

# Causeway Coast & Glens

## Shadow Council

Corporate Policy & Resources Committee Thursday 6<sup>th</sup> November 2014

### Table of recommendations

No	Item	Recommendation
4	<b>Draft Policy and Procedures</b>	<i>Adopt</i>
5	<b>Annual tenders</b>	<i>Adopt tender lots and process</i>
6	<b>E-procurement</b>	<i>Approve the use of E Sourcing NI at a cost of £500 per annum.</i>
7	<b>Legacy Loan Council Approval</b>	<i>Approve</i>

## **Corporate Policy & Resources Committee**

Minutes of the Meeting of Causeway Coast & Glens Shadow Council Corporate Policy & Resources Committee, held in the Council Chamber, Coleraine Borough Council on Thursday 6<sup>th</sup> November at 7.15pm.

In the Chair: Councillor T Clarke, Vice-Chair

Members present: Councillors Beattie, Fitzpatrick, Hillis, Holmes, Knight-McQuillan, McCorkell, McGuigan, McKeown, S McKillop, McLean, C McShane, Mullan, Nicholl, Wilson

In attendance: Mr D Jackson, Chief Executive Designate  
Mrs S Duggan, Programme Administrator  
Mr D Wright, Finance Lead Officer  
Mrs E Beattie, Head of Policy  
Mr S McMaw, Head of Convergence  
  
Public x 2

### **1. Apologies**

Apologies were recorded from Councillors Campbell, Harding, McGlinchey, Stevenson, Quigley.

### **2. Declarations of Interest**

No declarations of interest were reported.

### **3. Minutes of meeting held 9<sup>th</sup> October 2014**

The minutes of the meeting held on 9<sup>th</sup> October were confirmed as a correct record. The Chair advised Members that they had been adopted at the Shadow Council meeting on 23<sup>rd</sup> October 2014.

### **4. Draft Policy and Procedures**

E Beattie presented, summarised as undernoted.

***The Freedom of Information Act (2000), the Environmental Information Regulations (2004) and the Data Protection Act (1998) are three pieces of legislation that give the public certain rights of access to information held by the Council.***

***Causeway Coast and Glens Council is committed to fulfilling its legal obligations in relation to these three pieces of legislation and has drafted the***

***attached policies and procedures which outline how the Council intends to meet these obligations***

***A number of other supporting procedures, codes of conduct, publication schemes, retention and disposal schedule, etc., will be developed to support the implementation of these policies.***

It was proposed by Councillor Fitzpatrick, seconded by Councillor Hillis and **AGREED** to recommend that the Shadow Council adopt the draft policy and procedures on the Freedom of Information Act (2000) and Environmental Information Regulations (2004) and the draft policy on the Data Protection Act (1998), circulated, attached as Appendix A.

In response to a query from Councillor Hillis, D Jackson advised the Information Commissioner's Office had previously offered to send a representative to the Shadow Council to brief on the role of a Councillor.

Councillor Holmes questioned whether Council publishes the author of Freedom of Information requests. D Jackson advised that the details of applicants were required to be anonymous.

## **5. Annual tenders**

David Wright presented the report, summarised as undernoted.

***The four legacy Councils operated a well-established system of annual tenders for goods and services necessary to the operation of each Council's functions. The four legacy Councils cease to exist on 31 March 2014 being replaced by the new combined Causeway Coast and Glens District Council on 1 April 2015 therefore it is no longer appropriate that each legacy Council tender for these goods and services. The responsibility falls to the Causeway Coast and Glens District Council to tender for the procurement of these services whilst still in shadow period in order that contracts can be put in place prior to 1 April 2015 allowing a seamless transfer from the existing regime into the new one in April. A review of the lists of goods and services tendered for by each Council has been carried out and the result of that review is the suggested list of lots to be tendered as detailed in Appendix 2.***

***Another consequence of this review is the requirement for this process to be advertised in the European Journal given the value of the combined contracts of the four legacy Councils into a single process and it is because of this requirement that this report comes to Council earlier than would have been normally expected to the existing Councils. Advertising in the European Journal adds certain prescribed periods to the procurement process which have to be complied with before contracts can be awarded.***

It was proposed by Councillor Holmes, seconded by Councillor Mullan and **AGREED** to recommend that the Causeway Coast and Glens Shadow Council adopt the proposed list of tender lots and the process as described in the report, circulated, extract attached as Appendix 2.

Discussion arose on the proposed tendering of legal services and the constraints of promoting local businesses.

Councillor S McKillop asked that it was recorded that she did not receive a hard copy of the associated report.

## 6. E-procurement

D Wright presented the report, summarised as undernoted.

***A consequence of the review of the Annual Tenders is the requirement for this process to be advertised in the European Journal given the value of the combined contracts of the four legacy Councils in a single process. Advertising in the European Journal adds certain prescribed periods to the procurement process which have to be complied with before contracts can be awarded. The process of using the European Journal is quite bureaucratic and prescriptive therefore it is vital to ensure that the regulations are being fully complied with.***

***The E Sourcing NI Platform is a web based E procurement service which can be availed of for the annual fee of £500. This fee entitles the user to place an unlimited number of procurement processes/exercises on the site and to use the site to manage those processes. It is therefore a platform which will be available to Council for more than just the Annual Tender process.***

It was proposed by Councillor Fitzpatrick, seconded by Councillor S McKillop and **AGREED** to recommend that the Causeway Coast and Glens District Council approve the use of E Sourcing NI at a cost of £500 per annum.

## 7. Legacy Loan Council Approval

D Wright presented the report, summarised as undernoted.

***Ballymoney Borough Council have completed a number of projects and now require the approval of Causeway Coast and Glens District Council under the DoE guidance referred to above (circular LG22/2014 issued on 28 May 2014) to allow the Council to access the finance for these projects. The projects are listed as follows together with the amount of loan finance required:***

- 1 Glebeside outdoor recreational facilities - £370,000 over 25 years***
- 2 Megaw Park recreational facilities upgrade - £1,340,000 over 30 years***
- 3 Joey Dunlop Leisure Centre refurbishment of changing rooms and toilet facilities - £360,000 over 20 years***
- 4 Borrowing where the value of the loan exceeds £250k***

***Ballymoney Borough Council has included provision for each of these loans in their current budgets therefore there is no additional burden being placed on Causeway Coast and Glens District Council as a result. These projects were financed utilizing Council's own working capital up to this point therefore it is a cash flow management requirement that the loans be accessed at this time***

It was proposed by Councillor McKeown, seconded by Councillor McLean and **AGREED to recommend that the Causeway Coast and Glens Shadow Council approve that Ballymoney Borough Council can fund the projects listed by way of loan on the terms detailed above, circulated.**

## 8. Health and Safety Maintenance Issues

D Jackson presented.

At the meeting of the Corporate Policy and Resources Committee held on the 9<sup>th</sup> October 2014, Elected Members requested that a report be brought back to highlight any current Health and Safety facility maintenance issues. Each Legacy Council was asked for information in respect of their facilities. The feedback is listed below and will be subject to further approvals before work can commence.

Council Area	Maintenance works required	Approximate Cost	Budget allocation
Ballymoney BC	Replacement of staff facilities and office accommodation at Knock Road depot	£335,000	
Moyle DC	Risk of rock fall at Goats Path. Mitigating action required	£40,000	None
	Pan Rocks Bridge. Report due for completion. Early indication of remedial work required	£30,000	None
	Portaneevy Viewing Platform. Protection from climbing fence and possible future cantilevered platform	£10,000 £150,000	None
	Carneately Recycling Centre requires one way system improvement	£65,000	None
Limavady BC	No current issues		
Coleraine BC	No current issues		

## 9. Correspondence

D Wright presented.

Committee noted the Draft Budget 2015-16 : Local Government Grants (correspondence previously circulated).

## **10. Consultations**

Committee noted the Consultation on Proposed Revocation and Remaking of the Local Government (Accounts & Audit) Regulations (NI) 2006 (copy previously circulated).

## **11. Date of Next Meeting**

7.00 pm, Thursday 4<sup>th</sup> December 2014 in Coleraine Borough Council Chamber.

**This being all the business the meeting closed at 7.56pm.**

## **List of Appendices**

**Appendix 1:** Freedom of Information Act (2000) and Environmental Information Regulations (2004)  
Draft Policy - Data Protection Act (1998)

**Appendix 2:** Annual Tenders, proposed process timetable and list of lots for Annual Tenders

# Causeway Coast & Glens Shadow Council

## FREEDOM OF INFORMATION ACT (2000) AND ENVIRONMENTAL INFORMATION REGULATIONS (2004)

### POLICY AND PROCEDURES

Policy Number	CCG/04/14/CS
Version Number	1
Author	P McLaughlin
Date	29.10.14

Date of Screening of Policy	
EQIA Recommended?	YES/NO
Date Adopted by Council	
Date Policy Revised	

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## **FREEDOM OF INFORMATION ACT (2000) AND ENVIRONMENTAL INFORMATION REGULATIONS (2004)**

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## 1. INTRODUCTION

The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) gives rights of public access to all types of recorded information, (although certain exemptions have been provided), held by public authorities. This right will facilitate better understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money. This policy covers both the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

## 2. POLICY STATEMENT

Causeway Coast and Glens District Council (the Council) is fully committed to the principles enshrined in Freedom of Information legislation and will operate an access regime on the presumption that information is open unless there is a valid reason to restrict access.

The Council will make information about its activities publicly available through its Publication Scheme, which is based on the Model Publication Scheme adopted by Local Authorities. The Information Commissioner has also published a 'Definition Document' which sets out in some detail what the minimum expectations are as far as Council is concerned. The information routinely put into the public domain to ensure Council is compliant with the Definition Document will be regularly reviewed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Presiding Councillor (or Chair or Mayor post 1<sup>st</sup> April 2015)

Causeway Coast and Glens Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive

Causeway Coast and Glens Council

### **3. SCOPE**

- 3.1 This policy applies to all recorded information held across the Council, by all staff and all departments. It also applies to information held by third parties on the Council's behalf. The policy applies irrespective of the information's format, storage medium or age. Information 'held' encompasses any information in the Council's possession.
- 3.2 This policy is binding on all those who use Council information such as staff, contractors, and consultants of the Council when accessing information.

### **4. ACCOUNTABILITY AND RESPONSIBILITIES**

- 4.1 The Council has corporate responsibility for compliance and the Chief Executive has the authority to define and implement the Council's Freedom of Information Policy.
- 4.2 All staff can receive an information request and are responsible for ensuring that the request reaches designated officers with authority to respond to information requests as quickly as possible.
- 4.3 The Head of Policy has overall responsibility for ensuring that information requests are acted on in the correct way and that designated officers have the support they need to respond to requests.

- 4.4 The Head of Policy is responsible for promoting compliance with this policy, for managing the Council's Publication Scheme and for drawing up guidance about Freedom of Information good practice. The Head of Policy will monitor and co-ordinate responses to requests. Where exemptions or exceptions may be applied the Head of Policy must be consulted prior to their application.

## **5. IMPLEMENTATION ARRANGEMENTS**

### **5.1 What Information Can Be Requested?**

The FOIA and the EIR cover all information held by the Council, which is not included in the Publication Scheme. Information will be made available, on request, subject to any exemptions or exceptions applied.

Information requests surrounding the release of personal information will be handled under the Data Protection Act 1998.

In cases where an exemption may be applied, due consideration will be given as to whether or not the information is disclosed. This will include consideration of public interest, the rights of data subjects, legal and contractual obligations and issues of information access and security. Under EIR all exceptions are subject to the public interest test. Information will only be withheld in accordance with the exemptions applied by legislation. The reasons for applying the exemptions will be provided to the requester.

If a requester is unhappy with how the Council has dealt with a specific request they are entitled to ask for the information provided to be reviewed in accordance with the procedure for handling information requests.

Information provided to the Council from third parties may be the subject of an access request. In considering whether exemptions apply, the Council will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the Council.

When entering into contractual arrangements with third parties the Council will take reasonable measures to identify that information which would be clearly exempt from disclosure under the Act and seek to agree a schedule that identifies clearly that information which should not be disclosed.

## **5.2. How to Request Information**

Under the FOIA 2000 requests must be in writing (including emails) giving details of the requester's contact information and a detailed description of the information which is being sought.

Requests under the EIR 2004 do not need to be made in writing.

Requests for information should be sent to:

Causeway Coast and Glens District Council

66 Portstewart Road

Coleraine BT52 1EY

Tel: 028 7034 7163 Email: [elizabeth.beattie@causewaycoastandglens.gov.uk](mailto:elizabeth.beattie@causewaycoastandglens.gov.uk)

## **5.3 When Will Information Be Released**

Council will respond to requests promptly and in any event, within 20 working days. If a charge applies or if additional information is required to deal with this request, this may lengthen the response time. In cases where information is covered by an exemption, but Council is required to apply the public interest test in releasing it, the Council will still endeavour to provide the information, where possible, within the 20 working day target.

## **5.4 When Will There Be a Charge?**

The Council believes strongly in openness so we will attempt to keep the cost of information as low as possible. There is no charge for making a request, the charge will only apply before you are granted access to the records (if applicable).

For information provided in response to specific requests the Council may apply charges as allowed by the legislation.

## 5.5 Appeal

Those requesting information from Council have rights of review and appeal against decisions to withhold information; about the amount charged, or if they feel the request has been poorly handled.

These rights consist of two review processes. Firstly, by using Council's internal Complaints procedure, which is available by request from:

Head of Policy

Causeway Coast and Glens District Council

66 Portstewart Road

Coleraine

BT52 1EY

Tel: 028 7034 7163 Email: [elizabeth.beattie@causewaycoastandglens.gov.uk](mailto:elizabeth.beattie@causewaycoastandglens.gov.uk)

Secondly, by appealing directly to:

The Information Commissioner's Office – Northern Ireland

3rd Floor, 14 Cromac Place

Belfast, BT7 2JB

Telephone: 028 9027 8757 Email: [ni@ico.org.uk](mailto:ni@ico.org.uk).

The Information Commissioner expects that the internal complaints procedure is completed before an appeal is made.

## 6. EVALUATION AND REVIEW OF THE POLICY

This Freedom of Information Policy and Procedure will be reviewed on an annual basis by the Chief Executive and Senior Management Team and, as part of this review, an evaluation will be conducted on the effectiveness of the policy and procedures in relation to receiving, handling, assessing and resolving complaints received by the Council.

## **7. SECTION 75 EQUALITY AND GOOD RELATIONS**

Causeway Coast and Glens Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

## **8. CONTACT DETAILS**

Any issues or queries relating to this policy should be addressed to:

Head of Policy  
Causeway Coast and Glens District Council  
c/o Coleraine Borough Council  
66 Portstewart Road  
Coleraine BT52 1EY

Tel: 028 7034 7163

E-Mail: [elizabeth.beattie@causewaycoastandglens.gov.uk](mailto:elizabeth.beattie@causewaycoastandglens.gov.uk)

## PROCEDURES FOR HANDLING INFORMATION REQUESTS

### 1. COMPLIANCE

- 1.1 In practice most requests for information will relate to information that is readily available. These should be dealt with as part of normal business activity.
- 1.2 The FOIA will impact on requests for information that are outside normal activity or require research. The Council must comply promptly and in any event within 20 working days. Where a delay beyond this is anticipated the Council must give a realistic and reasonable estimate of when a decision will be reached.

### 2. PROCESS

- 2.1 The following steps should be followed by officers designated to respond to FOI requests:-

#### **Step 1**

Record date request received.

#### **Step 2**

Validate request i.e

- a) request is in writing
- b) includes names and address of applicant
- c) describes the information sought.

#### **Step 3**

Check that the request relates to information held by the Council, ie created by the Council or received by the Council from a third party or held by a third party on the Council's behalf.

#### **Step 4**

Check if a fee is required and collect before releasing information.

#### **Step 5**

Consider whether any of the qualifications or exemptions apply.



## **Step 6**

Provide the information confirming that Council holds it and detailing the information released or refuse information. A refusal should be accompanied by a notice setting out the basis for the refusal.

### **3. ADVICE AND ASSISTANCE**

The Council is required by the Act to provide reasonable advice and assistance to applicants for information.

Appropriate assistance might include:-

- Providing an outline of the different kinds of information which might meet the terms of the requests.
- Providing a general response setting out options for further information which could be provided on request.
- Giving the applicant details of where to redirect their request to e.g. another public authority.

# Causeway Coast & Glens

## Shadow Council

### DATA PROTECTION POLICY

Policy Number	CCG/5/14/CS
Version Number	1
Author	P McLaughlin
Date	29.10.14

Date of Screening of Policy	
EQIA Recommended?	YES/NO
Date Adopted by Council	
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## **1. INTRODUCTION**

- 1.1 The Data Protection Act 1998 replaces and extends the 1984 Act and places a legal obligation on persons who record and process personal information relating to living individuals. Although this area of the law appears to be complicated, the Act simply requires that adequate controls exist to protect individuals from the consequences of poor quality information and/or the misuse of information held about them.
- 1.2 The Act does not affect the Council using information which does not directly or indirectly identify an individual. Additionally, the Act does not apply in circumstances when the Council is simply giving advice in general terms, eg Council byelaws or matters of Council policy.
- 1.3 While the 1984 Act dealt with automatically processed information including information processed on computers, the 1998 Act places additional obligations on those processing information contained in 'structured manual files'. It also applies to the lawfulness and integrity of the CCTV systems operated by the Council.
- 1.4 The term 'processing' includes any function that can be performed using information and includes the actual disclosure of information. The Council has introduced this Data Protection Policy for the information of all Elected Members, Council employees and Council residents.

## 2. POLICY STATEMENT

- 2.1 It is the intention of Causeway Coast and Glens District Council to fulfil its legal obligations within the provisions of the Data Protection Act 1998. The Council will ensure that the Information Commissioner is properly informed of all its notifiable users of information and it will conduct periodic reviews and update these register entries where necessary.
- 2.2 Individuals whose personal information is held and processed by the Council can be assured that their information will be processed in accordance with the eight Principles of the Data Protection Act (Appendix 1).
- 2.3 It is the aim of the Council to ensure that all appropriate staff are properly trained, kept fully informed of their obligations under the Data Protection Act and that they are aware of their personal data protection liabilities. Any Council employee deliberately acting outside their recognised responsibilities may be subject to the Council's disciplinary procedures.
- 2.4 It is the intention of the Council to allocate such resources as may be required to ensure the effective operation of the policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Presiding Councillor (or Chair or Mayor post 1<sup>st</sup> April 2015)

Causeway Coast and Glens Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive

Causeway Coast and Glens Council

### **3. ACCOUNTABILITY AND RESPONSIBILITIES**

The Chief Executive has overall responsibility for the administration and implementation of the Council's Data Protection Policy. Each Director will assume Executive Authority for the compliance of staff within their directorate.

### **4. GUIDING PRINCIPLES**

#### **4.1 Fair Obtaining and Processing**

Causeway Coast and Glens District Council will ensure that as far as practicable, all individuals whose details are processed by the Council are aware of the way in which that information will be obtained, held and disclosed. Whenever possible, individuals will be informed of the potential recipients of the information. Processing personal information by the Council will be fair and lawful, and, in addition, it is Council policy that individuals will not be misled as to the purpose to which Council will process the information.

#### **4.2 Notification**

The Council will not use or process personal information in any way that contravenes its notified purposes, or in any way that would constitute a breach of the Data Protection Act. When appropriate, the Council will notify the Information Commissioner of any amendments to the existing Council's notified purposes or of new purposes to be added to the Notification Register entry.

#### 4.3 **Information Quality and Integrity**

The Council will endeavour to process personal information which is accurate, current and is of good quality. Information, which is obtained by the Council, will be adequate and not excessive for the purpose for which it is processed. In addition, information will be kept by the Council for no longer than is necessary for the purposes for which it was obtained.

#### 4.4 **Subject Access**

The Council will respond positively to subject access requests, replying as quickly as possible, and in any event within the 40 day time limit. Whilst individuals have a general right of access to any of their own personal information which is held, the Council will be mindful of those circumstances where an exemption may apply. The Council will only disclose personal data to those recipients listed in the Notification Register, or where it is otherwise permitted by law to do so. The Council will always endeavour to see the permission of the data subject, where it is required by law to do so.

#### **4.5 Technical and Organisational Security**

The Council has in place appropriate security measures as required by the Data Protection Act. Information systems are installed with adequate security controls and Council employees who use these systems will be properly authorised to use them for Council business. In addition, Council employees will be kept fully informed about overall information security procedures and the importance of their role within these procedures. Similarly, manual filing systems are held in secure locations and they are accessed only by authorised Council staff.

### **5. LINKAGES**

- 5.1 The Data Protection Policy constitutes the framework document to guide the Council's practice in relation to meeting its requirements under the Data Protection Act.
- 5.2 It links into the Code of Practice on the implementation of the Data Protection Act 1998 and the Freedom of Information Act.

### **6. EVALUATION AND REVIEW OF THE POLICY**

- 6.1 The Data Protection Policy, will under normal circumstances, be managed and reviewed annually. The reviews to the policy will be subject to scrutiny and from time to time updates and re-issues will be circulated.
- 6.2 The policy will be reviewed sooner in the event of any one or more of the following:
  - a) Weakness in the policy is highlighted;
  - b) Weakness in hardware and software controls are identified;
  - c) In case of new threat(s) or changed risks;
  - d) Changes in legislative requirements;
  - e) Changes in Government or other directives and requirements.



## **7. SECTION 75 EQUALITY AND GOOD RELATIONS**

Causeway Coast and Glens Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

## 8. CONTACT DETAILS

Any issues or queries relating to this policy should be addressed to:

Head of Policy  
Causeway Coast and Glens District Council  
c/o Coleraine Borough Council  
66 Portstewart Road  
Coleraine BT52 1EY

Tel: 028 7034 7163

E-Mail: [elizabeth.beattie@causewaycoastandglens.gov.uk](mailto:elizabeth.beattie@causewaycoastandglens.gov.uk)

## DATA PROTECTION – GUIDING PRINCIPLES

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Appendix 2: Annual Tenders, proposed process timetable and list of lots for Annual Tenders**

**Proposed process timetable**

It is proposed that the procurement process for goods and services on Annual Tenders be carried out as follows:

Nov/Dec 2014 Adverts placed in EU journal, local press and Council website

Early January 2015 Re-run of local press adverts

30 January 2015 Closing date for return of tenders by 12 Noon.

Early February Evaluation of tenders received

Feb/Mar 2015 Report to Corporate, Policy & Resources Committee with tender recommendations

After receipt of tenders these will be opened by the Chair of this Committee together with a nominated Council officer.

It is also suggested that whilst contracts be awarded for an initial 12 month period commencing 1 April 2014 that Council includes options for 2 further periods of not more than 12 months each subject to performance. This would eliminate the need to re-run the process annually especially in the first years of the new Council when major changes will be taking place thereby reducing the workload at key times.

**Proposed list of lots for Annual Tenders**

LOT 1 - BUILDERS' HARDWARE & SUPPLY OF TIMBER.

LOT 2 - SUPPLY & DELIVERY OF READY MIX CONCRETE.

LOT 3 - SUPPLY & LAYING OF BITUMOUS MACADAM/ASPHALT SURFACING & EDGING..

LOT 4 - ELECTRICAL SUPPLIES.

LOT 5 - CLEANING MATERIALS.

LOT 6 - SUPPLY OF PAINT

LOT 7 - HIRE OF VEHICLES & PLANT

LOT 8 - REMOVAL OF PASS 100 STANDARD COMPOST

LOT 9 - SUPPLY OF CONCRETE PRODUCTS

LOT 10 - SUPPLY OF QUARRY MATERIALS

LOT 11 - SUPPLY & INSTALLATION OF GLASS

LOT 12 - SUPPLY OF PROTECTIVE CLOTHING

LOT 13 - GRASSCUTTING MACHINERY MAINTENANCE

LOT 14 - SUPPLY OF BATTERIES

LOT 15 - SPORTS PITCH MAINTENANCE

LOT 16 - STREET NAMEPLATES

LOT 17 - ELECTRICAL MAINTENANCE AND REPAIR WORK  
LOT 18 – PLUMBING MAINTENANCE AND REPAIR WORK  
LOT 19 – GAS APPLINACE MAINTENANCE SERVICES  
LOT 20 - HIRE OF BRICKLAYERS, JOINERS, PLASTERERS, AND LABOURERS FOR  
MAINTENANCE WORK  
LOT 21 - HIRE OF PAINTERS  
LOT 22 - SUPPLY & DELIVERY OF CHEMICALS  
LOT 23 – INDUSTRIAL CLEANING PRODUCTS  
LOT 24 – WASTE CONTAINERS  
LOT 25 - LUBRICANTS  
LOT 26 - REFUSE SACKS  
LOT 27 - VEHICLE MAINTENANCE AND REPAIR WORK  
LOT 28 - WINDOW CLEANING  
LOT 29 - HORTICULTURAL PRODUCTS

For reference the following goods are being sourced as follows:

- Tyres – Crown Commercial Service (CCS) formerly Office of Government Commerce (OGC) and Government Procurement Service (GPS)
  - Stationery – To be supplied via Belfast City Council framework
- 
- a. Supply of Sand/Gravel/Bitmac/Concrete – Removed from tender. Sand to be included within quarry materials.
  - b. Catering Supplies – Removed from tender

