

PUBLICATION SCHEME

Published November 2002

Contents	Page
1. INTRODUCTION	3
2. FREEDOM OF INFORMATION ACT 2000	3
3. USING THIS SCHEME	4
4. OFFICE OF THE INFORMATION COMMISSIONER	4
5. INFORMATION AVAILABLE NOW	4 - 5
6. CHARGES FOR PUBLISHED INFORMATION	5
7. COPYRIGHT	5
8. RELATED PUBLICATION SCHEMES	5
9. RESPONSIBILITY FOR THE SCHEME	6
10. EQUALITY SCREENING	6
11. HOW TO REQUEST INFORMATION	6
12. COMMENTS & COMPLAINTS	7
13. CLASSES OF INFORMATION	7 - 8
14. WHAT WE PUBLISH	8 - 15
15. INFORMATION FOR FUTURE PUBLICATION	15
16. APPENDIX A – ORGANISATION CHART – BOARD LEVEL	16
17. APPENDIX B – ORGANISATIONAL CHART – STAFF LEVEL	17

1. Introduction

The construction industry in Northern Ireland is unique in having a structure of contractors and sub-contractors, many of whom are self employed or working in a small group. Therefore it is essential to have an effective umbrella organisation to be responsible for high quality training, which might not otherwise take place. The Construction Industry Training Board fulfils this role.

The Construction Industry Training Board (CITB) is one of four Non Departmental Public Bodies falling under the remit of the Northern Ireland Executive's Department for Employment and Learning.

CITB is responsible for the encouragement of adequate training of persons employed in or intending to be employed in the construction industry.

Our mission is to:

"Ensure a sufficient pool of competent people, trained in the skills needed to allow the industry to remain competitive and achieve growth."

Services offered by CITB include:-

- provision of specialised construction training;
- provision of training advice;
- provision of grant aid;
- sector training initiatives;
- initiatives to address skills shortages;
- careers guidance services.

At 31st August 2002, CITB had 63 members of staff.

CITB's running costs are estimated at just over £4.2m for the 2002/03 financial year.

2. Freedom of Information Act 2000

The Freedom of Information Act 2000 is designed to establish a new culture of openness and transparency in public administration. From January 2005, it gives a general right of access to all types of "recorded" information held by public authorities, subject to certain exemptions, and imposes obligations on public authorities to disclose information in response to written requests.

As a means of promoting openness, the Act also requires each authority to take *pro-active* steps to put its information in the public domain. To this end, CITB is required to produce a *Publication Scheme* that lists documents produced in the course of our work, which we propose to publish. The Scheme must set out the classes of information we hold, the way in which we intend to publish the information and whether a charge will be made for the information.

3. Using this Scheme

The classes of information and the manner in which we will publish our information is set out in Section 13 of this Scheme. Publication includes information on the CITB website, one-off printed documents, electronic documents, printed books, reports and leaflets.

Much of the material covered by this Scheme is available on our website at www.citbni.org.uk

For those without access to the Internet, CITB will provide:

- (i) a single printout of information which is available by contacting CITB's Marketing and PR Co-ordinator – see Section 11 for contact details; or at
- (ii) an access point, free of charge, at CITB's Resource Library, held at Nutts Corner Training Centre.

This text version of the Scheme and the information detailed in it may be available in other languages and/or formats on request. If you require a hard copy of the Scheme please write to CITB's Marketing and PR Co-ordinator – see Section 11 for contact details.

The information contained in this Scheme will be reviewed on an annual basis and we will develop the Scheme as comments/requests are made to us particularly in respect of requests for information not currently included. The information detailed in this Scheme will be revised from time to time, it may not therefore always be possible to reproduce out of date information.

4. Office of the Information Commissioner

Additional information on the Freedom of Information Act 2000 can be obtained from the Information Commissioner, who enforces and oversees the Data Protection Act 1998 and the Freedom of Information Act 2000.

Website: www.informationcommissioner.gov.uk
Address: Wycliffe House,
Water Lane,
Wimslow,
Cheshire,
SK95AF,
Telephone: 01625 545700

5. Information available now

Although the individual right of access to information under the Freedom of Information Act does not come into force until January 2005 you can continue to request information under the existing Code of Practice on Access to Government Information.

A copy of the Code can be obtained free of charge by telephoning 020 7273 3602, or by writing to Freedom of Information and Data Protection Division, Room 912, 50 Queen Anne's gate, London SW1H 9AT or from the Lord Chancellor's Department

website www.lcd.gov.uk/foi/codpracqi.htm

If you wish to request information under this Code please write to CITB's Marketing and PR Co-ordinator at the address in Section 11.

6. Charges for published information

CITB has decided that we will not in the first instance charge a fee when responding to eligible requests for information contained in this Publication Scheme. There is no charge for publications on our website although users will have to meet any charges by their Internet service provider, personal printing costs etc.

We do however, reserve the right to apply photocopying charges in respect of requests for multiple copies of the same document and for the supply of information from large manuals. Archived copies of documents, which are no longer available on the website, may attract a charge for the cost of retrieval, photocopying, postage, etc. We will however let you know at the time of your request if a charge will be applied.

CITB reserves the right to review the position regarding charging in light of the overall cost for supplying information.

7. Copyright

CITB retains the copyright to all information that it produces. Those seeking permission to copy information from CITB produced material should contact CITB's Marketing and PR Co-ordinator at the address in Section 11.

8. Related Publication Schemes

CITB is sponsored by the Department for Employment and Learning (DEL), who are required to produce their own publication scheme in November 2002. Details of DEL's scheme can be obtained in hard copy or on their website as follows:

Department for Employment & Learning
Room 103
Adelaide House
39-49 Adelaide Street
Belfast BT2 8FD

Telephone: 028 9025 7438
Minicom line: 0289025 7471

Email: foi@delni.gov.uk
Website: www.delni.gov.uk

9. Responsibility for the Scheme

The Head of the Strategic Planning and Communications Division, is the Senior Manager responsible for CITB's Scheme. CITB's Marketing and PR Co-ordinator, Mr. Gareth Bannon, is responsible for maintaining the Scheme on a day-to-day

basis. Both can be contacted at CITB's Headquarters – see contact details in Section 11.

10. Equality Screening

CITB has considered its statutory equality obligations in respect of this Publication Scheme under Section 75 of the Northern Ireland Act 1998. A preliminary Equality Impact Assessment has been conducted, the result of which has 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.

Given the relatively short time scale within which this Scheme was required to be developed, CITB was unable to consult interested parties prior to submitting the Scheme to the Information Commissioner for approval. We do however intend to consult with interested groups after this Scheme is in place.

11. How to request information

The methods by which available information may be accessed or obtained are listed against each information class. Charges are also noted against each publication. If you wish to make a request for published Information you should do so in writing, by post or e-mail, to the following address:

Headquarters: Gareth Bannon
Marketing and PR Co-ordinator
Construction Industry Training Board
Nutts Corner Training Centre
17 Dundrod Road
Crumlin
County Antrim
BT29 4SR

Telephone: 028 9082 5466

E-mail: gbannon@citbni.org.uk

12. Comments and Complaints

If you have any comments or suggestions to make about this Scheme we would be pleased to hear from you. **Comments** should be sent to CITB's Marketing and PR Co-ordinator – contact details, see Section 11. If you wish to make a **complaint** about the Publication Scheme or lack of access to information held by CITB, we

would also be pleased to hear from you.

You should post or e-mail your complaint to CITB's Marketing and PR Co-ordinator who, together with a Senior Manager from the business area concerned, will investigate your complaint and reply within 20 working days.

If you are not satisfied with this reply, you can write to the Chief Executive of CITB. You will receive a reply within 20 working days.

In all cases your complaint will be:

- acknowledged within five days;
- investigated thoroughly; and
- treated confidentially.

If we have not resolved the matter to your satisfaction you can refer your complaint to the Information Commissioner, who is completely independent from CITB. The Information Commissioner will normally expect you to have used our complaints procedure before considering your complaint.

13. Classes of Information

13.1 CITB as an Organisation

This section of the Scheme identifies information relating to CITB's organisational structure.

13.2 Strategic and Operational Plans

This section identifies information about CITB's role and responsibilities, detailing our strategic plan, annual report, annual operational plan and other corporate functions of CITB.

13.3 Policy Statements

This section identifies CITB's main policy statements in relation to how we conduct our business.

13.4 Legislation

This section details information relating to the legislative framework within which CITB operates.

13.5 Economic Research and Statistics

This section identifies reports and bulletins containing statistical, analytical and economic information relating to the areas of training and employment in the construction industry.

13.6 Internal Guidance and Procedures

This section identifies internal procedural and administrative instructions issued to staff.

13.7 External Guidance and Customer Information

This section identifies publicly available information and guidance issued to CITB's main stakeholders e.g. Levy Payers, Training Providers, Schools, etc.

13.8 Communications

This section identifies information released to the media.

Please note: We recognise that exempt information may be included in some of these classes of information. Where this is the case we will withhold the information and give the reasons for doing so.

14. What We Publish

14.1 CITB as an Organisation

Board and Committees

Description: A chart detailing the current structure of the Board and its Committees.

Availability: Hard copy, on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11. Attached at Annex A of this Scheme.

Cost: Free of charge.

Organisational Chart

Description: A chart detailing the current structure of CITB

Availability: Hard copy, on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11. Attached at Annex B of this Scheme.

Cost: Free of charge.

14.2 Strategic and Operational Plans

Strategic Plan

Description: The Strategic Plan sets out the aims and goals of the Board for the period September 2002 to August 2007. Our annual Operational Plans will continue to detail our shorter term objectives and targets.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Operational Plan

Description: The Operational Plan 2002/03 sets out how CITB will address key issues and meet the strategic goals set out in its 2002 –2007 Strategic Plan.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Annual Report

Description: CITB's Annual Report of progress in implementing the Operational Plan covering CITB's business areas and targets. It also includes the Board's Accounts.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Annual Accounts

Description: The Board's Annual Accounts 2000/01 are published in CITB's Annual Report. CITB's Accounts for 2001/02 are currently being prepared and will be available by the end of January 2003.

Availability: Hard copy, on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Board Meetings

Description: The agenda and summary minutes from the CITB Board meetings will be made available 8 weeks after the date of the meeting.

Availability: Hard copy on request from the Board Administrator, CITB Headquarters.

Cost: Free of charge.

14.3 Policy Statements

Equal Opportunities Policy Statement

Description: This statement sets out CITB's position on Equal Opportunities.

Availability: Hard copy, on request from the Senior Personnel Administrator, CITB Headquarters.

Cost: Free of charge.

Health & Safety Policy Statement

Description: This document sets out CITB's internal policy on Health & Safety Issues.

Availability: Hard copy, on request from the Senior Personnel Administrator, CITB Headquarters.

Cost: Free of charge.

Equality Scheme

Description: This document sets out how CITB proposes to fulfil the duties imposed on it by Section 75 of the NI Act 1998.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Equality Impact Assessments

Description: The timetable and assessment of various CITB policies as required by Section 75 of the Northern Ireland Act 1998.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Equality Commission Report

- Description:* CITB's report to the Equality Commission on progress in implementing its equality and good relations duties under Section 75 of the NI Act 1998 for the period 1 April 2001 to 31 March 2002.
- Availability:* Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.
- Cost:* Free of charge.

Harassment and Bullying

- Description:* CITB's commitment to pursuing the NICS Equal Opportunities policy.
- Availability:* Hard copy, on request from the Senior Personnel Administrator, CITB Headquarters.
- Cost:* Free of charge.

14.4 Legislation

Legislative Matters

- Description:* A list of the legislation under which CITB carries out its functions as a Non Departmental Public Body.
- Availability:* Hard copy, on request, from CITB's Marketing and PR Co-ordinator – contact details at Section 11.
- Cost:* This list is free of charge, however copies of the Act and orders will be subject to charges and can be obtained from www.northernireland-legislation.hmso.gov.uk

14.5 Economic Research and Statistics

Sector Training Needs Analysis Reports

- Description:* These reports provide an overview of current training methods and levels of training in specialist sectors, future demands for apprentices and apprenticeship training. Reports for the following sectors are available:
- Bricklaying
 - Labour Only Subcontractors
 - Plastering
 - Road Surfacing
 - Fencing

- Piling
- Stonemasonry
- Wood Machining

Availability: Hard copy, on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Workforce Development Plan

Description: The Workforce Development Plan for the construction industry in Northern Ireland will be published in November 2002 and will summarise the key workforce development requirements for the province and the actions to be taken, in conjunction with CITB's stakeholders, to address the main needs and issues of the sector.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Levy Payer Survey

Description: This survey is carried out every 6 months to determine how levy payers view the service offered to them by CITB.

Availability: Hard copy, on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Miscellaneous Reports

Description: Various reports undertaken by CITB, eg: IT training needs for the construction industry, modern apprenticeship guide, etc

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

14.6 Internal Guidance & Procedures

Employee Handbook

<i>Description:</i>	Procedures and Guidance to staff relating to staff welfare, pay and conditions, induction training, staff development, appraisal and other personnel issues.
<i>Availability:</i>	Hard copy, on request from the Senior Personnel Administrator, CITB Headquarters.
<i>Cost:</i>	Free of charge.

Complaints Procedure

<i>Description:</i>	This document gives guidance to staff on how to deal effectively with complaints made to CITB
<i>Availability:</i>	Hard copy, on request from the Senior Personnel Administrator, CITB Headquarters.
<i>Cost:</i>	Free of charge

Financial Handbook

<i>Description:</i>	Procedures and guidance to staff to regulate the conduct of the Board, its members and staff in relation to all financial matters
<i>Availability:</i>	Hard copy, on request from the Senior Personnel Administrator, CITB Headquarters.
<i>Cost:</i>	Free of charge.

NOTE ON COSTS: Some of the manuals and guidelines produced are extremely bulky and would therefore be costly to reprint or photocopy in their entirety. We will however make arrangements for you to view this information. Alternatively, we will copy the contents page and extracts of sections on request. You will be advised of these options when you make a request.

14.7 External Guidance and Customer Information

Guide to CITB Services & Courses

<i>Description:</i>	This guide gives CITB's customers a comprehensive listing of all the services provide and the courses offered for the 2002/03 training year.
<i>Availability:</i>	Can be located at www.citbni.org.uk/publications , or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.
<i>Cost:</i>	Free of charge

Grants Scheme

Description: The Grants Scheme gives a listing of CITB grant provision to levy payers for the 2002/03 training year.

Availability: Can be located at www.citbni.org.uk/publications, or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge

Chartered Institute of Building Guide

Description: This guide details the range of courses that CITB offers to those interested in obtaining a Chartered Institute of Building qualification.

Availability: Can be located at www.citbni.org.uk/publications or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge

Construction Skills Register (CSR) accreditation pack

Description: This accreditation pack offers information and guidance to those organisations wishing to become accredited CSR training providers.

Availability: Hard copy, on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11

Cost: Free of charge

Miscellaneous

Description: CITB produces a variety of information leaflets relating to a range of specialised courses relating to Building Engineering Services, Health and Safety, regional roadshows, Investors in People, grant aid and up and coming seminars.

Availability: A list of topical leaflets is available on request from CITB's Marketing and PR Co-ordinator – see contact details at Section 11

Cost: Free of charge

14.8 Communications

Press Releases

Description: Current material released to the press in relation to all areas of CITB's business.

Availability: Can be located at www.citbni.org.uk/news or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

Newsletters

Description: CITB produces a quarterly newsletter "The Hard Shell" which is sent to all levy payers highlighting topical issues relating to the industry.

Availability: Can be located at www.citbni.org.uk/publications or a hard copy can be requested from CITB's Marketing and PR Co-ordinator – see contact details at Section 11.

Cost: Free of charge.

15. Classes of Information identified for future publication – examples only

Results of Procurement Exercises

Description: Details of the outcomes of tendering competitions for the procurement of services or supplies.

Availability: Hard copy, on request from the Board Administrator, CITB Headquarters.

Cost: Free of charge.

CITB BOARD / COMMITTEE STRUCTURE

