

## 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  - the information is archived, out of date or otherwise inaccessible; or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](http://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 Hollywood 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:	<a href="mailto:info@nilgosc.org.uk">info@nilgosc.org.uk</a>

**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
- Expenses, 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 available on request only 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 Handbook or the separate individual policies contained within it can be made available on request.
- Register of Committee Members' and Officers' Interests – this is not available on the website but is open for inspection at the NILGOSC premises.
- Register of Gifts and Hospitality – this is not available on the website but a copy can be made available on request.
- Information Risk Policy
- Information Charter
- Information Asset Register

**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

---

**Updated:** 14 October 2011

**Updated:** December 2012

**Next review due:** December 2014