



PUBLICATION SCHEME

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Freedom of Information – Publication Scheme

Table of Contents

Contents	Page No
1. Introduction	3
2. Freedom of Information Act	3
3. The Publication Scheme	3
4. Classes of information – what is available?	4
5. What information is exempt?	5
6. How can information be accessed?	7
7. Charges for providing information	7
8. Written requests for information	8
9. How to comment or complain about the Publication Scheme	9
10. Review of the Publication Scheme	9
Appendices	
A – Guide to Information	10
• Class 1 – Who we are and what we do	11
• Class 2 – What we spend and how we spend it	12
• Class 3 – What are our priorities and how are we doing	13
• Class 4 – How we make decisions	13
• Class 5 – Our policies and procedures	14
• Class 6 – The services we offer – Pensions	15
B – Exemptions under the Freedom of Information Act	16
C – Charging Schedule and Copyright Policy	17

Freedom of Information – Publication Scheme

1 Introduction

- 1.1 The Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) is a statutory body established on 1 April 1950 by the Local Government (Superannuation) Act 1950 to administer a pension scheme and maintain a fund providing pension benefits for employees of local authorities and other admitted bodies. The pension scheme is known as the Local Government Pension Scheme (Northern Ireland).
- 1.2 NILGOSC is a Non-Departmental Public Body (NDPB) sponsored by the Department of the Environment for Northern Ireland.

2 Freedom of Information Act 2000

- 2.1 The Freedom of Information Act 2000 (the Act) was passed on 30 November 2000 and came into force on 1st January 2005. It gives the public the right of access to all types of recorded information held by public authorities, but also sets out exemptions from that right. The term 'public authority' is defined in the Act and includes all public bodies and Government departments in the United Kingdom (UK).
- 2.2 The purpose of the Act is to make the work of public authorities in the UK more open and transparent to the general public and to ensure greater accountability.
- 2.3 Individuals already have the right of access to information about themselves under the Data Protection Act 1998. As far as public authorities are concerned, the Freedom of Information Act 2000 extends this right to allow public access to all types of recorded information held by public authorities.
- 2.4 Section 19 of the Act places a statutory duty on public authorities to adopt and maintain a Publication Scheme, which sets out the kinds of information a public authority should make readily available to the public, without the need for specific written requests.

3 The Publication Scheme

- 3.1 All public authorities are required to adopt the model scheme as stipulated by the Information Commissioner's Office. NILGOSC has adopted the scheme set out for all NDPBs.
- 3.2 Through its Publication Scheme, NILGOSC will aim to:
 - Proactively publish or otherwise make available as a matter of routine, information which is held by the organisation and falls within the classifications listed in the 'Classes' section.
 - Specify the information which is held by the organisation and falls within the classifications listed in the 'Classes' section.

Freedom of Information – Publication Scheme

- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - Produce and publish a 'Guide to Information', which states 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.
 - Review and update on a regular basis the information that the organisation makes available under this scheme.
 - Produce a schedule of any fees charged for access to information which is made proactively available.
 - Make this Publication Scheme available to the public.
- 3.3 The Publication Scheme sets out the information that NILGOSC will publish and how it will do so. The classes of information to be published are set out under defined headings which reflect the categories of information provided by NILGOSC. These classes are set out in Section 4.
- 3.4 Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include electronic documents, information on the website, minutes of meetings, reports and leaflets.
- 3.5 NILGOSC will publish information in compliance with its Code of Openness adopted in 1999. The aims of the code are:
- to improve policy-making and the democratic process by extending publication of the facts and analyses which provide the basis for the consideration of proposed policy;
 - to protect the interests of individuals and employing authorities by ensuring that reasons are given for administrative decisions, except where there is statutory authority or established convention to the contrary;
 - to support and extend the principles of public service established under the Citizen's Charter.
- 3.6 The Deputy Secretary has overall responsibility for the Scheme. The Information and Compliance Manager has day-to-day responsibility for Freedom of Information requests and issues.

4 Classes of information – what is available?

- 4.1 The Publication Scheme relates to information created by NILGOSC or, in some cases, to information created by NILGOSC in partnership with other organisations.
- 4.2 The information available via the Publication Scheme is set out under the following classes of information:

Freedom of Information – Publication Scheme

- 1) Who we are and what we do.
 - 2) What we spend and how we spend it.
 - 3) What our priorities are and how we are doing.
 - 4) How we make decisions.
 - 5) Our policies and procedures.
 - 6) The Services we Offer – Pensions.
- 4.3 The specific types of information available under each of these classes is set out in the 'Guide to Information' attached at Appendix A.
- 4.4 The Publication Scheme and Guide to Information will be available on the Freedom of Information section of the NILGOSC website at <http://www.nilgosc.org.uk/FOI.html>.

5 What information is exempt?

- 5.1 While the Freedom of Information Act provides a general right of access to recorded information held by public authorities, there are 23 exemptions to this right, some absolute and some subject to a public interest test. For more details on these exemptions, see Appendix B.
- 5.2 The classes of information available under this Publication Scheme 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 format.
 - 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.
- 5.3 The specific types of information NILGOSC will not make available under the Freedom of Information Act and the reasons for withholding the information is set out in the following table. Where such information is classified as a 'Qualified Exemption', as defined in the Act, this will be subject to the Public Interest Test. When applying the Public Interest Test, NILGOSC will decide in any particular case if it serves the interests of the public better to withhold or to disclose information. An individual may still have rights to view this information under the Data Protection Act (1998).

Information	Reason for Withholding
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Freedom of Information – Publication Scheme

Withheld	
Internal discussion and advice	<p>Information whose disclosure would harm the frankness and candour of internal discussion, including:</p> <ul style="list-style-type: none"> • proceedings of Committee Meetings (but not Committee Minutes); • internal opinion, advice, recommendation, consultation and deliberation; • projections and assumptions relating to internal policy analysis of alternative policy options and information relating to rejected policy options; • confidential communications with public bodies including regulatory bodies.
Investment Management	<ul style="list-style-type: none"> • Information related to the Committee's individual investments which is market sensitive or whose disclosure might be in contravention of insider dealing legislation.
Law Enforcement and Legal Proceedings	<ul style="list-style-type: none"> • Information whose disclosure could prejudice the administration of justice, including fair trial and the enforcement or proper administration of the law. • Information whose disclosure would be likely to prejudice the prevention, investigation or detection of crime, or the apprehension or prosecution of offenders. • Information covered by public interest immunity or legal professional privilege, or which could prejudice legal proceedings, public inquiries or other formal investigations or proceedings (whether actual or prospective) or whose disclosure is, has been or is likely to be addressed in the context of such proceedings. This includes information relating to proceedings which have been completed or discontinued, or relating to investigations which have or might have resulted in proceedings.
Effective management and operations of the public service	<ul style="list-style-type: none"> • Information whose disclosure could lead to improper gain or advantage or could reasonably be expected to prejudice: • the competitive position of a department or other public authority; • negotiations or the effective conduct of personnel management, or commercial or contractual activities; • Information whose disclosure would harm the proper and efficient conduct of the operations of the Committee.
Public employment, public appointments and honours	<ul style="list-style-type: none"> • Personnel records (relating to public appointments as well as employees of public authorities), including those relating to recruitment, promotion and security vetting. • Information, opinions and assessments given in confidence in relation to public employment and public appointments. • Information, opinions and assessments given in relation to recommendations for honours.
Privacy of an individual	<ul style="list-style-type: none"> • Unwarranted disclosure to a third party of personal information about any person (including a deceased person) or any other disclosure which would constitute or could facilitate an unwarranted invasion of privacy or be in breach of the Data Protection Act.

Freedom of Information – Publication Scheme

6 How can information be accessed?

- 6.1 It is intended, as far as possible, to make information in the Publication Scheme available on the NILGOSC website on an ongoing basis. The Guide to Information will be available on the Freedom of Information section of the website via <http://www.nilgosc.org.uk/FOI.html>. This site contains the up to date version of the Publication Scheme plus links to information described in each class.

If an individual does not have access to the internet a single print-out of a specific page will be provided on request, but multiple copies may incur a charge for photocopying and postage. Details of charges for provision of information is provided in section 7.

- 6.2 All documents covered by the Publication Scheme are also available in hard copy format if required. Information will be provided in hard copy format in the language in which it is held or such other language that is legally required. NILGOSC will be mindful of its obligations under disability and equality legislation and will provide information in alternative formats (such as large print, audio and minority languages) when requested.
- 6.3 To obtain a hard copy of information or to obtain an alternative version, please contact the Information and Compliance Manager using one of the following methods:

In writing to: NILGOSC
 Templeton House
 411 Holywood Road
 Belfast, BT4 2LP.

By Telephone: 0845 308 7345
By Typetalk: 18001 028 9076 8025 (for people using a text phone)
By Fax: 0845 308 7344
By e-mail: info@nilgosc.org.uk

- 6.4 In exceptional circumstances, information can also be inspected at the NILGOSC premises by prior appointment. To inspect information at the NILGOSC premises please make an appointment by contacting the Information and Compliance Manager. The NILGOSC premises are located at the address shown in 6.3 above and directions can be provided on request.

7 Charges for providing information

- 7.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 7.2 Information available on the website can be accessed and downloaded free of charge (ie there is no charge by us, although the user will have to meet any charges imposed by their Internet service provider, personal printing costs etc).
- 7.3 Single copies of paper and alternative versions of documents will also be provided free of charge however, a reasonable charge will be levied if multiple copies are required to cover the costs of photocopying, postage and packaging.

Freedom of Information – Publication Scheme

- 7.4 There will be no fee for inspection of documents at the NILGOSC premises but it should also be noted that travel expenses will not be reimbursed for such inspections.
- 7.5 In accordance with the Act, NILGOSC has developed a Charging Schedule, attached at Appendix C, which sets out when and how charges will be applied.
- 7.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.
- 7.7 The above charges apply to information to be used for private study or research. If you wish to use the information for commercial gain or intend to reproduce copyrighted NILGOSC documents in other formats please contact the Information and Compliance Manager for details of charges.
- 7.8 The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 do not apply to information that is routinely made available unlike information that is disclosed in response to a specific request.

8 Written requests for information

- 8.1 If a written request for information is received, which asks for information available via the Publication Scheme, NILGOSC will apply the exemption set out under section 21 of the Act, relating to information that is accessible to the applicant by other means. In cases such as these, NILGOSC will refer the applicant to the Guide for Information or the appropriate section of the NILGOSC website where the information can be accessed.
- 8.2 Written requests for information that is not published under this Publication Scheme can be requested in writing and its provision will be considered in accordance with the provisions of the Act.
- 8.3 To do so an applicant must submit a written (or e-mail) request including their name, address and a description of the information requested. The applicant should provide as much detail as possible to help us identify the information being sought. Requests should be addressed to the NILGOSC Information and Compliance Manager at the address shown in section 6.3 above.
- 8.4 Such requests will normally be answered within 20 working days but, in any case where this is not possible, NILGOSC will write to the applicant to advise that the response will take longer and provide the reasons why.
- 8.5 In responding to written requests, NILGOSC will abide by the exemptions set out in the Act, detailed in Section 5 above.

Freedom of Information – Publication Scheme

9 How to comment or complain about the Publication Scheme

- 9.1 If you have any comments about this Publication Scheme, please contact the Information and Compliance Manager using the details provided in section 6.3 above.
- 9.2 If you are dissatisfied with how NILGOSC has handled a request for information in this Publication Scheme, you may wish to invoke an internal review of the request. To do so you should apply, in writing, to the Secretary at the address shown in section 6.3 above.
- 9.3 If you are dissatisfied with the outcome of the internal review, you can make a further appeal by writing to the Management Committee at the address shown at 6.3 above.
- 9.4 If you remain dissatisfied with the response from NILGOSC, either because of a delay in providing information or a decision not to provide the requested information, you can seek an independent review of that decision by the Information Commissioner.
- 9.5 Requests for a review by the Information Commissioner should be made in writing to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 01625 545 700
Fax: 01625 5524510

10 Review of the Publication Scheme

- 10.1 NILGOSC produced its first Publication Scheme in October 2002. This was reviewed and updated in January 2005, January 2009 and October 2011.
- 10.2 From June 2011, the Publication Scheme and accompanying Guide for Information will be reviewed on an annual basis, in line with best practice recommended by the Information Commissioner's Office.
- 10.3 **Last reviewed/updated:** October 2011
Date of next review: October 2012

Guide to Information

1 Information available via the NILGOSC Publication Scheme

- 1.1 This Guide to Information gives examples of the types of information that NILGOSC provides in order to meet our commitments under the Publication Scheme. The guidance is set out according to the seven classes of information set out in the Publication Scheme.
- 1.2 NILGOSC will make the information in this guide available unless:
 - NILGOSC does not hold the information;
 - the information is exempt under one of the Freedom of Information exemptions or its release is prohibited under another statute;
 - the information is archived, out of date or otherwise inaccessible; or
 - it would be impractical or resource-intensive to prepare the material for routine release.
- 1.3 This guidance is not meant to give a definitive list of the information. The information listed meets the requirements set out in the [Definition document for Non-Departmental Public Bodies](#), which is the recommended list published by the Information Commissioner’s Office and is available on the ICO website at www.ico.gov.uk.

2 How to access the information

- 2.1 NILGOSC will provide as much information as possible on a routine basis via the NILGOSC website, which is accessible at <http://www.nilgosc.org.uk>.
- 2.2 This guidance and the information listed within it will be available on the Freedom of Information section of the website at <http://www.nilgosc.org.uk/FOI.html>.
- 2.3 If you do not have access to the Internet or cannot find the information you are looking for on the website, all documents covered by the Publication Scheme are also available in hard copy format if required. To obtain a hard copy of information or to obtain an alternative version, please contact the Information and Compliance Manager using one of the following methods:

In writing to: NILGOSC
 Templeton House
 411 Holywood Road
 Belfast, BT4 2LP.

By Telephone: 0845 308 7345
 By Typetalk: 18001 028 9076 8025 (for people using a text phone)
 By Fax: 0845 308 7344
 By e-mail: info@nilgosc.org.uk

Information routinely available via the Publication Scheme
CLASS 1: WHO WE ARE AND WHAT WE DO

Includes organisational information, structures, locations and contacts. Biographies of the NILGOSC Committee members and Senior Management Team, information about the legal basis for our activities and information about how to contact us is included in this section.

- About NILGOSC
- Location and Contact Details
- Administration of the Pension Scheme
- Management Statement
- Governance Policy Statement
- Committee Responsibilities
- Committee Structure
- Biographies of Committee Members
- Committee Meetings
- Advisers to the Committee
- Organisational Structure
- Biographies of the Senior Management Team
- Legislative basis - Scheme legislation, Guidance and Policies
- List of employers contributing to the Scheme

CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, procurement, Fund Management and our pay and grading structures are included in this section.

- Annual Budget
- Annual Report and Accounts
- Historic Annual Reports and Accounts
- Purchasing Policy
- Public tenders
- Local Government Pay and Grading Structures
- Travel and Subsistence Rates
- Fund Management
 - Fund Value and Details
 - Annual Market Report
 - Funding Strategy Statement
 - Statement of Investment Principles
 - Actuarial Valuation
 - Major Holdings
 - All Equity Holdings

CLASS 3: WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING

Information about our strategies and plans, performance indicators, audits, inspections and reviews. Our Corporate Plan and Annual Reports are included in this section.

- Corporate Plan
- Annual Report
- Historic Annual Reports
- Performance Standards
- Scheme Statistics
- Satisfaction Survey
- Investment Performance

CLASS 4: HOW WE MAKE DECISIONS

Decision making processes and records of decisions are included in this section.

- Management Committee and sub-Committee Terms of Reference.
- Code of Best Practice for Committee Members
- Minutes of Committee and sub-Committee meetings - copies of minutes are only available on request as confidential information must be removed before publication to the general public.
- Policy Proposals and Decisions
- Consultations
- Equality Impact Assessments
- Responsible Investment Voting Policies
- Decisions, Reviews and Complaints

CLASS 5: OUR POLICIES AND PROCEDURES

Current written protocols that we follow when delivering our services and responsibilities are included in this section.

- Complaints Procedure
- Purchasing Policy
- Equality Scheme
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Data Protection Policy
- Communications Policy
- National Fraud Initiative
- Governance Policy Statement
- Statement of Investment Principles
- Funding Strategy Statement
- Employment Policies – these are included in the NILGOSC Staff Handbook. This is not available on the website but a copy of the individual policies can be made available on request, where appropriate.
- Register of Committee Members’ and Officers’ Interests – this is not available on the website but a request for inspection of the register can be facilitated at the NILGOSC premises, where appropriate.
- Register of Gifts and Hospitality – this is not available on the website but a copy can be made available on request, where appropriate.

CLASS 6: THE SERVICES WE OFFER - PENSIONS

Information about the services we currently provide including leaflets, guidance and newsletters produced for Pension Administration.

- Scheme Guides
 - The Members' Guide
 - The Employers' Guide
 - The Councillors' Guide
 - Short Guide to the Scheme
 - The Retirement Guide
 - Increasing your Retirement Benefits Guide
- Member's News
- Pensioners' News
- Deferred Member's News
- 'Pensions – The Basics' Leaflet (Department of Work and Pensions)
- List of Employers
- Employer Circulars
- Decisions, Reviews and Complaints

Exemptions under the Freedom of Information Act 2000

The full list of exemptions and more detailed information about them can be found on the Information Commissioner’s website at www.ico.gov.uk. Some of the exemptions that are most likely to be applied by NILGOSC are set out below:

- **Section 21 – Information accessible to the applicant by other means (Absolute)**
 NILGOSC will not provide information that is readily accessible to the applicant by other means. This includes information that is published via the Publication Scheme.
- **Section 22 – Information intended for future publication (Public Interest Test)**
 NILGOSC will not provide information that is held with the intention of future publication, subject to the public interest test.
- **Section 30 – Investigations and proceedings conducted by public authorities (Public Interest Test)**
 NILGOSC will not provide information that it holds for the purpose of criminal investigations and proceedings, and information obtained from confidential sources relating to these or civil proceedings arising out of them, subject to the public interest test.
- **Section 32 – Court records (Absolute)**
 NILGOSC will not provide information that is only held as part of the documentation for a court or tribunal case, or a statutory inquiry.
- **Section 40 – Personal Information (Absolute exemption for Subject Access Requests and in certain other situations; public interest test applies to third party requests)**
 This section acts as a gateway to the Data Protection Act 1998 (DPA). Requests for personal information by a data subject are exempt under FOI but will automatically be treated as a Subject Access Request in line with the DPA. Requests for personal information by anyone other than the applicant will be exempt if disclosure would breach any of the data protection principles set out in the DPA but the request will be considered within the overall framework of the Freedom of Information Act, subject to the public interest test.
- **Section 41 – Information provided in confidence (Absolute)**
 NILGOSC will not provide information that has been provided in confidence by another person (confider) as disclosure would constitute an actionable breach of confidence. The information must have been provided with an expectation that it would only be used or disclosed in accordance with the wishes of the confider.
- **Section 42 – Legal professional privilege (Public Interest Test)**
 NILGOSC will not provide information where a claim to legal professional privilege could be maintained in legal proceedings, subject to the public interest test.
- **Section 43 – Commercial interests (Public Interest Test)**
 NILGOSC will not provide any information that would prejudice, or would be likely to prejudice, the commercial interests of NILGOSC or anyone else, subject to the public interest test.

Freedom of Information Charging Schedule and Copyright Policy

1 Overview

1.1 The Freedom of Information Act (2000) and the Environmental Information Regulations 2004 (EIR) gives rights of public access to information held by public authorities.

1.2 NILGOSC tries to reasonably provide as much information as possible as per Section 7 of the Publication Scheme. However, on some occasions charges may apply according to the relevant sections of the Act:

- Section 1 - Right of access to information held by public authorities
- Section 9 - An authority may issue a fees notice within the 20-day compliance period. Fees are to be determined by the authority under regulations to be made by the Secretary of State.
- Section 12 - An authority is not obliged to comply with a request where the estimated cost exceeds the appropriate limit (maximum £450). Section 12 (4) permits an authority to aggregate costs of 2 or more requests, on the same subject, which have been received from one or more people where it believes the purpose of separate applications is not to exceed the limit.
- Section 13 - A public authority may charge for any communication of information which is (a) not required by section 1 because of excess costs and (b) is not otherwise required by law.
- Code of Practice (under Section 45) - Charging a fee for information is at the discretion of the authority.

1.3 The FOI fees provisions have two purposes:

- To allow a public authority to ascertain whether it has to comply with an FOI request.
- To enable it to ascertain how much it can charge for supplying the information.

2 Appropriate Limit

2.1 The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 set the appropriate limit for requests to local government bodies at £450, at a standard rate of £25 per hour (£600 for central government).

2.2 This means that NILGOSC will refuse a request for information if it estimates that the time taken to determine the information is held and to locate, retrieve and separate out the releasable information, will exceed 18 hours (£25 per hour for 18 hours being the £450 appropriate limit).

2.3 The time taken to find and supply the information or to redact any of the requested information that falls under the exemptions of the Act cannot be included in the estimated costs.

- Below the Appropriate Limit – you cannot charge for the applicant anything other than Disbursements incurred in supplying the information.
- Over the Appropriate Limit - you don't have to comply with the request but if you choose to do so, you can only charge the Regulation 4 Costs (see below) plus Disbursements.

2.4 Disbursements – These are costs incurred in:

- complying with the applicants request for the information in a particular format (eg summary, inspection etc)
- reproducing any document
- postage and other forms of transmission, eg fax

3 Working out the Appropriate Limit

3.1 Upon receiving a request, NILGOSC will estimate the staff time taken to do any or all of the following and cost the time at £25 per hour (Regulation 4 Costs):

- Determining whether you hold the information.
- Locating the information or a document which may contain the information.
- Retrieving the information, or a document, which may contain the information.
- Separating out information that is relevant to the request from information that is not in the scope.
- Extracting the information from a document containing it.

3.2 Where a reasonable estimate has been made that the appropriate limit would be exceeded, there is no requirement for NILGOSC to undertake work up to that limit.

4 Cumulative or Campaign Requests – Aggregation of Costs

4.1 These are two or more requests made by one person or different persons in acting concert or in pursuance of a campaign

4.2 When calculating whether the appropriate limit has/may be reached in complying with any one request, you aggregate the cost of complying with all of them. However this must be:

- two or more requests relating to same or similar information and
- received within any 60 consecutive working days of the previous request.

4.3 This prevents individuals or organisations evading the appropriate limit by dividing a request into similar parts.

5 NILGOSC Charging Categories

5.1 Free of Charge

Information available through the NILGOSC website is categorised as free of charge (ie there is no charge by NILGOSC, although the applicant would have to meet any charges by their internet service provider, telephone charges, personal printing costs etc). It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at the NILGOSC office.

5.2 For those without internet access a single print-out of the specific website content can be requested.

5.3 Photocopying and Postage Costs

5.3.1 This covers information which has already been prepared which we can photocopy or print from a computerised record, or where the information is only available on our website we can provide a single printed copy of the information. Where the information is free of charge to view at the NILGOSC office but a standard photocopy or certified copy is requested a charge will be made. Charges will be as follows:

- Photocopy Charges (A4)

1 – 10 copies:	25p each
11 – 26 copies:	20p each
26 – 50 copies:	15p each
50+ copies:	12p each
- Certified Copy Charges: £2.50 per A4 page.
- Administrative/information retrieval time: £12.50 per hour.
- Postage and packing: at cost.

5.4 Unless otherwise stated a minimum charge of £5 will apply.

5.5 NILGOSC will have the discretion to waive charges if appropriate.

5.6 No charges will be made where a request for information is refused. There will be no charge to appeal against a refusal to supply requested information nor will there be a charge to appeal against any charges made for requested information.

5.7 Alternative Formats

5.7.1 Under Disability Discrimination Act 1995, NILGOSC will not apply charges when providing information in alternative formats, such as Braille, large print or spoken word.

5.7.2 NILGOSC reserves the right to communicate the information in the most cost-effective way whilst still meeting the needs of the person making the request.

5.8 Professional Charges

- 5.8.1 In exceptional circumstances, NILGOSC may have to employ external specialists or other professionals to gather and prepare information to meet a specific request. A written estimate will be given of the cost of providing such information. NILGOSC will then aim to provide the information within a target of 20 working days although this may be extended by up to 3 months. All costs will have to be paid in advance.
- 5.8.2 In all cases, VAT is not payable on requests for information under the Scheme and covered by the Freedom of Information Act 2000.
- 5.9 NILGOSC reserves the right to review and amend its charging policy at any time.

6 **How do charges affect the time limit?**

- 6.1 Applicants will be advised of any such charges at the time of the request. All charges will have to be paid in advance.
- 6.2 The time limit within which NILGOSC must answer a request will take this into account, so effectively the number of days taken to answer the request does not include the time from which a charge is made and the time when a charge is paid in full. When payment has been received NILGOSC will endeavour to provide the information within the 20-day timeframe.
- 6.3 If a charge is not paid within three months after notification of a charge is issued, NILGOSC will consider the request to be closed and will take no further action on it.

7 **Copyright**

- 7.1 NILGOSC owns the copyright to the information it produces. If information is to be reused or reproduced, commercially or otherwise, written approval must be obtained from NILGOSC.