



Publication Scheme
of the
Youth Council for Northern Ireland
as required under the
Freedom of Information Act 2000

September 2002

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Freedom of Information Act 2000
Publication Scheme of the Youth Council for Northern Ireland

1 Background

The Youth Service (Northern Ireland) Order 1989 sets out the statutory framework within which the Youth Council for Northern Ireland operates. The Council's statutory functions are:

- to advise the Department of Education, Education and Library Boards and other bodies on the development of the youth service;
- to encourage cross-community activity by the youth service;
- to encourage the provision of facilities for the youth service and facilities which are especially beneficial to young persons;
- to encourage and assist the co-ordination and efficient use of the resources of the youth service;
- to assist the effective provision of administrative services by regional voluntary youth organisations.

In addition, the Council:

- advises on the training of part-time and full-time youth workers;
- encourages the development of European/International opportunities for young people and those who work with them.

The Freedom of Information Act, which became law in November 2000, is intended to foster a culture of openness in government. The Act gives a general right of access to all types of recorded information held by public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information. Individuals already have the right of access to information about *themselves* under the Data Protection Act 1998. As far as public authorities are concerned, the Freedom of Information Act will *extend* this right to allow public access to *all types* of information held.

Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information pro-actively and to develop a greater culture of openness.

Overall responsibility for this publication scheme rests with the Chief Executive of the Youth Council. The publication scheme is maintained on a day to day basis by the Council's Communications Officer.

An individual's right to request information which is not included in this publication scheme does not come into force until January 2005.

2 Notes on Using the Scheme

This publication scheme sets out the information that we will publish, how and when we will do so, and whether this information will be available free of charge or on payment. The

classes of information we will publish are set out under clearly defined headings which reflect our structure and operations.

Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include electronic documents, information included on the website, minutes of meetings, reports, glossy brochures and leaflets.

We intend, as far as possible, to make material available on our website on an ongoing basis www.youthcouncil-ni.org.uk

3 Requesting Information

3.1 *Information published through this Publication Scheme.*

The majority of this information is available on the Council's website (www.youthcouncil-ni.org.uk). Information may also be available by the other methods indicated. If required, you may telephone or write to the person below for details.

3.2 *Information not listed in this Publication Scheme (not applicable until Jan 2005).*

For information not readily accessible via this publication scheme you may submit a written (or email) request including your name, address and a description of the information requested. You should provide as much detail as possible to help us identify the information you are seeking. Requests should be addressed to:

Communications Officer
Youth Council for NI
Forestview
Purdy's Lane
Belfast BT8 7AR

Email: foi@youthcouncil-ni.org.uk
Telephone 028 9064 3882
Fax: 028 9064 3874

We will aim to provide the information within a target of 20 working days.

Please note that an individual's right to request information which is not included in this publication scheme does not come into force until January 2005.

4 Charging and Copyright Issues

There are four possibilities for charging:

- **Free of charge.** This includes general facts and information on the services we provide. Information is free of charge on our website (ie there is no charge by us, although you will have to meet any charges by your internet service provider, telephone charges, personal printing costs, etc). For those without Internet access, a single print-out of the website page(s) can be requested by post.
- **Priced publications.** These include books, reports, other bound documents, CD Roms, DVDs, videos or other media which have been priced for sale. Where these are listed, on our web pages or elsewhere, the current price will be stated.

- **Photocopy, postage and retrieval costs.** Requests for multiple print-outs, certified photocopies, or for archived copies of documents which are no longer available or which are not on the web, will attract a charge for the cost of retrieval, photocopy, postage, etc. We will let you know this charge at the time of your request. The charge will be payable in advance.
- **Professional charges for locating and preparing information for release.** Where preparing or gathering the required material can only be done by specialists or other professionals at a charge to us, we will give you a written estimate of the cost of providing such information. The cost will have to be paid in advance. While we aim to provide the information within the target of 20 days, for these requests this may be extended by up to 3 months.

VAT is not payable on requests made under the Freedom of Information Act. We have the discretion to waive the charges if appropriate.

No charges will be made where a request for information is refused. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

The Youth Council owns the copyright to the information it produces. If information is to be re-used or reproduced, commercially or otherwise, written approval must be obtained from the Chief Executive.

5 Exempt Information

Under the Freedom of Information Act 2000 some information may be considered exempt from disclosure. These exemptions exist to protect confidential or other information where its disclosure may prejudice the interests of others. In addition, some of the material in a class may be derived from documents considered to contain exempt information. Accordingly, any such information is excluded from this publication scheme. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.

Examples of exempt information under Part II of the Act include:

- Information supplied by, or relating to, bodies dealing with security matters
- Investigations and proceedings conducted by public authorities
- Information likely to prejudice law enforcement
- Court records including records of tribunals and inquiries
- Information likely to endanger the health and safety of any individual
- Personal data or information
- Information provided in confidence
- Information in respect of which a claim to legal professional privilege could be maintained
- Commercial interests and trade secrets

It should also be noted that information is exempt from the Act if it is reasonably accessible to you, the applicant, by other means. One example where information would qualify for this exemption is if it is made available via our Publication Scheme. If you make a written request for information which is already available via the Publication Scheme, we will refer you to the scheme.

Where the Youth Council invokes the exemption provisions to withhold information, an applicant may seek a review of the decision.

6 Complaints/ Review Procedure

If you are dissatisfied with our response to a request for information or a response is not received within 20 days, you may proceed to a two-stage review process. An *internal* review must normally be completed before an appeal may be made to the Information Commissioner for an *independent* review.

An internal review should be sought through the Chief Executive, Youth Council for NI, Forestview, Purdy's Lane, Belfast BT8 7AR. A member of staff who was not involved with the original request will undertake the review.

If you remain dissatisfied, you can 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 (Tel: 01625 545 700; Fax: 01625 545 510).

7 Feedback on this Publication Scheme

We shall be reviewing this publication scheme from time to time and value your assistance in identifying ways to improve it. If you have any comments or suggestions relating to the structure or content of the scheme please forward these to:

Communications Officer
Youth Council for NI
Forestview
Purdy's Lane
Belfast BT8 7AR

Email: foi@youthcouncil-ni.org.uk

8 Structure of the Publication Scheme

The aim of the publication scheme is to set out:

- What information the Youth Council for NI publishes or intends to publish
- How this information will be published and when
- Whether the information will be available free of charge or on payment

Information published by the Youth Council is classified under the eight headings below, each of which contain 'classes of information' as defined by the Act.

Corporate Management
Board/ Council Matters
Personnel & Recruitment
Grant Aid/ Funding
Community Relations
Training & Curriculum
European/ International Committee
Research & Policy

8 The Publication Scheme

8.1. Corporate Management (see Section 'About Us' on website)

This category of information provides details on how the Council manages its business. It details the structure of the Council; its business plans and policies; reports produced by or on behalf of the Council; and its equality scheme.

YCNI Information

Description General information on the statutory functions, values, relationships, and activities of the Council

Availability By request, contact 028 9064 3882

Cost Free.

Organisation Structure

Description Up to date versions of the Youth Council's Line Management and Functional (Team) Charts

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Strategic Plan

Description The organisation's strategic direction for the current period, incorporating the vision and mission statements, values, core aims and supporting aims. Also sets out the context and key stakeholders

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Annual Business Plans

Description Information on the current year's business objectives and targets

Availability By request, contact 028 9064 3882

Cost Free.

Equality Scheme/Reports

Description The equality scheme sets out how the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act.

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Management Statement

Description Defines the working relationship between YCNI and its sponsoring Department (the Department of Education); issues of accountability and responsibilities

Availability By request, contact 028 9064 3882

Cost Free.

Annual Report & Audited Accounts

Description The Annual Report includes the Annual Accounts and details progress against objectives and targets throughout the past year.

Availability By request, contact 028 9064 3882

Cost Free.

Customer Charter & Complaints Procedure

Description Setting out the Council's service standards and describing how complaints are handled.

Availability January 2003. On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Council and its Committee Structure

Description Membership and roles of the Council's committee structure.

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Minutes of Council and its Committees

Description Minutes and agendas of Council meetings for the current and previous four financial years. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence).*

Availability By request, contact 028 9064 3882

Cost Free.

Council Responses to other Public Consultations

Description Council's response to public consultation processes instigated by various external agencies. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence).*

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

8.2. Board/ Council Matters (see Section 'About Us' on website)

This category provides information on the Council Members; the Code of Conduct Board Members operate within; and payments/ allowances due to them for various activities.

Council Membership List

Description Brief background information on Council Members

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Code of Conduct for Board Members

Description Setting out the standards of behaviour expected of those appointed to a public body

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Rates and Allowances

Description Rates and allowances payable to Board Members while undertaking Council business. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information).*

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Declaration of Members' Interests

Description Statement of declared interests which may give rise to a conflict of interest (e.g. directorships, shareholdings, ownership of business or consultancy, positions held with other bodies in the youth service sector etc)

Availability By request, contact 028 9064 3882

Cost Free.

8.3. Personnel & Recruitment (see Section 'About Us' on website)

This category provides information on how Council staff are recruited; their roles and responsibilities; rates of pay; and HR policies and procedures.

Code of Practice – Recruitment & Selection

Description Defines the process Council follows to ensure that the most suitable person is appointed to the post
Availability By request, contact 028 9064 3882
Cost Free.

Recruitment Information

Description Current job vacancies and jobs advertised within the past financial year.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Monitoring Information

Description Gender, Religion, Marital status, Disability, Race/Ethnic origin (all for monitoring purposes only) for jobs advertised within the past financial year.
Availability By request, contact 028 9064 3882
Cost Free.

Information to Applicants

Description Information Pack prepared for all recruitment exercises. Contains the following information: Guidance notes for applicants/job description/ person specification/application form/ monitoring forms/general conditions of service/ general background information.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Job Descriptions/Person Specifications

Description Details of each post within Council.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Council Salary Scales (Grades)

Description List of the Grades/Salary Scales in operation within Council.
Availability By request, contact 028 9064 3882
Cost Free.

HR Policies & Procedures; Codes of Practice

Description Wide range of documents including policies on Equal Opportunities; Harassment; Disability; Age Diversity; Training & Development; Redundancy (draft); Managing Attendance; Code of Practice on Equality Monitoring Information; Code of Conduct for staff of Executive NDPBs; Performance Appraisal Scheme.
Availability By request, contact 028 9064 3882
Cost Free.

8.4. Grant Aid/ Funding

Under its legislation and through arrangements with the Department of Education and Connect Youth International, the Youth Council is empowered to assist programmes for children and young people by awarding grants.

Core Funding

Description Eligibility criteria for core funding, the schemes funded, and how to apply.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Curriculum Support Grants

Description Eligibility criteria for curriculum support grants, the schemes funded, and how to apply.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Organisations Funded

Description A list of organisations currently in receipt of grant aid from the Youth Council.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Grants Awarded

Description Information on grants awarded during the current and previous financial years. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information provided in confidence).*
Availability By request, contact 028 9064 3882
Cost Free.

8.5. Community Relations

This category provides information on the Youth Council's two significant functions in Community Relations viz: Strand 2 of the Community Relations Youth Service Support Scheme (CRYSSS), for headquarters voluntary youth organisations; and the JEDI Initiative (Joined in Equity, Diversity and Interdependence) to which the Youth Council provides a secretariat role.

CRYSSS Information

Description Information and guidance notes on the Community Relations Youth Service Support Scheme

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

JEDI Information

Description Information on this initiative to which the Youth Council provides a secretariat role.

Availability On the website www.jedini.com or by request, contact 028 9064 3882

Cost Free.

JEDI Meeting Minutes

Description Minutes of meetings of the JEDI steering committee. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information provided in confidence).*

Availability By request, contact 028 9064 3882

Cost Free.

8.6. Training & Curriculum

This category provides information on the training programmes supported or delivered by the Youth Council and on the work undertaken in curriculum development.

Training Programmes

Description Information on current youth work training programmes, qualifications and bursaries.

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

Curriculum Development

Description Reports, papers and guidelines published by the Youth Council on matters relating to curriculum development in youth work.

Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882

Cost Free.

8.7. European/ International Committee

This category provides information on the YCNI International Committee which encourages the development of an international culture among young people in Northern Ireland, through the promotion and support of group visits, exchanges, and other related activities between young people from different cultures..

European/ International General Information

Description Overview on all the European and International schemes currently available.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

User Guides/ Information Packs

Description Information on eligibility criteria for each of the European and International schemes currently available including application forms.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Forthcoming events

Description Information on road shows and other promotional events organised through the International Committee.
Availability On our website www.youthcouncil-ni.org.uk; or by request, contact 028 9064 3882
Cost Free.

Annual Report

Description Annual report including activities undertaken, numbers involved and grants awarded during the previous financial year.
Availability By request, contact 028 9064 3882
Cost Free.

Grants Awarded

Description Information on grants awarded through the International Committee during the current and previous financial years. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information provided in confidence).*
Availability By request, contact 028 9064 3882
Cost Free.

Appeals Procedure

Description A new appeals procedure to replace that which is currently operational is under development.
Availability January 2003. By request, contact 028 9064 3882
Cost Free.

8.8. Research & Policy

This category provides information on policies advocated by the Youth Council and on research undertaken by, commissioned by, or commissioned from the Council.

Policy Documents

Description YCNI's position on a range of issues involving young people including submissions or responses to policy statements and consultation documents.

Availability On our website www.youthcouncil-ni.org.uk for current issues; or by request, contact 028 9064 3882

Cost Free.

Research Reports (YCNI initiated)

Description YCNI's research into areas of interest or importance to young people.

Availability On our website www.youthcouncil-ni.org.uk for current issues; or by request, contact 028 9064 3882

Cost Free.

Commissioned Research

Description Research undertaken by the Council on behalf of other bodies into matters affecting young people. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information provided in confidence).*

Availability On our website www.youthcouncil-ni.org.uk for current issues; or by request, contact 028 9064 3882

Cost Free.

Reference Library Materials

Description Youth Council's extensive resource library. *(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence. There may also be publications subject to others' copyright).*

Availability Access to library is by appointment only. Contact Research and Policy Officer on 028 9064 3882

Cost Free.