

Publication Scheme (2007)

Strategic Investment Board Limited

Author: Brett Hannam / Sam Pringle
Version: 2.0
Date: 30 Sep 2007
TRIM Ref: DF1/07/147638 – Unrestricted

© 2007 Strategic Investment Board Limited

Contents

1	Introduction	2
1.1	Strategic Investment Board Limited	2
2	Freedom of Information Act (2000)	2
3	Using This Publication Scheme	3
4	More Information	3
5	Charges	4
6	Copyright	4
7	Equality Screening	5
8	Related Publication Scheme	5
9	Responsibility	5
10	How Do I Comment or Complain About the Scheme?	6
10.1	Comments	6
10.2	Complaints.....	6
11	Exempt Information	7
12	Classes of Information Published by SIB	7
13	What We Publish Under These Classes	8
13.1	About Our Organisation	8
13.1.1	Organisational Structure	8
13.1.2	Corporate and Business Management	8
13.1.3	Published Annual Reports.....	8
13.1.4	Summaries of Meetings	8
13.2	Policy and Strategy	8
13.2.1	Equality Impact Assessments	8
13.3	Consultation	9
13.3.1	Published Consultation	9
13.3.2	Published Results	9
13.4	Customer Information	9
13.4.1	General Customer Information.....	9
13.5	News.....	9
13.5.1	Current Press Releases	9
13.5.2	Press Releases (Archived).....	9
13.6	Internal Guidance.....	9
13.6.1	Staff Handbook	10
Appendix 1 Approval Questionnaire		11

1 Introduction

This document describes the publication scheme for the Strategic Investment Board Limited (SIB). It explains how you can get material that has already been published and how you can ask for more information.

1.1 *Strategic Investment Board Limited*

The Strategic Investment Board Ltd was set up as part of the Reinvestment & Reform Initiative. This Initiative recommended the creation of a Government body to leverage greater private sector investment in, and to promote Public Private Partnerships activity across Northern Ireland. SIB legally came into effect on 1 April 2003 and is a company limited by guarantee, wholly owned by the Office of the First Minister and deputy First Minister (OFMDFM). SIB reports to the First Minister and deputy First Minister for Northern Ireland and is currently funded through grant-in-aid from OFMDFM.

SIB was established to work with Departments to take forward projects involving the private sector that were identified in the Strategic Investment Programme announced on 11 December 2002.

SIB was established by the Executive to:

- Accelerate infrastructure investment, and
- Overcome the barriers that sometimes interfere with delivering policy priorities.

Infrastructure investment in Northern Ireland is growing at a remarkable rate leading to an increasing demand for expertise from SIB to support the delivery of investment projects and programmes.

SIB helps to inform and implement ministers' policy for public infrastructure in Northern Ireland, and assists government departments deliver a step change in public infrastructure.

Our success is now both visible and tangible. SIB currently supports more than 50 programmes and projects. Our involvement, at the direction of Ministers, is always with the aim of reducing cost and risk, speeding delivery and promoting good practice.

2 Freedom of Information Act (2000)

The [Freedom of Information Act \(2000\)](#) (FOI) gives a general right of access to all types of recorded information held by public authorities, subject to the exemptions listed in Part 11 of the Act.¹ It places a number of obligations on public authorities to supply information in response to written requests. The Act also requires public authorities to be clear and proactive about the information they will make public. SIB is formally designated as a public authority for the purposes of the Act and hence is required to produce a publication scheme, which lists the information produced in the course of its work and which it

¹ www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1

proposes to publish proactively. The scheme must set out the classes of information and whether a charge will be made for the information.

3 Using This Publication Scheme

This scheme refers to classes of information that SIB publishes for use within and outside the Company. The scheme is intended to provide guidance on finding information according to its type and does not refer solely to printed material. Publication has been interpreted as broadly as possible to include information on the website, one-off printed documents from a desktop PC, electronic documents, printed books, reports and leaflets. Much of the material covered by the scheme is available on the Company's website, www.sibni.org.

The information detailed in our scheme may be available in other languages and/or formats on request: for example audiotape and large print. The Company's website is available in text only version. Publications, which are available in other formats or languages, will be identified accordingly.

Members of the public who wish to make postal requests for information should do so in writing to the Chief Operating Officer (COO), who is:

Mr Brett Hannam
Strategic Investment Board Ltd
Clare House
303 Airport Road West
Belfast
BT3 9ED

Tel: 028 9081 6181
Fax: 028 9081 6181
brett.hannam@sibni.org

When requesting information please include the following details:

- Your name and address.
- The information or documents you would like to access.
- The way you would like the information sent to you: for example, via email (where possible), or as hard copy.

4 More Information

You can get more information about Freedom of Information (FOI) and publication schemes from the Information Commissioner, who enforces and oversees the [Data Protection Act 1998](#) and the [Freedom of Information Act 2000](#).¹

¹ www.opsi.gov.uk/acts/acts1998/19980029.htm and www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1.

The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk

5 Charges

We will indicate in our publication scheme if there is a charge for a copy of the Publication you request. The following charging policy will apply unless otherwise stated within the scheme:

Publications are free of charge from our website: i.e. there is no charge by SIB, although you will have to meet any charges from your Internet service provider, personal printing costs, etc. If you do not have Internet access then you can ask for a single printout by post from the Chief Operating Officer (COO), who is:

Mr Brett Hannam
Strategic Investment Board Ltd
Clare House
303 Airport Road West
Belfast
BT3 9ED

Tel: 028 9081 6181

Fax: 028 9081 6181

brett.hannam@sibni.org

We will let you know at the time of your request the amount of charges and if payment is required in advance.

Whilst it is intended that the majority of information contained in our publication scheme will be posted on our website there may be certain publications which will only be available by post and for which there may be a charge. Where charges apply, these will be clearly identified against the individual documents. The SIB reserves the right to review its position on charging.

6 Copyright

Strategic Investment Board publications are subject to Crown Copyright. Generally speaking, you may reproduce material for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial use is not permitted. For any other use, or if in doubt, you can get further information about [Crown copyright](#)¹ and [copyright guidance](#)² from the Office of Public Sector Information (OPSI) website, www.opsi.gov.uk, or by writing to HMSO.

¹ www.opsi.gov.uk/advice/crown-copyright/index.htm

² www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/index.htm.

HMSO
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Operating from within OPSI, Her Majesty's Stationery Office (HMSO) continues to exist and fulfil its core activities including responsibility for the publication of legislation and the management of Crown copyright.

Information relating to the legislation relevant to the activities or functions of the SIB can be viewed on the on the website for the Office of the First Minister and deputy First Minister, www.ofmdfmi.gov.uk (see Section 8 below), or obtained in hard copy format (subject to a charge) from the Office of Public Sector Information (OPSI) website, www.opsi.gov.uk.

7 Equality Screening

SIB has considered its statutory equality obligations for the publication scheme under Section 75 of the [Northern Ireland Act 1998](#).¹ The Equality Commission's screening criteria have been applied to the publication scheme and have shown that there is no evidence of significant implications on the equality of opportunity duty within the terms of Section 75 of the Act. There is therefore no requirement to carry out an equality impact assessment on the publication scheme.

8 Related Publication Scheme

The publication scheme of our sponsor Government Department may be of interest to you. This is available on the website for the Office of the First Minister and deputy First Minister, www.ofmdfmi.gov.uk.

9 Responsibility

Tony Watson, Chairman of the Board of Directors, has overall responsibility for the SIB's publication scheme and can be contacted at:

Strategic Investment Board Ltd
Clare House
303 Airport Road West
Belfast
BT3 9ED

Tel: 028 9081 6181
Fax: 028 9081 6181

Day to day responsibility for the scheme lies with the Chief Operating Officer, Brett Hannam, who may be contacted at the same address.

¹ www.opsi.gov.uk/acts/acts1998/19980047.htm.

10 How Do I Comment or Complain About the Scheme?

You can comment on or complain about SIB's publication scheme as described below.

10.1 Comments

We would value your comments about SIB's publication scheme. Comments can be made via email to contact.sib@sibni.org, or by writing to the Chief Executive Officer.

Mr David Gavaghan
Chief Executive
Strategic Investment Board Ltd
Clare House
303 Airport Road West
Belfast
BT3 9ED

Tel: 028 9081 6181
Fax: 028 9081 6181

10.2 Complaints

If you wish to make a complaint about the publication scheme or lack of access to information held by the Company, we would also be pleased to hear from you. You should send or email your complaint to the Chief Executive who will investigate your complaint and reply within 15 working days.

Mr David Gavaghan
Chief Executive
Strategic Investment Board Ltd
Clare House
303 Airport Road West
Belfast
BT3 9ED

Tel: 028 9081 6181
Fax: 028 9081 6181

If you are not satisfied with his reply, you can write to the Chairman of the Board of Directors who has overall responsibility for the Company's publication scheme. You will receive a reply within 15 working days.

In all cases your complaint will be:

- Acknowledged within three days;
- Investigated thoroughly; and
- Treated confidentially.

If we have not resolved the matter to your satisfaction you can refer your complaint to the Information Commissioner, who is completely independent from SIB. The Information Commissioner will normally expect you to have used our complaints procedure before considering your complaint.

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk

11 Exempt Information

Under the [Freedom of Information Act 2000](#) some information may be deemed exempt from disclosure.¹ In addition, some of the material in a class may be derived from documents considered to contain exempt information. Typically information may be withheld if its release would compromise the health and safety of staff; where confidential information or personal data about others is included; or for reasons of security.

Where this occurs the material will clearly show where information has been withheld and explain what exemptions are applied and why. It should also be noted that information is exempt from the Act if it is reasonably available to the applicant by other means. One example where information would qualify for this exemption is if it is available via the Company's publication scheme.

12 Classes of Information Published by SIB

SIB's publications are organised into classes of information. SIB completed an information survey prior to drafting the publication scheme and has identified classes of information with specific regard to the public interest.

The classes are:

- **13.1 "About Our Organisation"**, on page 8. – Current information about the roles and responsibilities of our Company, details of our corporate and business plans, published annual reports and the summary minutes of Board meetings from 1 January 2004.
- **13.2 "Policy and Strategy"**, on page 8 – Information about the policies and strategies of the Company.
- **13.3 "Consultation"**, on page 9 – Public consultation documents and final reports.
- **13.4 "Customer Information"**, on page 9 – Current information and guidance relating to our business, made available to the public.
- **13.5 "News"**, on page 9 – The latest news, including press statements and joint communiqués, and speeches by our Senior Officials and the Government Ministers responsible for the Company.
- **13.6 "Internal Guidance"**, on page 9 – Internal procedural and administrative manuals available to staff.

¹ www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1.

13 What We Publish Under These Classes

Examples of publications under the SIB publication scheme are given below.

13.1 *About Our Organisation*

Classes of information published in this area include:

13.1.1 **Organisational Structure**

Description: Current organisation chart setting out the structure of the Company and a written guide to the Senior Management structure, including their roles, responsibilities and contact details.

Availability: Website, post

Cost: Free

13.1.2 **Corporate and Business Management**

Description: Current corporate and business area plans setting out aims, key objectives and targets for the Company. Current service delivery documents relating to the company.

Availability: Website, post

Cost: Free

13.1.3 **Published Annual Reports**

Description: Current annual reports produced by the company detailing its performance during the reported year.

Availability: Website, post

Cost: Free, unless otherwise stated

13.1.4 **Summaries of Meetings**

Description: The summary minutes of Board meetings held by the company, excluding exempt items as defined in Part II of the [Freedom of Information Act 2000](#).¹

Availability: Website, post

Cost: Free

13.2 *Policy and Strategy*

Classes of information published in this area include:

13.2.1 **Equality Impact Assessments**

Description: The results of any equality impact assessments carried out by the Company.

Availability: Website, post

Cost: Free

¹ www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1.

13.3 Consultation

Classes of information published in this area include:

13.3.1 Published Consultation

Description: Public consultation documents that have been published by the Company

Availability: Website, post

Cost: Free

13.3.2 Published Results

Description: Published results and final reports from public consultations carried out by the Company.

Availability: Website, Post

Cost: Free

13.4 Customer Information

Classes of information published in this area include:

13.4.1 General Customer Information

Description: Published information available to the public.

Availability: Website, post

Cost: Free

13.5 News

Classes of information published in this area include:

13.5.1 Current Press Releases

Description: All current press releases of the Company

Availability: Website, post

Cost: Free

Notes: Press releases for the current month

13.5.2 Press Releases (Archived)

Description: Archived press releases of the Company

Availability: Website, post

Cost: Free

13.6 Internal Guidance

Classes of information published in this area include:

13.6.1 Staff Handbook

Description: Information given to new staff

Availability: Post

Cost: Free

Appendix 1 Approval Questionnaire

(Mandatory)

The following will be used to assess a public authority's compliance with the Freedom of Information Act, s19 (3).

Each scheme must have regard to the public interest.

Q1. What exercises, consultations and initiatives did you carry out in order to assess what information is of public interest and so should be included in your publication scheme? Please give specific details.

Our scheme includes the same classes of information as that of our sponsor department, Office of the First Minister and deputy First Minister (already approved). SIB is a relatively new Company established in April 2003 and it is difficult to assess public interest at this stage. We are however taking advice from our parent department and other NDPBs as to the areas of public interest we might expect in the future.

Q2. How does your scheme provide access to records of the decisions taken by your authority together with the information upon which those decisions were based and the decision making process?

Please give specific examples.

Our scheme will provide access in a number of ways, by internet, email or direct contact to the address listed. All information relating to decisions taken and the process used will be included in such documents as the summary minutes of Board meetings.

Q3. Have you considered frequently asked questions and specific areas of interest when determining your classes of information? Please give specific details.

Yes. The most frequently asked questions relate to the projects currently being worked on, timescales for completion, and associated target dates etc, the answers to which can be found in our corporate and business plans and other publications.

Q5. Have you decided not to include in your scheme any information which has been made available by you in the past? If yes, please give specific details.

No

Q6. What steps have been taken to produce your publication scheme in alternative formats and languages so that it is accessible to individuals with disabilities, those who do not have English as their first language or those in disadvantaged communities? Please give specific examples.

We are currently making enquiries as to how we provide customers with publications in other formats such as large-print, audio and braille. We think that there would be little or no demand for information in other languages other than English. However if this is not the case, we will be happy to consider providing translations.