



**Freedom of Information Act 2000**

**Publication Scheme**

**Guidance for the Public**

**February 2003**

## Why have a Publication Scheme?

The aim of the Freedom of Information Act 2000 is to make it easier for the public to get information held by public authorities, such as us. We have to produce a Publication Scheme as the first step towards this.

The Information Commissioner is responsible for making sure that we follow the Act. The Commissioner has approved our Scheme for the period from 28 February 2003 to 28 February 2007, but we will carry out a review every year.

The range of information we have included in the Scheme shows our commitment to the highest standards of openness and of answering for our actions.

## What is the Publication Scheme?

The Publication Scheme is a single document which sets out:

- the classes of information we publish or intend to publish;
- how we publish the information and where you can get it from; and
- whether the information will be available free of charge or for a fee.

## How our Publication Scheme is organised

Our Publication Scheme has two parts. The first part explains the reasons for the Scheme and provides guidance on how you can use it. The second lists the classes of information that we will make available.

The classes of information are grouped into seven categories:

- Corporate Management
- Elected Members
- Personnel and Recruitment
- Financial Performance
- Procurement Practices
- Licensing and Approvals
- Services Provided

For each class there is a brief description of the information. There are also details of where you can get it and whether there is a charge.

## How we will make information available

For each class of information in our Scheme there is a list of the printed documents which contain the information. The details of where you can get the documents are also included. Although we may need to make changes to the documents, we will make sure that the information is still available.

As well as in printed documents, much of our information will be available on our website ([www.belfastcity.gov.uk](http://www.belfastcity.gov.uk)). If you would like a single print-out of any information on the website, please contact the person or office shown in the Publication Scheme as being responsible for that information.

## Where you can get our Publication Scheme

You can see our Publication Scheme on our website ([www.belfastcity.gov.uk](http://www.belfastcity.gov.uk)). You can also see a printed copy at the reception of our three main offices:

**City Hall**  
Belfast  
BT1 5GS

**The Cecil Ward Building**  
4-10 Linenhall Street  
Belfast  
BT2 8BP

**Duncrue Complex**  
Duncrue Road  
Belfast  
BT3 9BP

If you want a copy of the Scheme, or would like it in a different format, please contact the Records Manager at the address shown at the end of this leaflet.

## What about information that is not included in the Publication Scheme?

After 1 January 2005, the Freedom of Information Act 2000 will give you the right to ask for information which you think we have but is not listed in our Scheme.

## Your comments or ideas

We will review our Publication Scheme from time to time and would value your help to identify ways to improve it. If you have any comments or ideas about the Scheme, please contact:

The Records Manager  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS.

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