**Publication Scheme.**

Under the Freedom of Information Act 2002, section 19(2) every public authority must publish and maintain a publication scheme which sets out the information they routinely make available to the public. This is a working document and will be updated as Council continues to develop its strategic direction, with associated policies and procedures.

Council’s publication scheme, follows the model scheme for all public authorities and definition document for local authorities within Northern Ireland which was drawn up by the Information Commissioner who is responsible and enforcing compliance within the Freedom of Information Act.

It details the types of ‘classes’ of information which are available from the Council, how Council intends to publish the information and whether a charge will be made for it. You should be able to find all the information on the website.

If the information you require does not appear to be included in the Publication Scheme, you may wish to request the information using your right under the Freedom of Information legislation.

Charges may also be made for information provided under the Publication Scheme. Details of how charges are calculated can be found in the Council’s ‘*Charging Structure for Published Information’*.

**The classes of information in the scheme are:**

**Who we are and what we do.**

Information relating to organisational information locations and contacts, constitutional and legal governance.

[Council Constitution](https://www.causewaycoastandglens.gov.uk/council/council-constitution)

[Council Structure](https://www.causewaycoastandglens.gov.uk/council/council-structure)

[Elected Members](https://www.causewaycoastandglens.gov.uk/council/councillors)

[Duties and Responsibilities of the Mayor](https://www.causewaycoastandglens.gov.uk/council/mayor)

[Committee appointments](https://www.causewaycoastandglens.gov.uk/council/committee-appointments)

[Councillors Positions of Responsibility](https://www.causewaycoastandglens.gov.uk/uploads/policies/Positions_of_Responsibility_2016-17.pdf)

[Standing Orders](https://www.causewaycoastandglens.gov.uk/council/publications-policies/standing-orders)

[Council Strategy](https://www.causewaycoastandglens.gov.uk/council/publications-policies/causeway-coast-and-glens-borough-council-council-strategy-2015-2019)

[Councillors Scheme of Allowances](https://www.causewaycoastandglens.gov.uk/council/publications-policies/scheme-of-allowances-2016-2017updated)

Election Information and Results to include information on candidates’ election communications, candidate and agent guide and nomination packs (since April 2015)

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

[Financial Statements, Budgets and Variance Reports for the current and previous 2 years](https://www.causewaycoastandglens.gov.uk/council/publications-policies)

[Councillors Allowances](https://www.causewaycoastandglens.gov.uk/council/publications-policies)

[NI Auditor’s annual letter and report](https://www.causewaycoastandglens.gov.uk/council/publications-policies)

Internal Financial Regulations

[Procurement Policy](https://www.causewaycoastandglens.gov.uk/council/publications-policies/procurement-policy)

[Grants and Funding](https://www.causewaycoastandglens.gov.uk/grantsandfunding)

Election Expenses (since April 2015)

[Tenders](https://www.causewaycoastandglens.gov.uk/news)

Contracts awarded

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and

reviews.

Annual Report

Strategies and Business Plans for services provided by the Council

[Performance Improvement Plan](https://www.causewaycoastandglens.gov.uk/council/performance-improvement-plan)

[Community Planning](https://www.causewaycoastandglens.gov.uk/council/community-planning)

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures.

[Timetable of Council meetings](https://www.causewaycoastandglens.gov.uk/council/timetable-of-meetings)

[Agenda and Minutes of Council meetings](https://www.causewaycoastandglens.gov.uk/council/minutes)

[Public Consultation](https://www.causewaycoastandglens.gov.uk/council/council-consultations)s

**Our policies and procedures.**

Current key written protocols, policies and procedures for delivering our services and responsibilities. Other policies and procedures can be found on the website under: [Publications and Policies](https://www.causewaycoastandglens.gov.uk/council/publications-policies)

[Current written protocols for delivering our functions and responsibilities](https://www.causewaycoastandglens.gov.uk/council/publications-policies).

[Records Retention and Disposal Schedule](https://www.causewaycoastandglens.gov.uk/council/access-to-information)

[Data Protection Policy](https://www.causewaycoastandglens.gov.uk/council/access-to-information)

[Freedom of Information 2000 and Environmental Information Regulations 2004 Policy](https://www.causewaycoastandglens.gov.uk/council/publications-policies/foi-and-eir-policy-and-procedures)

[Comment, Compliments and Complaints](https://www.causewaycoastandglens.gov.uk/council/comment-compliments-and-complaints)

[Charging Structure](https://www.causewaycoastandglens.gov.uk/council/access-to-information)

[Charging Structure – EIR 2004](https://www.causewaycoastandglens.gov.uk/uploads/general/CCGC_EIR_charging_schedule_v1.0_as_approved_170425.pdf)

[Equality, Diversity and Disability Duties](https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties)

[Equality Scheme](https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties/equality-scheme)

Equality Impact Assessments

[Disability Action Plan](https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties)

[Access to Information](https://www.causewaycoastandglens.gov.uk/council/access-to-information)

Council Bye Laws and Orders

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Statutory Registers are available to view upon request during normal business hours. These include but are not limited to the following:

Register of Councillors’ financial and other interests

Register of Gifts and Hospitality

Other lists required by law to include Planning registers and registers relating to food businesses etc

**The Services we Offer.**

Information about services the council provides, including leaflets, guidance and newsletters.

[A description of the services offered.](https://www.nidirect.gov.uk/articles/local-councils)

**Waste Management and Recycling**

[Recycling and waste management](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/recycling)

[Bin collection calendar](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/recycling/blue-bin-recycling-calendars-1)

[Additional Waste Collection Services](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/additional-bulky-waste-collection-services)

[Food Waste Collection](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/food-waste-collection)

[Purchase of bins, wheels and axles](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/purchase-of-bins-1)

[Business Waste Collection](https://www.causewaycoastandglens.gov.uk/work/business-waste-collection) information

**Civic amenity provision**

[Recycle centres opening hours](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/recycling/recycling-centres-opening-hours)

[Materials accepted at recycling centres](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/recycling/materials-accepted)

[Green waste composting facility](https://www.causewaycoastandglens.gov.uk/live/bins-and-recycling/compost-facility/letterloan-compost-facility)

**Local Planning Functions to include associated charges**

[Local planning functions](https://www.causewaycoastandglens.gov.uk/live/planning)

[Local development plan functions](https://www.causewaycoastandglens.gov.uk/live/planning/development-plan)

[Development control and enforcement](https://www.causewaycoastandglens.gov.uk/live/planning/development-management)

[Planning fees](https://www.causewaycoastandglens.gov.uk/live/planning/development-management/planning-fees)

[Trees and Hedges](https://www.causewaycoastandglens.gov.uk/live/planning/tree-preservation-orders)

[Conservation area designation and management](https://www.causewaycoastandglens.gov.uk/live/planning/conservation-areas)

Available upon request:

* Records associated with planning applications – includes outline permission, reserved matters, full permission, non-material change, pre-application notices, consents, s76 agreements, listed building consent, advertisement consent, conservation area consent and hazardous substance consent
* Records associated with certificates of alternative development value; lawfulness proposed use / development; lawfulness existing use / development
* Records associated with Applications for Property Certificates
* Execution of Enforcement procedures in relation to Environmental Protection and Built Environment functions, requests to release a Statutory Charge
* Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages

**Building control-inspection, regulation of new buildings and associated services to include charges**

[Making an application](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/building-regulations/making-an-application)

[Building control fees and non-statutory charges](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/building-regulations/fees-and-non-statutory-charges)

[Technical guidance](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/building-regulations/building-regulations-guidance)

[Dangerous Structures information](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/allied-services/dangerous-structures)

[Property Certificates information](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/allied-services/property-certificates)

[Street Naming and Property Numbering](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/allied-services/street-naming-and-property-numbering)

[Ruinous and Dilapidated Building information](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/allied-services/ruinous-dilapidated-buildings)

[Energy Performance of Buildings](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/building-control/allied-services/energy-performance-of-buildings)

**Licensing, Permits, Registration, Advice to include associated charges**

[Dog Licensing](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/dog-licensing)

[Food Premises Registration and change of registration](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/food-premises)

[Sports grounds safety licence](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/sports-ground-safety)

[Entertainment Licence](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/entertainment)

[Street Trading](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/street-trading)

[Petroleum Licence](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/petroleum)

[Hairdressers Licence](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/hairdressers)

[Caravan and Camping Site Licence](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/caravan-site-licence)

[Sunday Trading](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/sunday-trading)

[Tattoos, Piercing and Acupuncture Registration](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/tattoos-piercing-acupuncture)

[Cooling Towers Registration](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/cooling-towers-registration)

[Pollution, Prevention and Controls Permits](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/pollution-prevention-and-control-permits-lappc)

[Premises approved for marriages and civil partnerships](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/premises-aproval-for-civil-marrages-civilpartnerships)

[Lottery Registration](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/lottery-registration)

[Cinema Licensing](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/cinema-licensing)

[Private Tenancies](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/private-tenancies)

[Guard dog kennels registration](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/guard-dog-kennels-registration)

[Health and Safety Premises Registration](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/commercial/health-safety/health-safety-premises-registration)

Food Business Registration

[Pollution Prevention and Control Permits (LAPPC)](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/environment-health-and-well-being/environmental-protection/pollution-prevention-and-control-permits-lappc)

[Food Safety](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/environment-health-and-well-being/environmental-protection/pollution-prevention-and-control-permits-lappc)

[Health and safety](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/commercial/health-safety)

[**Environmental Health and Wellbeing**](file://\\share\policy%20and%20community%20planning\Information%20Governance\IGO%20Policies\IGO%20Policy%20development\The%20Public%20Health%20and%20Housing%20section%20aims%20to%20protect%20the%20natural%20environment%20by%20the%20control%20of%20environmental%20pollution%20and%20ensuring%20maintaining%20and%20improving%20public%20health%20and%20housing%20standards.%20These%20objectives%20are%20achieved%20by%20a%20combination%20of%20enforcement%20and%20regulation,%20education%20and%20awareness,%20and%20by%20working%20in%20partnership%20with%20individuals,%20groups%20businesses%20and%20other%20statutory%20partners%20across%20the%20area.%20A%20particular%20focus%20is%20given%20to%20reducing%20health%20inequalities,%20accident%20prevention%20and%20tackling%20both%20fuel%20and%20food%20poverty.)

The Public Health and Housing section aims to protect the natural environment by the control of environmental pollution and ensuring maintaining and improving public health and housing standards through enforcement, regulation, education and awareness, and by working in partnership.

A particular focus is given to reducing health inequalities, accident prevention and tackling both fuel and food poverty.

Abandoned Vehicles

Anti-social behaviour

Burning Waste / Bonfires

Carbon Monoxide

Exhumation

Fly posting and graffiti

Gating Orders

High Hedges

Housing

Oil Leaks and Fumes

Pest Control

Water Control

**Environmental Protection**

Air Quality Management

Light Pollution

Noise Control

[Environmental Health and Wellbeing](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/environment-health-and-well-being/wellbeing)

Affordable Warmth Scheme

Home safety

Fuel poverty

Reporting Accidents, Diseases and Dangerous Occurrences

[Consumer Protection](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/commercial/consumer-protection)

[Smoke Free NI](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/commercial/smoke-free-ni)

**Enforcement byelaws such as those around smoking**

[Tobacco Control](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/commercial/tobacco-products)

**Dog control**

[Animal Welfare](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/animal-welfare)

**Sports, leisure services and recreational facilities**

[Sports, leisure services,](https://www.causewaycoastandglens.gov.uk/see-do/leisure-centres) locations, facilities, opening hours and associated charges

**Cultural Services to include Arts and Museum Services**

[Cultural Services to include Arts and Museum Services](https://www.causewaycoastandglens.gov.uk/see-do/cultural-services)

[What’s on](https://www.causewaycoastandglens.gov.uk/whats-on)

**Community Development**

[Community Development](https://www.causewaycoastandglens.gov.uk/live/community-services/community-development)

**Registration of Births, Deaths and Marriages**

[Registration of births, deaths and marriages](https://www.causewaycoastandglens.gov.uk/live/births-deaths-and-marriages)

[How to access the services and opening hours](https://www.causewaycoastandglens.gov.uk/live/births-deaths-and-marriages/cemeteries)

[Marriages and civil partnerships](https://www.causewaycoastandglens.gov.uk/live/births-deaths-and-marriages/marriage-and-civil-partnership-registration)

**Off Street parking**

[Off-street parking (except Park and Ride)](https://www.causewaycoastandglens.gov.uk/live/off-street-car-parking)

**Local economic development**

[Regeneration](https://www.causewaycoastandglens.gov.uk/work/regeneration)

[Business Support to include start up and Enterprise Shows](https://www.causewaycoastandglens.gov.uk/work/business-support/regional-start-initiative)

[Project Alchemy](https://www.causewaycoastandglens.gov.uk/work/business-support/project-alchemy)

[Causeway Specialty Market](https://www.causewaycoastandglens.gov.uk/work/town-and-village-management/local-information-and-events) to include trader information and application forms and associated costs

Town and Village Management

Strategic Projects

**Local tourism**

[Information on accommodation, activities, attractions](http://www.visitcausewaycoastandglens.com/)

[Caravan Parks](https://www.causewaycoastandglens.gov.uk/see-do/caravan-parks)

Sporting Activities

Local Beaches

[What’s on](https://www.causewaycoastandglens.gov.uk/whats-on)

**Cemeteries to include related charges**

[Cemeteries](https://www.causewaycoastandglens.gov.uk/live/births-deaths-and-marriages/cemeteries)

**Public conveniences**

[Public conveniences](https://www.causewaycoastandglens.gov.uk/live/public-toilets-live) to include location

**Harbours and Marinas**

[Harbours and Marinas](https://www.causewaycoastandglens.gov.uk/see-do/harbour-and-marinas)

[Harbour Maps](https://www.causewaycoastandglens.gov.uk/see-do/harbour-and-marinas/harbour-maps)

**Community Facilities**

Community centres

[Play areas to include map](https://www.causewaycoastandglens.gov.uk/see-do/parks-and-open-spaces)

**Other services**

[EU Rural Development Programme (2014 to 2020)](https://www.causewaycoastandglens.gov.uk/work/rural-development)

[Peace IV](https://www.causewaycoastandglens.gov.uk/live/peace-iv)

[Policing and Community Safety Partnerships](https://www.causewaycoastandglens.gov.uk/live/policing-and-community-safety-partnership)

[Good Relations](https://www.causewaycoastandglens.gov.uk/live/community-services/good-relations)

Biodiversity

Coast and Countryside Access to include investigation procedure

Emergency Planning

Events i.e. Airwaves, Christmas Light Switch-on as advertised in Council Offices on the web section of the website.

**Datasets**

Council Properties

Caravan and Camping Sites

Air Quality Monitoring Sites

Emergency Centres

Council Land

Industrial Pollution

Licenced Sport Stadium

Poisons Register

Smoke Control Zone

Rights of Way

Townlands and DEA boundaries

Sports Activities

Beaches

Places to See

Parks and Gardens

Leisure Centres

Leisure Facilities

Fitness Suites

Activity Centres

Play Areas

Family Fun

Caravan and Camping Sites

Bins

Parking

Conservation Areas

Fishing

Recycling Centres

Recycling – bring Sites

Toilets

Marinas, Harbours and Slipways

Grit Bins

Approved Venues for Civil Ceremonies

Cemeteries’ and Old Graveyards

Pubs and Clubs

**Information leaflets**

[Your Right to Know](https://www.causewaycoastandglens.gov.uk/uploads/general/CCGC_Right_to_Know_Leaflet_Booklet_FINAL.pdf)

A range of leaflets and booklets on a wide range of issues associated with Council’s services and facilities e.g. leisure activities, tourism information, environmental health, economic development, events, Council’s newsletter are available from Council civic offices.

**Media Centre**

[Press releases as issued](https://www.causewaycoastandglens.gov.uk/news)

[A-Z index to website and information](https://www.causewaycoastandglens.gov.uk/a-to-z)

**Information which maybe excluded:**

Information where disclosure is barred under statue or exempt under legislation

Information in draft form

Information considered to be archived

Information which cannot be easily made available by the authority.

May 2017.