

## Publication Scheme – Guide to Information

Class of Information	Description of Information	Manner of Publication	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 organisation and working at a senior level in the organisation</li> <li>• The aims and objectives and functions of the organisation</li> <li>• Legislation relevant to the organisation's function</li> <li>• List of organisations with which the AOP works in partnership</li> <li>• Lists and biographical details of senior staff and members of the AOP Governors and Management Committee</li> <li>• Location and contact details</li> </ul>	<p>On the AOP website</p> <p>See the Staff Profiles and other lists on the AOP website</p>	<p>None for information available on the website</p>
<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 on the AOP website.</p> <p>Copies of other information in this class can be obtained by writing to: The Corporate Manager Armagh Observatory and Planetarium, College Hill, Armagh BT61 9DB, or by e-mail at the address below: <a href="mailto:info.compliance@armagh.ac.uk">info.compliance@armagh.ac.uk</a></p>	<p>None for the information available on the website copies of other information will be charged at 5p per page+ and postage costs incurred</p>
	<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>Copies of other information in this class can be obtained by writing to: <a href="mailto:info.compliance@armagh.ac.uk">info.compliance@armagh.ac.uk</a> specifying the information that you want and enclosing proof of your identity.</p>	<p>None for the information available on the website. Copies of other information will be charged at 5p per sheet + and postage costs incurred</p>

<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>• the risk register;</li> <li>• Key performance indicators;</li> <li>• audit committee minutes;</li> <li>• audit reports</li> </ul>	<p>On the AOP website- for hard copies please contact <a href="mailto:info.compliance@armagh.ac.uk">info.compliance@armagh.ac.uk</a> or Armagh Observatory and planetarium, College Hill, Co Armagh. BT61 9DB</p>	<p>None for the information available on our website. Copies of other information will be charged at 5p per sheet and postage costs incurred</p>
<b>How we make decisions</b>			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> <li>• published minutes of the Board of Governors and Management Committee meetings;</li> </ul>	<p>On the AOP website</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 <a href="mailto:info.compliance@armagh.ac.uk">info.compliance@armagh.ac.uk</a></p> <p>Or by post</p> <p>The Corporate Manager, Armagh Observatory and Planetarium, College Hill, Armagh BT61 9DB.</p>	<p>None for information available on the website. Copies of other information will be charged at 5p per sheet+ and postage costs incurred</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>• registers 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 or find out any other details please contact - <a href="mailto:info.compliance@armagh.ac.uk">info.compliance@armagh.ac.uk</a> or by post</p> <p>The Records and Information Manager, Armagh Observatory and Planetarium, College Hill, Armagh BT61 9DB.</p>	<p>None for information available on our website. If hard copies are required they will be charged at 5p per sheet and postage costs incurred</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 AOP website</p>	<p>None</p>