

<b>Model Scheme Class</b>	<b>Description of information</b>	<b>Not held by this authority</b>	<b>Routinely published (location on website)</b>	<b>Not routinely published</b>
<b>Who we are and what we do</b>				
	<b>Organisational information, structures, locations and contacts.</b>		<b>About Us &amp; Contact Us</b>	
	<b>Information relating to the legislation relevant to the authority's functions</b>		<b>About Us</b>	
	<b>Lists of and information relating to organisations with which the NDPB works in partnership</b>		<b>Links</b>	
	<b>Senior staff and management board members</b>		<b>About Us</b>	
	<b>The locations and contact details for the authority</b>		<b>About Us &amp; Contact Us</b>	
<b>What we spend and how we spend it</b>				

	<b>Quarterly Business Plan reviews &amp; reports to Business Committee- (Financial statements, budgets and variance reports, Spending reviews)</b>		<b>About Us - Business Committee</b>	
	<b>Capital programme</b>	<b>Not Applicable</b>		
	<b>Annual Report &amp; Financial audit reports</b>		<b>About Us - Annual report. Business Committee - 2009 Audit report not complete yet. Contact NISCC for required information.</b>	
	<b>Staff and board members' allowances and expenses</b>		<b>About Us - Business Committee - 2008/09 Year End figures not complete. Contact NISCC for required information.</b>	
	<b>Pay and grading structures</b>		<b>About Us - NISCC Staff</b>	
	<b>Procurement Procedures</b>		<b>About Us</b>	
	<b>Contracts currently available for public tender.</b>		<b>About Us</b>	
	<b>Lists of contracts awarded and their value</b>		<b>About Us - Business Committee</b>	

	<b>Financial statements for projects and events</b>		<b>About Us - Business Committee</b>	
	<b>Internal financial regulations</b>		<b>About Us</b>	
<b>What are our priorities and how are we doing</b>				
	<b>Strategic plans</b>		<b>About Us</b>	
	<b>Annual business plan</b>		<b>About Us</b>	
	<b>Annual report</b>		<b>About Us</b>	
	<b>Internal and external performance reviews</b>		<b>About Us - Business Committee</b>	
	<b>Reports to Parliament</b>			<b>Not routine publication</b>
	<b>Audit - Inspection reports where the NDPB is subject to formal inspection</b>		<b>About Us - Business Committee - 2009 Audit report not complete yet. Contact NISCC for required information.</b>	
	<b>Financial Statement &amp; memorandum - Service standards</b>		<b>About Us</b>	
	<b>Statistics produced in accordance with the NDPB's requirements</b>		<b>About Us - Business Committee, Registration Committee, Education &amp; Training Committee</b>	
<b>How we make decisions</b>				

	<b>Council Papers - Major policy proposals and decisions</b>		<b>About Us</b>	
	<b>Background information relating to major policy proposals and decisions</b>		<b>Not currently online. Contact NISCC for required information.</b>	
	<b>Public consultations</b>		<b>News &amp; relevant business area on site</b>	
	<b>Council Minutes &amp; Minutes of senior level</b>		<b>About Us</b>	
	<b>Reports and papers provided for consideration at senior level meetings</b>		<b>About Us - Council &amp; Committee Reports</b>	
	<b>Internal communications guidance and criteria used for decision making i.e. process systems and key personnel</b>			<b>Not routinely published</b>
<b>Our policies and procedures</b>				
	<b>Policies and procedures for the conduct of departmental business</b>		<b>About Us - Code of Conduct</b>	

	<b>Complaints - Policies and procedures for the provision of services</b>		<b>About Us, Registration &amp; Contact Us</b>	
	<b>Policies and procedures for the recruitment and employment of staff</b>		<b>About Us - Staff</b>	
	<b>Customer service</b>		<b>About Us &amp; Contact Us</b>	
	<b>Records management and personal data policies</b>		<b>About Us - Business Committee</b>	
	<b>Charging regimes and policies</b>		<b>Registration</b>	
<b>Lists and registers</b>				
	<b>Public registers and registers held as public records.</b>		<b>Registration</b>	
	<b>Asset registers and Information Asset Register</b>		<b>About Us - Business Committee</b>	
	<b>Disclosure logs</b>		<b>About Us - Business Committee</b>	
<b>The Services we offer</b>				
	<b>Regulatory responsibilities</b>		<b>Registration &amp; Social Work Regulation</b>	
	<b>Services for public authorities</b>		<b>Registration &amp; Workforce Development</b>	
	<b>Services for industry</b>		<b>Registration &amp; Workforce Development</b>	

	<b>Services for other organisations</b>		<b>Registration &amp; Workforce Development</b>	
	<b>Services for members of the public</b>		<b>Registration &amp; Careers</b>	
	<b>Services for which the NDPB is entitled to recover a fee together with those fees</b>		<b>Registration</b>	
	<b>Leaflets, booklets and newsletters</b>		<b>Publications</b>	
	<b>Advice and guidance</b>		<b>Throughout site</b>	
	<b>Media releases</b>		<b>News</b>	