

## 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 laid 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  - the information is archived, out of date or otherwise inaccessible; or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 Northern Ireland Non-Departmental Public Bodies and other public authorities", 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 provides 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 are available on the Freedom of Information section of the website at <http://www.nilgosc.org.uk/freedom-of-information>.
- 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 available in hard copy format if required. To obtain a hard copy or an alternative version of the information, please contact the Governance Manager using one of the following methods:

In writing to:	NILGOSC Templeton House 411 Holywood Road Belfast, BT4 2LP.
By Telephone:	0345 319 7320
By Typetalk:	18001 0345 319 7320(for people using a text phone)
Calling from outside the UK:	+44 (0)28 9076 8025
By Fax:	0345 319 7321
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**

This section includes organisational information, structures, locations and contacts. It also includes biographies of NILGOSC Committee members and the Senior Management Team, information about the legal basis for our activities and information about how to contact us.

- 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 and Regulations
- List of employers contributing to the Scheme

**CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT**

This section includes financial information relating to projected and actual income and expenditure, procurement, fund management and our pay and grading structures.

- Corporate Plan including 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**

This section includes information about our strategies and plans, performance indicators, audits, inspections and reviews and our Corporate Plan and Annual Reports.

- Corporate Plan
- Annual Report and Accounts
- Performance standards
- Scheme statistics
- Satisfaction survey
- Fund performance

**CLASS 4: HOW WE MAKE DECISIONS**

This section includes decision making processes and records of decisions.

- Standing Orders and Delegations of Authority.
- Committee and Sub-Committee's Terms of Reference
- Code of Conduct for Committee Members
- Minutes of Committee meetings
- Consultations
- Equality Impact Assessments

**CLASS 5: OUR POLICIES AND PROCEDURES**

This section includes current written protocols that we follow when delivering our services and responsibilities.

- 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
- Statement of Responsible Investment
- Proxy Voting Policy and Guidelines
- Funding Strategy Statement
- Employment policies – these are included in the NILGOSC Staff Handbook. The Handbook is not available on the website, but a copy of the individual policies can be made available on request, where appropriate.
- Information Risk Policy
- Whistleblowing Policy
- Anti-Bribery Policy
- Retention and Disposal Schedule

**CLASS 6:    LISTS AND REGISTERS**

- Register of Committee Members’ and Officers’ Interests
- Register of Gifts and Hospitality – this is not available on the website, but a copy can be made available on request, where appropriate.
- Information Asset Register

**CLASS 7:    THE SERVICES WE OFFER - PENSIONS**

This section includes information about the services we currently provide, as well as leaflets, guidance and newsletters produced for Pension Administration.

- Scheme Guides
  - NILGOSC Pension Guide
  - Member Guide
  - The Retirement Guide
  - Increasing your Retirement Benefits Guide
  - Re-joining the Scheme
  - Leaving the Scheme before Retirement
- Employer Guides
  - Employer Guide
  - HR Guide
  - Payroll Guide
  - Auto Enrolment Guide
- Alternative Methods of Communication
- Members’ News
- Pensioners’ News
- Deferred Members’ News
- Equality Guide
- List of Employers
- Employer Circulars
- Decisions, Reviews and Complaints

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