

Invest Northern Ireland

Definition Document for the Model Publication Scheme for Northern Ireland Non Departmental Public Bodies

This document demonstrates Invest NI's interpretation of the guidance provided to NDPBs by the Information Commissioners office (ICO). It demonstrates the decision making process in deciding what information detailed within the ICO guidance that we will proactively make available. The retention of documents on this publication scheme will be in line with the Records Management Policy.

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Class One: Who we are and what we do

• Roles and responsibilities

Invest NI's definition of 'senior level' are those at Board and Top Management Team (TMT) level. On our website we provide an outline & detailed information on the roles & responsibilities of the board and the top management team.

• Organisational structure

We provide details on the Internet of a break down of Invest NI by operational division with a description of the function by group. Also included are details of those with management responsibilities for each division.

• Information relating to the legislation relevant to the authority's functions

We provide a link to Link from OPSI website to The Industrial Development (Northern Ireland) Order 1982, which states functions & Industrial Development Act (Northern Ireland) 2002 legislation, which transfers functions to Invest. We also provide a link to The Energy Efficiency (Northern Ireland) Order 1999.

• Lists of and information relating to organisations with which the NDPB works in partnership

We provide a short note on each stating briefly what the relationship is and include a link to their website.

• Senior staff and management board members

We include this section in point one above (Roles & Responsibilities) with details being available on the Internet.

• The locations and contact details for the authority

We provide a link to Invest NI website showing a full list of Invest NI Offices, including regional offices & overseas offices, with contact number.

Class Two: What we spend and how we spend it

It is envisioned that the Majority of financial Information in this section should be available in our annual accounts.

• Financial statements, budgets and variance reports

In this section we include a link to our Annual Report and Accounts to demonstrate financial performance and the Corporate Plan to identify how we have proposed to spend going forward. Invest NI believe that these reports will give an accurate reflection of our performance and consider quarterly budgets that feed into this to be drafts that we would not seek to proactively make available unless requested as the need to qualify these with explanations would divert resources.

• Capital programme

Capital programmes normally relate to the construction or acquisition of public buildings or roads. Invest NI acquires land and buildings for economic development purposes. Invest NI also incurs capital expenditure in relation to the purchase of assets and in respect of loans and shares. Details of Invest NI's capital expenditure can be found in the Annual Report and Accounts.

• Spending reviews

Invest NI's budgets are allocated under the government's three year comprehensive spending review process. Annual budgets are reviewed and regulated via the Department of Finance and Personnel monitoring rounds.

• Financial audit reports

Invest NI is subject to an annual audit undertaken by NI Audit Office (NIAO). The Annual Report and Accounts contains a summary of their audit findings. In addition to the annual audit, the NIAO periodically report on particular projects or initiatives. These reports are available on the NIAO website.

• Staff and board members' allowances and expenses

This section will be available under the Internal Financial Regulations section of Invest NI's Publication Scheme (see below). Invest NI allowances & expenses relate to reimbursements made to staff for expenses occurred whilst carrying out their role in line with NI Civil Service guidance for expenses. We provide the details of such allowances & expenses that can be claimed by staff. We also

publish details on Top Management Team and Board member allowances & expenses on an annual basis in line with our annual accounts.

- **Pay and grading structures**

We include details of organisational grades and salary bands with pay scales. Please note that Board, Chief Executive and Top Management Team remunerations are included in the Annual Accounts.

- **Procurement Procedures**

Invest NI uses the services of the Central Procurement Directorate of the Department of Finance and Personnel for the procurement of goods and services for contracts of a sufficient size to require a competitive formal tendering process. Their website is located at www.cpdni.gov.uk . Outside of these procedures further guidelines apply and these are available on our web-site.

Please visit the Central Procurement Directorate website showing current tender opportunities.

- **Lists of contracts awarded and their value**

Invest NI formal tendering process is through Central Procurement Directorate (CPD) and adheres to CPD processes. On their website CPD can provide details of Invest NI contracts to include nature of contract, who was awarded contract, value of contract and end date of contract.

- **Financial statements for projects and events**

Invest NI will make available our Performance Information Report to demonstrate the impact of our activities on the performance of clients and the economy in general.

We have decided to proactively release cost details of events that are held for the general public and those events (promotional or programme related) that receive regional (Northern Ireland wide) or national (UK) cover as these would have a stronger public interest. These details will be published within three months after the event has taken place.

The majority of events held by Invest NI are programme related in that they are promotional events or programme delivery events. The attendees are Invest NI Clients from a pre identified invitation list and are considered a 'closed audience'. It is our opinion that there would be minimal public interest in these events and to proactively release details of these would not be a valuable use of resources.

- **Internal financial regulations**

As noted above we will provide details of the allowances and expenses that can be claimed in this section along with the annual expenses reimbursed to Board & Top Management Team. We also provide internal financial regulations relating to Admin Expenditure Approval limits (delegation levels in Operating Manual), the Fraud Response Plan and the National Fraud Initiative.

Class Three: What are our priorities and how are we doing

- **Strategic plans**

We provide Corporate Plan 2008-2011 and previous plans.

- **Annual business plan**

We provide Operating Plan 2007-2008 and previous plans.

- **Annual report**

We provide Annual Report and previous annual reports.

- **Internal and external performance reviews**

We will provide Invest NI Performance Information Report which is an internal review on our overall performance. Summary Customer satisfaction surveys will also be released as an indicator of how our Clients view our performance. We will also publish summary reports on internal evaluations of programmes we provide to Clients. The reports in this section will be published online from 1 January 2009. Summary reports prior to this date are available on request.

- **Reports to Parliament**

Invest NI provide reports in response to questions from Parliament & the devolved Assembly. We provide answers to Assembly Questions which are available on NI Assembly Website while answers to Parliamentary Questions available on House of Commons Website.

- **Inspection reports where the NDPB is subject to formal inspection**

Invest NI is also subject to regular DETI Internal Audit Services audits. This process is designed assessments of the overall adequacy and effectiveness of the risk management, control and governance processes. Invest NI does not propose to proactively release these reports. However information in relation to the Internal Audit Services opinion, in respect of the adequacy of the control systems is contained within the Annual Report and Accounts.

- **Service standards**

Invest NI has achieved Investors In People and IT Security (ISO) standards. For further insight on these standards please visit the relevant external websites.

- **Statistics produced in accordance with the NDPB's requirements**

Please see our Annual Performance Report.

- **Public service agreements**

The Public Service Agreements (PSA) which apply to Invest NI – PSA1 and PSA 3 – can be found on the Cabinet Office website.

Class Four: How we make decisions

• Major policy proposals and decisions

Major policy decisions within Invest NI are made at Board and Top Management Team (TMT) level and thus details of these will be included in Board and TMT Minutes which we will make available as detailed below. For proposals and decisions made in the last three years we will also provide details on: Draft equality impact assessment, Submission, appraisal & approval process (Operation Manual), BDS Brochure, Acquisition strategy (PSU).

• Background information relating to major policy proposals and decisions

As above, summary background papers will be made available for Board & Top Management Team Meetings along with the corresponding summary minutes.

• Public consultations

We will provide details on any Public Consultations that will arise on our website. Likewise we provide details on consultations that have occurred in the previous three years.

• Minutes of senior level meetings

As noted above we provide **Summary** Board & TMT meetings minutes – 8 weeks after the date of meeting. From 1 January 2009 these minutes will be available on our website, for dates before this please contact the Chief Executives Office.

• Reports and papers provided for consideration at senior level meetings

Summary background papers that can be released will be included with the relevant **summary** Board / TMT meeting as noted above. The previous three years will be available on request and from 1 January 2009 onwards the minutes will be available on our website.

• Internal communications guidance and criteria used for decision making i.e. process systems and key personnel

We provide corporate documents that demonstrate guidance and criteria used for decision making namely - Operating Manual, EU guidelines, Overseas Manual. The guidance for accounting officers used by Invest NI can be found on the Accountability and Accountancy Services Division (AASD) (a division of the Department of Finance and Personnel) website.

Class Five: Our policies and procedures

- **Policies and procedures for the conduct of departmental business**
- **Policies and procedures for the provision of services**

These details are available in our summary Operating Manual which we will make available online. The procedures for State Aids are available via a link to EU Commission Website.

- **Policies and procedures for the recruitment and employment of staff**

We will publish our Staff Handbook on our website. Our Health & Safety policy will also be available.

We provide details of current vacancies which are published on our website and we also have a detailed Equality section on our website.

- **Customer service**

We provide access to our Client Charter, our Client feedback process and also our Freedom of Information procedures.

- **Records management and personal data policies**

We provide our Records Management Policy, our Data Protection Code of Practice and also a summary IT Security Policy.

- **Charging regimes and policies**

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 may attract a charge for the cost of photocopy, postage, etc. Where such charges apply this is clearly identified. 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.

In determining a charge for an information request, the Fees Regulations associated with the UK Freedom of Information legislation permit an authority to charge for costs it reasonably expects to incur in determining whether it holds the information requested, locating the information or documents containing the information, retrieving such information or documents and extracting the required information from said documents. We may take into account the costs attributable to the time that our staff are expected to spend on these activities at the rate of £25/hour.

The Regulations also remove from public authorities the obligation to respond to requests for information should the cost of doing so exceed their appropriate limit. It is our policy not to charge for Freedom Of Information requests but instead to decline from answering requests that would exceed our appropriate limit. In the case of Invest NI this is £450.

Class Six: Lists and registers

- **Public registers and registers held as public records.**

Invest NI do not hold any public registers

- **Asset registers and Information Asset Register**

Invest NI do not hold a capital asset register nor an information asset register for Re-Use of Public Information Regulations 2005.

Details on Invest NI's Asset Register can be found in notes 13, 14 and 15 of our Annual Report and Accounts. This also contains a Share Register in the Appendix.

- **Disclosure logs**

Invest NI do not hold a disclosure log at present.

- **Register of gifts and hospitality provided to Board members and senior personnel**

Invest NI will detail an annual log of gifts and hospitality provided to Board members and Senior Personnel. Senior Personnel: Top Management Team. To be updated annually in line with annual accounts. Details will include source of and description of gift / hospitality and whether it was accepted.

- **Any register of interests kept in the department**

We will make available (online) the Register of Interests of the Board & Senior Management Team held by our Strategic Management and Planning Team as detailed in our Annual Accounts.

- **Other lists required by law**

None

Class Seven: The Services we offer

- **Regulatory responsibilities**

We will provide details as per class one above.

- **Services for public authorities**

Invest NI does not provide services specifically for other public authorities however we do work in partnership with other authorities to provide services and details of these can be found on our website (see services for industry section below).

- **Services for industry**

We provide full details of all programmes available to Invest NI Clients. The majority of this information is held on our website, The Publication Guide links to these by Division. Alternatively you can browse the Invest NI Website for possible support/ guidance as needed.

- **Services for other organizations**

We provide a list of other bodies on which there is Invest NI representation

- **Services for members of the public**

Please see Invest NI website for details on Business Information Services & e Solutions Services. Please also visit NI Business Info website - www.nibusinessinfo.co.uk .

- **Services for which the NDPB is entitled to recover a fee together with those fees**

The CE Marking Programme, designed to help businesses manufacturing machinery, electrical or electro-mechanical equipment for export into Europe, has a flat fee of £550, further details can be found on our website.

- **Leaflets, booklets and newsletters**

Invest NI Corporate Brochures are available on A-Z of Publications section of our website. A site search will also find these documents.

- **Advice and guidance**

Please see www.nibusinessinfo.co.uk for business advice and guidance and also browse our main website www.InvestNI.co.uk .

- **Media releases**

Please visit Invest NI Press Office Website - <http://www.investni.com/index/media.htm> (Media Centre)
<http://www.investni.com/index/about-news.htm> (news page)

FEEDBACK

We shall be reviewing our 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 Information Manager at Invest NI, Bedford Square, Bedford Street, Belfast, BT2 7ES, or by email to foi@investni.com.

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 Information Manager, who will reply within 15 working days. If you are not satisfied with this reply, you can write to the Corporate Services Managing Director who has overall responsibility for Freedom of Information within Invest NI. 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 on our website) who will make an independent judgement on the matter.

EQUALITY REQUIREMENTS

Invest NI 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.

If you require this document in an alternative format (including Braille, disk, audio cassette or in minority languages to meet the needs of those whose first language is not English) then please contact:

Invest NI's Equality Team

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