



## PUBLICATION SCHEME - GUIDE TO INFORMATION

Class of Information	Description of Information	Manner	Fee
<b>Who we are and what we do</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• the roles and responsibilities of the organization and those working at a senior level in the organization;</li> <li>• the aims, objectives and functions of the organization;</li> <li>• legislation relevant to the organization's function;</li> <li>• lists of organizations with which the Planetarium works in partnership;</li> <li>• lists and biographical details of senior staff and members of the Observatory and Planetarium Board of Governors and Management Committee;</li> <li>• location and contact details.</li> </ul>	<p>On the Planetarium website:  <a href="http://www.armaghplanet.com">www.armaghplanet.com</a></p> <p>See Director's cv and lists on the Planetarium website.  <a href="http://www.armaghplanet.com">www.armaghplanet.com</a></p>	None for information available on the website.
<b>What we spend and how we spend it</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• annual audited accounts;</li> <li>• budgets and periodic projections;</li> <li>• major plans for capital expenditure;</li> <li>• financial audit reports;</li> <li>• allowances and expenses paid to senior staff and members of the Board of Governors and Management Committee.</li> </ul>	<p>The annual audited accounts are on the Planetarium website:  <a href="http://www.armaghplanet.com">www.armaghplanet.com</a>.</p> <p>Copies of other information in this class can be obtained by writing to: Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, Armagh, BT61 9DB, or e-mail: <a href="mailto:lfy@arm.ac.uk">lfy@arm.ac.uk</a> specifying the kind of information you wish to be made available to you and enclosing proof of your identity.</p>	None for information available on the website. Copies of other information will be charged at 5p per page.
	<ul style="list-style-type: none"> <li>• Staff pay and grading structures</li> <li>• Lists of major contracts awarded and their value and contracts currently available for public tender</li> <li>• Financial statements for major projects and events</li> <li>• Internal financial procedures</li> </ul>	<p><a href="http://www.pay.nics.gov.uk/">http://www.pay.nics.gov.uk/</a></p> <p>Copies of other information in this class can be obtained from Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, BT61 9DB</p>	None for information available on the website. Copies of other information will be charged at 5p per page.

<b>What our priorities are and how we are doing</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• the annual business plan;</li> <li>• the annual report;</li> <li>• internal and external performance reviews;</li> <li>• key performance indicators;</li> <li>• the risk register;</li> <li>• audit Committee minutes;</li> <li>• audit reports.</li> </ul>	<p>On the Planetarium website:  <a href="http://www.armaghplanet.com">www.armaghplanet.com</a>  For hard copies contact Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, BT61 9DB</p>	<p>None for information available on the website. Copies of other information will be charged at 5p per page.</p>
<b>How we make decisions</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• minutes of Board of Governors and Management Committee meetings;</li> <li>• reports submitted to these meetings;</li> </ul>	<p>On the Planetarium website:  <a href="http://www.armaghplanet.com">www.armaghplanet.com</a></p>	<p>None</p>
<b>Our policies and procedures</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• personnel and operating policies and procedures;</li> <li>• memoranda of understanding;</li> <li>• management Statement and Financial Memorandum.</li> </ul>	<p>For hard copies contact Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, BT61 9DB</p>	<p>None for information available on the website. Copies of other information will be charged at 5p per page.</p>
<b>Lists and Registers</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• registers of gifts and hospitality;</li> <li>• register of interests;</li> <li>• fixed assets register;</li> <li>• register of losses and special payments.</li> </ul>	<p>Available for inspection. To make an appointment and find out further details please contact: The Administrator, Armagh Planetarium, College Hill, Armagh BT61 9DB or call 02837524725.</p>	<p>If copies are required there will be a fee for the copies 5 p per A4 page. Other charges may apply.</p>
<b>The services we offer</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• services for members of the public;</li> <li>• leaflets and booklets.</li> </ul>	<p>On the Planetarium website:  <a href="http://www.armaghplanet.com">www.armaghplanet.com</a></p>	<p>None</p>