensure that the JNC and its committees are effective in determining pay and terms and conditions of service of Board employees. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*
- Availability:** By Post
- Cost:** Free

3.3.2 Negotiated Agreements

- Description:** Circulars, agreements, guidelines and policies produced and issued under the auspices of the negotiating machinery.
- Availability:** By Post; E-mail
- Cost:** Free

3.3.3 Senior Management Pay Review Panel (SMPRP)

- Description:** Guidelines and policies issued under the auspices of the SMPRP. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*
- Availability:** By Post
- Cost:** Free

3.3.4 Job Evaluation

- Description:** Guidance on the Greater London Whitley Council Job Evaluation Scheme which provides supplementary advice on good practice. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*
- Availability:** By Post
- Cost:** Free

3.3.5 Staff Appraisal

- Description:** Documentation to assist Education and Library Boards in the annual review of performance and the identification of training and development needs of Board officers.
- Availability:** By Post
- Cost:** Free

3.4 Training and Development

- Description:** Training programmes for Board officers in areas such as equality, job evaluation and the Code of Employment and Promotion Procedures.
- Availability:** By Post; E-mail
- Cost:** Free

3.5 Finance and Administration

3.5.1 Resource Allocation Plan

Description:	Scheme to ensure the allocation, control and monitoring of resources and the achievement of objectives.
Availability:	By Post; E-mail
Cost:	Free

3.5.2 Procurement

Description:	Documentation on the arrangements for making of contracts by the Commission. <i>(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)</i>
Availability:	By Post; E-mail
Cost:	Free

3.5.3 Human Resource Management

Description:	Policies, procedures and guidance related to the pay, terms and conditions of staff employed by the Commission <i>(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)</i>
Availability:	By Post; E-mail
Cost:	Free

3.6 Other Published Information

3.6.1 Press Releases

Description:	Material released to the Press and other media.
Availability:	By Post; E-mail
Cost:	Free

3.6.2 Internal Magazines

Description:	Information bulletins, circulars, in-house newssheet.
Availability:	By Post; E-mail
Cost:	Free

3.6.3 Commission Responses to Public Consultation

Description:	Sets out the Commission's response to public consultation documents.
Availability:	By Post; E-mail
Cost:	Free

September 2002