



**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

Publication Scheme

July 2018

Review date: September 2021

Any request for the document in another format or language will be considered

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1. Introduction

1.1 The Freedom of Information Act 2000 gives rights of public access to information held by public authorities. Section 19 of the Act requires every public authority to adopt and maintain a Publication Scheme which has been approved by the Information Commissioner and to publish information in accordance with the scheme. The Scheme should specify:

- the classes of information which the public authority publishes or intends to publish;
- how the information will be published, eg. online or in hard copy; and
- if there is any charge for the information.

1.2 This Publication Scheme is based on the model publication scheme issued by the Information Commissioner in 2008, and commits the Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by NIPEC.

1.3 The Scheme commits NIPEC to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by NIPEC and falls within the classifications below;
- specify the information which is held by NIPEC and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme;
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- review and update on a regular basis the information NIPEC makes available under this Scheme;
- produce a schedule of any fees charged for access to information which is made proactively available; and
- make this Publication Scheme available to the public.

2. Classes of Information

2.1 The Scheme contains seven classes of information. These are:

- Class one - Who we are and what we do
- Class two - What we spend and how we spend it
- Class three - What our priorities are and how we are doing
- Class four - How we make decisions
- Class five - Our policies and procedures
- Class six - Lists and registers
- Class seven - The services we offer

2.2 The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.

- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under this Scheme will be made available

- 3.1 Where it is within the capability of NIPEC, information will be provided on our website – www.nipec.hscni.net. Where it is impracticable to make information available on a website or when an individual does not wish to access the information through the website, NIPEC will indicate how information can be obtained by other means and provide it by those means.
- 3.2 In exceptional cases some information may be available only by viewing in person. Where this manner is specified, contact details are provided, and an appointment to view the information will be arranged as soon as possible and within a reasonable timescale.
- 3.3 Information will be provided in the language in which it is held or in such other language that is legally required. Requests for information to be provided in another language will be considered, and where NIPEC is legally required to translate any information, it will do so.
- 3.4 Obligations under disability and discrimination legislation and any other legislation to provide information in an alternative format will be adhered to when providing information in accordance with this Scheme.

4. Finding what you are looking for

- 4.1 A large amount of information is already available on NIPEC's website (www.nipec.hscni.net) and can be accessed directly from the website. Alternatively requests for information shown in this publication scheme may be made to the Corporate Services Manager, either:

- ***In writing to:***

NI Practice and Education Council for Nursing and Midwifery (NIPEC)
Centre House
79 Chichester Street
Belfast BT1 4JE

- ***By email to:***

enquiries@nipec.hscni.net

- ***By telephone at:***

0300 300 0066

- 4.2 Requests for information should include:

- full name, postal address including postcode and e-mail address if applicable;
- details of the information requested from the publication scheme; and
- the preferred method in which the information should be sent.

- 4.3 In the event of any difficulties in contacting the Corporate Services Manager, the Head of Corporate Services should be contacted using the same methods outlined in paragraph 4.1 above.
- 4.4 A list of the type of documents and information available within each class is given within Sections 5 to 11 of the Publication Scheme. This list is not meant to be exhaustive, and where the information or document required is not listed, please contact the Corporate Services Manager as outlined in paragraphs 4.1 and 4.2 above.

5. CLASS ONE - Who are we and what we do

- 5.1 NIPEC was established on the 7th October, 2002 as a Non Departmental Public Body (NDPB), and is sponsored by the Department of Health (DoH), with the remit of supporting the practice, education and performance of nurses and midwives.
- 5.2 NIPEC aims to further promote the highest standards of practice, education and professional development of nurses and midwives to facilitate the delivery of safe, effective, compassionate, person-centred services. NIPEC seeks to support the best performance of nurses and midwives in all contexts, through developing their practice and enhancing their education and promoting their professional development.

Document(s)	Format available	Charge
Establishment Order - Health & Personal Social Services (2002 Act) (Commencement) Order (Northern Ireland) 2002 refers, SR 2002 No.311 (C.25)	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Organisation structure including: <ul style="list-style-type: none"> - organisation structure - NIPEC Council and membership - NIPEC Committees and membership - Role and responsibility of NIPEC and its senior officers - Organisation and individual staff contact details - location and map 	Available from NIPEC's website – www.nipec.hscni.net	Free
Partnerships, links and networks	Available from NIPEC's website – www.nipec.hscni.net	Free

6. CLASS TWO - What we spend and how we spend it

Document(s)	Format available	Charge
Annual Statement of Accounts	Available from NIPEC's website – www.nipec.hscni.net	Free
Financial reports to the Council, including budgets and variance reports	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Internal and External Audit Reports	Hard copy available by post or email – enquiries@nipec.hscni.net	Free

Document(s)	Format available	Charge
Standing Financial Instructions	Available from NIPEC's website – www.nipec.hscni.net	Free
Internal Procurement Procedures	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Details of staff and Council members' allowances and expenses	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Staff pay and grading structures	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Funding – letters from Department of Health	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Contracts for tender and contracts awarded	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Financial statements for projects and events	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Internal financial policies and procedures	Available from NIPEC's website – www.nipec.hscni.net	Free

7. CLASS THREE - What our priorities are and how we are doing

Document(s)	Format available	Charge
Annual Report	Available from NIPEC's website – www.nipec.hscni.net	Free
Corporate Plan and annual Business Plan – strategic, corporate and business objectives plus current and future work streams	Available from NIPEC's website – www.nipec.hscni.net	Free
Audit reports	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Minutes of Accountability Review meeting with the Department of Health (except where they include information of a personal and confidential nature)	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Equality Scheme and annual and five year review reports	Available from NIPEC's website – www.nipec.hscni.net	Free
Risk Management Strategy and Action Plan	Available from NIPEC's website – www.nipec.hscni.net	Free

8. CLASS FOUR - How we make decisions

Document(s)	Format available	Charge
Agenda, minutes and papers of NIPEC Council and its Audit and Risk Committee (except where they include information of a personal and confidential nature)	Available from NIPEC's website – www.nipec.hscni.net Or Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Scheme of Delegation	Hard copy available by post or email – enquiries@nipec.hscni.net	Free

Document(s)	Format available	Charge
Standing Financial Instructions	Hard copy available by post or email – enquiries@nipec.hscni.net	Free

9. CLASS FIVE - Our policies and procedures

Document(s)	Format available	Charge
Internal and external policies and procedures, covering areas such as human resources, corporate governance, finance, equality, records management, and facility management	Available from NIPEC's website – www.nipec.hscni.net Or Hard copy available by post or email – enquiries@nipec.hscni.net	Free

10. CLASS SIX - Lists and Registers

Document(s)	Format available	Charge
Register of Interests and Potential Conflicts of Interests (Council members and senior officers)	Available from NIPEC's website – www.nipec.hscni.net Or Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Register of Gifts, Hospitality and Awards	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Asset Location Register	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
Data Protection Registration	Hard copy available by post or email – enquiries@nipec.hscni.net	Free
NIPEC Assurance Framework: Corporate Risk Register	Available from NIPEC's website – www.nipec.hscni.net	Free

11. CLASS SEVEN - The services we offer

Document(s)	Format available	Charge
Information regarding NIPEC's work, current and previous projects and initiatives and associated documents, reports and leaflets	Available from NIPEC's website – www.nipec.hscni.net	Free
Online Portfolio website supporting nurses and midwives to meet NMC's requirements for Revalidation	Access to the Online Portfolio website is available at https://nipecportfolio.hscni.net Link also available from NIPEC's main website – www.nipec.hscni.net	Free
Web-based Career Pathway for Nursing and Midwifery, providing information to people considering a career in nursing and midwifery as well as nurses and midwives returning to practice or those wishing to develop their career	Access to Career Pathway is available at www.nursingandmidwiferycareersni.hscni.net	Free

Document(s)	Format available	Charge
A range of microsites featuring information on a range of topics/issues including record keeping, supervision of midwives, ward sister/charge nurse and team leaders, learning and assessment in practice, emergency care nursing, preceptorship, continuing professional development, older people's nursing, learning disabilities nursing and senior nurse out of hours.	Available from NIPEC's website – www.nipec.hscni.net	Free
Advice and guidance on nurse and midwifery post-registration education courses with links to education providers and FAQ	Available from NIPEC's website – www.nipec.hscni.net	Free

12. Charges which may be made for information published under this Scheme

- 12.1 The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by NIPEC for a routinely published material will be justified and transparent and kept to a minimum.
- 12.2 Material which is published and accessed on NIPEC's website – www.nipec.hscni.net – will be provided free of charge.
- 12.3 Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred, such as photocopying, postage and packing, and costs directly incurred as a result of viewing information.
- 12.4 Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 12.5 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

13. Review and updating of the Publication Scheme

- 13.1 The Publication Scheme will be reviewed and updated in September 2021 or as and when required and as structures and services change.

14. Feedback, comments and complaints

14.1 **Feedback** and **comments** on this publication scheme are welcomed and should be addressed to:

Corporate Services Manager
NI Practice and Education Council for Nursing and Midwifery (NIPEC)
Centre House
79 Chichester Street
BELFAST BT1 4JE

enquiries@nipec.hscni.net

14.2 If you have a **complaint** about this publication scheme you should write to or e-mail NIPEC's Corporate Services Manager at the above address, who will investigate your complaint and provide you with a reply, normally within 20 working days of the receipt of the complaint.

14.3 If you are not satisfied with the reply from the Corporate Services Manager you should then contact the Head of Corporate Services, the senior manager responsible for this publication scheme, who will investigate your complaint further and provide you with a reply, normally within 20 working days of the receipt of your notification of dissatisfaction with the reply from the Corporate Services Manager.

14.4 In all cases NIPEC will undertake to investigate your complaint fully and will try to resolve any matters raised as soon as possible and within the resources available to it. If the matter is not resolved to your satisfaction after your reply from the Head of Corporate Services, you may refer your complaint on to the Information Commissioner who is independent of NIPEC. Before referring the matter to the Information Commissioner you must have used NIPEC's complaints procedure first.

The Information Commissioner's Office in Northern Ireland can be contacted at:

3rd Floor
14 Cromac Place
BELFAST BT7 2JB
Telephone: (028) 9027 8757

OR
0303 123 1114

Email: ni@ico.org.uk

14.5 More information about the Freedom of Information Act can be obtained from:

- Information Commissioner – www.ico.org.uk
- www.gov.uk/make-a-freedom-of-information-request
- NHS Digital – www.digital.nhs.uk/about-nhs-digital/contact-us/freedom-of-information