**Publication Scheme.**

Under the Freedom of Information Act 2002, 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 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 and 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.

**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 2016-17](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)

**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

Contracts

NI Auditor’s annual letter and report

Internal Financial Regulations

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

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

**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)

[Tourism and Destination Management Strategy](https://www.causewaycoastandglens.gov.uk/see-do/visit-causeway-coast-and-glens)

[Good Relations Strategy 2014-17](https://www.causewaycoastandglens.gov.uk/council/publications-policies/causeway-coast-and-glens-good-relations-strategy-2014-17)

[Community Development Strategy](https://www.causewaycoastandglens.gov.uk/council/publications-policies/causeway-coast-and-glens-community-development-strategy)

**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)

Manuals and guidelines

**Our policies and procedures.**

Current written protocols, policies and procedures for delivering our services and responsibilities.

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

Records Retention and Disposal Schedule

Data Protection Policy

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

[Complaints Policy and Procedures](https://www.causewaycoastandglens.gov.uk/council/publications-policies/complaints-policy-and-procedures)

**Lists and Registers.**

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

Registers are available to view upon request during normal business hours. These include 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 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)

[Blue 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)

**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**

[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)

**Building control-inspection and regulation of new buildings**

[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)

**Licensing, 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 safety](https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/commercial/food)

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

**Environmental Health Advice**

[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)

[Start a Business Programme 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

**Local tourism**

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

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

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

**Cemeteries**

[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 parks](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)

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

[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)

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

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

**Information leaflets**

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

**Media Centre**

[Media Centre](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

September 2016.