# C:\Users\2109327\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\PRVP7LLW\bc_logo_draft_09_05_16.jpgFreedom of Information Policy and Publication Scheme

June 2021

## Introduction

1. The Boundary Commission for Northern Ireland (the Commission) is committed to the provisions and principles of the Freedom of Information Act 2000 (FOIA). Further information on the FOIA, which is regulated by the Information Commissioner’s Office (ICO), can be found at [www.ico.org.uk](http://www.ico.org.uk).
2. The Commission has adopted the ICO’s Freedom of Information Model Publication Scheme for public sector organisations. In line with the Model Scheme, a Guide to Information indicating what information is available and how it can be accessed is provided at Annex A.

## Obtaining and locating information

1. Most of the information referenced in the Guide to Information can be found on the [Commission’s website](http://www.boundarycommission.org.uk). Information is usually published in readily usable formats such as spreadsheets, PDFs or Word documents. However the Commission will endeavour to provide documents in hard copy or alternative formats on request.
2. If you wish to request information which is not available via the Publication Scheme (Annex A), you may request it in accordance with the provisions of the Freedom of Information Act 2000 and of the Environmental Information Regulations 2005. The Commission has a duty to reply to such requests within 20 working days. This can be extended where we are considering whether it is in the public interest to disclose the information. If that is the case we will write to you within 20 working days to inform you that we are still considering your request and give an estimate of when we will respond more fully.

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## Feedback, questions and further information

1. The Commission welcomes suggestions for additional classes of information which might be included in future, or how information might be made more accessible.
2. Any questions about this policy, or requests for further information should be sent to the Commission Secretariat using the contact details provided below.

## Contact details

1. The Boundary Commission for Northern Ireland can be contacted at:

The Bungalow

Stormont House

Stormont Estate

Belfast

BT4 3SH

Tel: 028 9052 7821

Email: [contact@boundarycommission.org.uk](mailto:contact@boundarycommission.org.uk)

Web: [www.boundarycommission.org.uk](http://www.boundarycommission.org.uk)

## Complaints

1. If you are unhappy with our response to your request for information, you can raise this with the Commission in line with the [Complaints Policy.](https://www.boundarycommission.org.uk/complaints-procedure)  If you are still unhappy, in some circumstances, you may also be able to appeal to the [Information Commissioner.](https://ico.org.uk/global/contact-us/)

**Annex A**

**Information guide for the Boundary Commission for Northern Ireland**

This information guide lists the information produced by the Boundary Commission for Northern Ireland that is available under each of the classes of information specified in the ICO’s Model Publication Scheme.

**Background**

The Model Publication Scheme commits the Commission to make information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Commission.

The scheme commits the Commission:

* To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Commission and falls within the classifications below.
* To specify the information which is held by us and falls within the classifications below.
* To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
* To 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.
* To review and update on a regular basis the information we make available under this scheme.
* To produce a schedule of any fees charged for access to information which is made proactively available.
* To make this publication scheme available to the public.

**Who we are and what we do**

*Organisational information, locations and contacts, constitutional and legal governance.*

* Information about the Commission’s Membership
* The Commission’s postal address, email address and phone number
* Links to the relevant legislation:
* Parliamentary Constituencies Act 1986 (as amended)
* Boundary Commission Act 1992
* Parliamentary Voting System and Constituencies Act 2011
* Amendments in green made by the Electoral Registration and Administration Act 2013
* Parliamentary Constituencies Act 2020

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

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

* Annual Reports include information on Commission’s budget and expenditure.

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

*Strategy and performance information, plans, assessments, inspections and reviews.*

* Annual reports
* Periodic progress reports which the Commission is required to submit to the Speaker of the House of Commons in each relevant January during active Review
* Information and news about any current review

**How we make decisions**

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

* Information and press releases regarding the current review, including proposals and associated maps.
* Information about public consultations, including how you can participate.
* Consultation responses and transcripts of public hearings
* Statistical information used to inform the Commission’s proposals
* Notes of Commission meetings

**Policies and procedures**

*Current written protocols for delivering our functions and responsibilities*

* The framework for delivery of our functions and responsibilities is set out in statute (see **Who We Are and What We Do)**
* Code of Practice
* Complaints Procedure
* Data Protection and Privacy Policy
* Accessibility Statement for the Commission’s website

**Lists and registers**

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

* Register of Interests

**The services we offer**

*Advice and guidance, booklets and leaflets, transactions and media releases.*

* Guide to the 2023 Review
* Press releases and updates about progress of any active Review
* At specified stages throughout the Review, the Commission prepares a report. These reports are made available on the Commission’s website.

**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.

**The method by which information published under this scheme will be made available**

The majority of our information is available from our website. Where an individual does not wish to access the information by the website, we will endeavour to provide material in hard copy format on request.

The Commission is committed to making the information it publishes as accessible as possible. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Commission is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to by the Commission when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

Single copies of Commission publications may be available free of charge, though the Commission may wish to recover copying, postage and packaging costs where requests are made for a large number of publications.

**Written Requests**

Information held by the Commission that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.