



**NORTHERN IRELAND SCREEN**

**PUBLICATION SCHEME**

**FREEDOM OF INFORMATION ACT 2000**

**August 2017**

**NORTHERN IRELAND SCREEN**

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# NORTHERN IRELAND SCREEN PUBLICATION SCHEME

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## 1. INTRODUCTION TO THE FREEDOM OF INFORMATION ACT 2000

[The Freedom of Information Act 2000](#) is designed to establish a new culture of openness and transparency in public administration. Northern Ireland Screen endorses this culture of openness and transparency and intends to be as open as possible in the work it undertakes.

The Act provides a general right of access to all types of “recorded” information held by public authorities, subject to certain exemptions, and imposes obligations on those authorities as to how they should respond to written requests for information.

It also establishes the Office of [Information Commissioner](#), a public official who reports directly to Parliament, who has responsibility for ensuring compliance with the requirements of the Act.

As a means of promoting openness, [Section 19](#) of the Act requires each public authority to take **proactive** steps to put its information into the public domain by means of a ‘**publication scheme**’. A phased approach to the implementation of the Act has been agreed with the Information Commissioner, with all Central Government Departments being required to comply with the act by November 2002. The requirement to provide information on written request will come into force for all public authorities concurrently in January 2005 and will replace the existing non-statutory [Code of Practice on Access to Government Information](#).

Further information can be found via the website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or by contacting the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700. Facsimile: 01625 524 510.

## 2. WHAT IS A PUBLICATION SCHEME?

An important feature of the Act is the requirement for each public authority to develop and maintain a ‘Publication Scheme’. Individuals already have the right of access to information about themselves under the Data Protection Act 1998. The Freedom of Information Act will extend this right to allow public access to all types of information held by public authorities, which does not fall into one of the exempted categories.

One of the aims of the Act is to ensure public authorities are clear and proactive about the information released and a commitment to make it available to all. This scheme sets out how we intend to publish different

classes of information that we will be making available and whether we will make a charge to provide it.

### **3. ABOUT NORTHERN IRELAND SCREEN**

Formerly the Northern Ireland Film & Television Commission (NIFTC) and renamed to reflect and embrace the growth of the digital era, NORTHERN IRELAND SCREEN is the national screen agency for Northern Ireland whose aim is to accelerate the development of a dynamic and sustainable screen industry in Northern Ireland.

Our mission is to promote Northern Ireland as a major production location, to celebrate Northern Ireland product, talent and culture to the world and to ensure that a range of learning opportunities are delivered, so that growing numbers of people in Northern Ireland are motivated to enjoy, understand and explore the moving image.

Our main areas of activity include funding; locations, services and facilities; exhibition and audience development; education; business support, skills and training.

Northern Ireland Screen is funded by Invest Northern Ireland, the Department for the Economy, Department for Communities, the British Film Institute and we are delegated by the Arts Council of Northern Ireland to administer Lottery funding in Northern Ireland.

### **4. HOW TO USE OUR PUBLICATION SCHEME**

The scheme is divided into **classes** of information that are grouped within two main sections, the first identifying information relating to the central corporate functions of Northern Ireland Screen as an organisation – including strategic management, planning and reporting, policies, internal guidance to staff, communications, etc –and the second focusing on specific business functions or public-facing services within the agency’s remit. Under each class heading there is a brief *Description* outlining what is included and, where appropriate, identifying any items of information within the class that will not be routinely published, in some cases a class may contain only a single report, whereas others may describe a broad range of documents.

### **5. WHAT INFORMATION IS AVAILABLE UNDER OUR SCHEME?**

Our aim in developing this publication scheme is to set out:

- The classes of information we publish or intend to make available as a matter of course
- How this information can be accessed

- Whether the information will be available free of charge or on payment.

Our intention is to make information available whenever we can legally do so, except where we consider the release would cause significant harm. In cases where information is requested and we consequently decide to withhold such information, you will be given the reason for us doing so.

In some cases you may find documents made available under the Publication Scheme will have gaps in the text. This is because the information would be prejudicial to the proper and prudent management of Northern Ireland Screen and falls within an exemption. In these circumstances the document will be clearly marked to show where information has been removed and the exemption used.

How to access information The methods by which available information may be accessed or obtained are listed against each information class. The primary medium by which Northern Ireland Screen publishes details of its business functions, programmes and services is our website. The Northern Ireland Screen website which can be accessed at [www.northernirelandscreen.co.uk](http://www.northernirelandscreen.co.uk) is therefore recommended as the first port of call for members of the public seeking information. Published information may also be obtained in hard copy. In keeping with Northern Ireland Screen's commitment to promote equality of opportunity, we will make available, on request from the relevant contact point, an executive summary of key published information in other formats such as Braille, large print, audiocassette, local regional or minority languages and the languages of the minority ethnic communities in Northern Ireland. If in doubt, or if you have any enquiries about how to access information please refer to the general contact information for each of the agency's locations in the Contact and Access Details section.

## **6. EQUALITY REQUIREMENTS**

Northern Ireland Screen has considered its statutory equality obligations for the Publication Scheme under Section 75 of The Northern Ireland Act 1998. The Equality Commission's screening criteria have been applied to the Publication Scheme and have indicated that there is no evidence of significant implications on the equality of opportunity or good relations duties 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.

## **7. COPYRIGHT**

If you want to re-use or reproduce our publications as a source material for education purposes, personal use etc, you may do so. However, the Northern Ireland Screen name and logo is registered and protected under legislation. You should note therefore that the use of the Northern Ireland

Screen name and logo requires our authorisation and if material is used with our logo in an unauthorised way we may take legal action.

## **8. WILL I BE CHARGED?**

Our aim is to make as much information as possible available free of charge. Information available on our website is Free of Charge (i.e. there will be no charge made by us, however you would have to pay any charges made by your Internet service provider, personal printing costs, etc)

For those without internet access, a single printout of the information contained on our website is available on request (see contact and details for each class).

However requests for multiple printouts, or for archived copies of documents which are no longer available on the web, may attract a charge for the cost of retrieval, photocopy, postage, etc. 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 vary for individual documents within an information class, but we will let you know of the charge at the time of your request.

*We reserve the right to review and amend our charging policy at any time.*

## **9. YOUR FEEDBACK**

We shall be reviewing this publication scheme on a regular basis and would value your assistance in identifying ways to improve it. If you have any comments, suggestions or complaints to make regarding the content or layout of the scheme, please forward these in writing to the Director of Finance and Corporate Services at the address below, or by email to [Linda@northernirelandscreen.co.uk](mailto:Linda@northernirelandscreen.co.uk).

**Handling of complaints.** We have an obligation to make information available in the manner described in this scheme. Should we receive any complaints about our failure to make information available, these will be investigated, in the first instance, by the Director of Finance and Corporate Services, who will reply within 15 working days. If you are not satisfied with this reply, you can write to the CEO who has overall responsibility for Freedom of Information within Northern Ireland Screen. Again you will receive a response within 15 working days. In all cases your complaint will be fully investigated and treated in confidence.

If we have not resolved the issue to your satisfaction you are entitled to refer your complaint to the Information Commissioner (see contact and access details below) who will make an independent judgement on the matter.

## **10. CLASSES OF INFORMATION**

This scheme is published in keeping with S19 of the Freedom of Information Act 2000. The purpose of this Act is to promote greater openness by public authorities. Any comments, questions or complaints about this scheme should be addressed in writing in the first instance to Linda Martin, Director of Finance and Corporate Services, Northern Ireland Screen, Alfred House, 21 Alfred Street, Belfast, Northern Ireland, BT2 8ED.

The Northern Ireland Screen publication scheme serves as a guide to the information routinely published by this organisation. This is not an exhaustive list of all publications currently available, since this will change on a continuous basis as new documents are published. The publication scheme is therefore a general description of the types of information published.

<b>Class of Information</b>	<b>Format/Source of Information</b>	<b>Fee</b>
<b>THE ORGANISATION</b>		
Includes information on how Northern Ireland Screen operates including: List of Board Members Management Statement and Financial Memorandum (MSFM) Annual Report and Accounts Staff Information Vacancies	Website and Hard Copy	Free of Charge
<b>PLANNING, POLICY AND STRATEGY</b>		
Health and Safety Policy Safeguarding Policy Data Protection Policy Freedom of Information Policy Publication Scheme Strategy Document Section 75 information, including: Disability Action Plan Equality Scheme Complaints Procedure Review	Website and Hard Copy	Free of Charge
<b>EDUCATION</b>		
A Wider Literacy Policy, Courses and Training Information Digital Film Archive Research and Resource Information EPWG Information.	Website and Hard Copy	Free of Charge
<b>MARKETING</b>		
Showreels, E-Zine, News, Logos, Style Guide, Press Releases/News stories	Website and Hard Copy	Free of Charge
<b>FUNDING SCHEMES</b>		
Information on funding schemes available Funding decisions	Website and Hard Copy	Free of Charge
<b>PERSONNEL</b>		
Vacancy and recruitment information	Website and Hard Copy	Free of Charge
<b>SKILLS DEVELOPMENT</b>		
Skills development schemes and how to apply	Website and Hard Copy	Free of Charge
<b>ILBF</b>		
Guidelines Application Forms Decisions Templates	Website and Hard Copy	Free of Charge



Press Releases Training Information.		
<b>PRODUCTION</b>		
Code of Practice Legislation Information Tax Incentive Information Production Updates Locations Guide Studio Information	Website and Hard Copy	Free of Charge

## 11. CONTACT AND ACCESS DETAILS

The information being made available under the 'Publication Scheme' can be obtained from our website [www.northernirelandscreen.co.uk](http://www.northernirelandscreen.co.uk)

Or by writing to the Director of Finance and Corporate Services at:

Northern Ireland Screen  
Alfred House  
3<sup>rd</sup> Floor  
21 Alfred Street  
Belfast  
BT2 8ED

You can also email us at [Linda@NorthernIrelandScreen.co.uk](mailto:Linda@NorthernIrelandScreen.co.uk)  
Or telephone: 028 9023 2444