

FREEDOM OF INFORMATION – PUBLICATION SCHEME

The Commissioner for Public Appointments for Northern Ireland

This publication scheme responds to the requirements of the Freedom of Information Act 2000, which requires all public bodies to adopt and maintain a scheme for the proactive publication of information. The schemes are intended to ensure that information is made available without the need for a specific request. Information which would be exempt under Part II of the Act, for example, because it is sensitive or confidential, is not included in our scheme. Such information may be edited out of documents published under the scheme.

In practice, the Commissioner for Public Appointments for Northern Ireland (CPA NI) has, throughout its existence, been committed to an open and transparent appointments process, whilst treating information provided by candidates in confidence, except where consent has been given for this to be released.

The scheme sets out the classes under which information will be made available, how to obtain it and at what cost.

Responsibility for administering the scheme rests with Patrick Longmore. He should also be contacted regarding more detailed enquiries about the Commissioner's publication scheme.

Address: Commissioner for Public Appointments for Northern Ireland
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Belfast
BT4 3SB

Tel : 028 9052 4820

Website : www.publicappointmentsni.org

E-mail : info@publicappointmentsni.org

CLASSES OF INFORMATION AND DESCRIPTION

- Role and membership of CPA NI– information about the appointment of the Commissioner and their remit; information on the business objectives and performance indicators of CPA NI.
- Information about Ministerial appointments to Public Bodies. This includes information relating to the principles and process of selection and appointment (i.e. the Commissioner’s Code of Practice), the auditing and monitoring of such appointments’ processes, complaints about any process, and independent scrutiny. It also includes information relating to areas of research conducted on the instruction of the Commissioner in areas considered relevant and important in assessing past performance or framing future policy decisions. This excludes information which might breach the confidentiality of candidates.
- Press notices – press notices released by CPA NI relating to its work.
- Annual Reports – text of the Commissioner’s Annual Reports.
- Documents placed in the libraries of the House – documents placed by the Commissioner in the libraries of either House of Parliament, or the Northern Ireland Assembly.
- Evidence to Parliamentary and other committees – evidence given in public examination by the Commissioner to committees of the Northern Ireland Assembly, and the Committee on Standards in Public Life.
- Keynote speeches – Formal keynote speeches given by the Commissioner or CPA NI staff members.
- Details of CPA NI staff – Contact details of officials working within CPA NI.

CHARGES

Most of the information contained in our scheme is available free of charge on our website. Other information is available by post, also free of charge, by contacting CPA NI on 028 9052 4820. The Office reserves the right to charge for the production of multiple copies of documents, which are otherwise free of charge. The Office also reserves the right to review the position on charging at any time.

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HMSO Licensing Division
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Tel : 01603 621000

COMPLAINTS

If you wish to make a complaint about this publication scheme, or lack of access to information held by this Office, we would be pleased to hear from you.

You should send or e-mail your complaint to the Commissioner for Public Appointments for Northern Ireland, who will personally review each complaint. The Commissioner will aim to investigate your complaint and reply within 15 working days.

If CPA NI has not resolved the matter to your satisfaction, you can refer your complaint to the Information Commissioner, who is completely independent from this Office. The Information Commissioner will normally expect you to have used our complaints procedure before considering your complaint. The Information Commissioner can be contacted at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel : 01625 545700

E-mail : data@dataprotection.gov.uk