

# **CITB NI**

## **PUBLICATION SCHEME**

**Reviewed September 2020**

**Date; September 2015  
Status; Update  
Authorised: B Neilson**

**Page 1 of 7  
Ref:**

**Version; 2015;4.0  
Supersedes; Version 3 2014  
Date for Review; August 2016**

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## 1. Introduction

CITB NI was formally established as an Industrial Training Board (ITB) under the Industrial Training Act (Northern Ireland) 1964 and subsequently repealed by the 1984 Industrial Training Order, to encourage the adequate training of those employed or intending to be employed in the construction industry in Northern Ireland.

The Construction Industry Training Board (CITB NI) is a Non Departmental Public Bodies falling under the remit of the Northern Ireland Executive's Department for the Economy.

### Strategic Review Process

CITB NI's strategic plan enables partners and stakeholders to understand the strategic direction and role of the organisation in encouraging training that the Board considers is appropriate for those employed or intending to be employed in the industry.

The Board agreed a new organisational mission, vision, set of values and supporting aims in 2016 and a balanced scorecard by has been used to manage, monitor and evaluate key performance indicators since 2007.

### Mission, Vision & Aims

Mission;

*To develop and embed a training culture which will improve the skills and productivity of the Northern Ireland construction industry.*

Vision;

*A construction industry where skills and competence are at the core of every business supported by a respected and valued CITB NI.*

The Board approved CITB NI aims as being;

- *CITB NI is respected and valued by industry stakeholders and staff.*
- *The industry invests in skills and qualifications to improve safety and profitability.*
- *CITB NI is customer focused, flexible, responsive and supportive.*
- *CITB NI is the voice for skills and informs government policy.*
- *Communication is clear and direct.*
- *Qualifications and occupational competencies meet the needs of NI industry.*

Aligned to these are four "Themes" which the organisational activities actions undertaken should aim to deliver:

- *CITB NI is respected and valued by industry, stakeholders and staff*
- *The industry invests in skills and qualifications to improve safety and profitability*

- *CITB NI is customer focused, flexible, responsive and supportive*
- *CITB NI is the voice for skills and informs Government policy*

At 31 August 2020, CITB NI had 28 permanent members of staff.

## **2. Freedom of Information Act 2000**

The Freedom of Information Act 2000 had been designed to establish a new culture of openness and transparency in public administration. From January 2005, it gave 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 required each authority to take *pro-active* steps to put its information in the public domain. To this end, CITB NI has produced a *Publication Scheme* that listed documents produced in the course of our work, which we publish. The Scheme set out the classes of information we hold, the way in which we published information and whether a charge will be made for the information. In January 2009 a new model publication scheme was developed, which introduces seven classes of information. CITB NI has developed an Access to Information section to our website [www.citbni.org.uk](http://www.citbni.org.uk)

## **3. Using this Scheme**

The classes of information and the manner in which we will publish our information is set out in Section 10 below. Publication includes information on the CITB NI website, one-off printed documents, electronic documents, printed books, reports and leaflets.

Much of the material covered by this Scheme is available on the Access to Information website at [www.citbni.org.uk](http://www.citbni.org.uk)

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

- (i) a single printout of information which is available by contacting CITB NI's Board Administrator – see Section 8 for contact details; or
- (ii) Hard copies of publications by request.

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](http://www.informationcommissioner.gov.uk)  
 Address: Information Commissioner's Office – N.I.  
 3<sup>rd</sup> Floor

14 Cromac Place  
Belfast, BT7 2JB  
Email: [ni@ico.gsi.gov.uk](mailto:ni@ico.gsi.gov.uk)

## **5. Charges for published information**

CITB NI has decided 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 NI will charge for health and safety books and GCSE textbook.

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

## **6. Copyright**

CITB NI retains the copyright to all information that it produces. Those seeking permission to copy information from CITB NI produced material should contact CITB NI's Marketing and PR Co-ordinator at the address in Section 8.

## **7. Equality Screening**

CITB NI 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.

## **8. 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:

Board Administrator  
CITB NI  
Nutts Corner Training Centre  
17 Dundrod Road  
Nutts Corner  
Crumlin  
BT29 4SR

Tel: 028 9082 4209

[katherine.pollock@citbni.org.uk](mailto:katherine.pollock@citbni.org.uk)

## 9. 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 NI's Marketing and PR Co-ordinator – contact details, see Section 8. If you wish to make a **complaint** about the Publication Scheme or lack of access to information held by CITB NI, you can do so using CITB NI's approved Complaints procedure

You should post or e-mail your complaint to the Board Administrator 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 may write to the Chief Executive of CITB NI. 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 NI. The Information Commissioner will normally expect you to have used our complaints procedure before considering your complaint.

## 10. What We Publish

### 10.1 CITB NI as an Organisation, structure, locations and contact

Located under Access to Information section of website

### 10.2 What are our priorities and how we are doing

CITB NI's Strategic Plan and Annual report located under Access to information section of website

### 10.3 How we make decisions

CITB NI's Standing Orders and Scheme of Delegation are located under Access to Information section of website. Access to Board minutes contact the Board Administrator.

### 10.4 Policies and Procedures

Equal Opportunities Policy Statement Health & Safety Policy Statement, Complaints Policy located under Access to Information section of website

Policy Manuals relating to staffing and Finance can be obtained by contacting the Board Administrator [katherine.pollock@citbcsni.org.uk](mailto:katherine.pollock@citbcsni.org.uk)

**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.

#### 10.4.1 Legislation

Copies of the Act and orders under which CITB NI operates will be subject to charges and can be obtained from [www.northernireland-legislation.hms0.gov.uk](http://www.northernireland-legislation.hms0.gov.uk)

#### 10.5 List and Registers

Lists and Registers are outlined on the Access to information section on the website

#### 10.6 The Services we offer

Outlined in Access to Information section of the website