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# **SOUTHERN EDUCATION AND LIBRARY BOARD**

## **PUBLICATION SCHEME**

### **1. ABOUT THE BOARD**

This document sets out the Publication Scheme of the Southern Education and Library Board. The Southern Education and Library Board is one of five Education and Library Boards in Northern Ireland. The mission of the board is to ensure that high quality education, youth, library and support services exist throughout its area. The board fulfils this mission by providing and securing support services and advice and guidance for its direct and indirect customers and partners, in accordance with its statutory role.

### **2. FREEDOM OF INFORMATION**

The Freedom of Information Act 2000 is designed to establish a new culture of openness and transparency in public administration. The Act provides a general right of access to all types of recorded information held by public authorities, subject to certain exemptions, and imposes obligations on these authorities as to how they should respond to written requests for information. However, the public authority is not required to release information to which any of the exemptions in the Act applies. Typically, information may be withheld if its release would compromise the health and safety of staff, where confidential data about others is included or for reasons of security. For a full list of exemptions, log on to: <http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm> The Act also establishes the Office of Information Commissioner with responsibility for ensuring compliance with the requirements of the Act. Furthermore, the Act requires that from November 2002<sup>1</sup>, the board has a Publication Scheme approved by the Information Commissioner.

The aim of the Publication Scheme is to outline:

- the classes of information published or intended to be published;
- the manner in which they will be published; and
- whether the information will be available free of charge or on payment.

The classes of information and the manner in which they will be published are specified in Section 9.

The remaining provisions of the Act, covering the individual right of access to information, will come into operation for all public authorities in January 2005.

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<sup>1</sup> Schools are also required to produce publication schemes for approval by the Information Commissioner by February 2004.

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### 3. RELATED PUBLICATION SCHEMES

The Southern Education and Library Board is one of five Education and Library Boards, mainly sponsored by the Department of Education (DE), but partly funded by the Department of Culture, Arts & Leisure (DCAL) and the Department for Employment & Learning (DEL).

This Publication Scheme relates solely to the Southern Education and Library Board. It does not include publications by government departments or other Non Departmental Public Bodies. Some useful contacts for other organisations are listed below:

Belfast Education and Library Board, 40 Academy Street, Belfast, BT1 2NQ  
028 9056 4000 <http://www.belb.org.uk>

North Eastern Education and Library Board, County Hall, 182 Galgorm Road, Ballymena, BT42 1HN 028 2565 3333 <http://www.neelb.org.uk>

South Eastern Education and Library Board, 3 Grahamsbridge Road, Dundonald, Belfast, BT16 2HS 028 9056 6200 <http://www.seelb.org.uk>

Western Education and Library Board, 1 Hospital Road, Omagh, BT79 0AW  
028 8241 1411 <http://www.welbni.org>

Staff Commission for Education and Library Boards, Forestview, Purdy's Lane, Belfast, BT8 7AR 028 9049 1461 <http://www.scelb.org.uk>

Department of Education, Rathgael House, 43 Balloo Road, Bangor, BT19 7PR  
028 9127 9279 <http://www.deni@nics.gov.uk>

Department of Culture, Arts & Leisure, 3<sup>rd</sup> Floor, Interpoint, 20-24 York Street, Belfast, BT15 1AQ 028 9025 8825 <http://www.dcalni.gov.uk>

Department for Employment & Learning, Adelaide House, 39/49 Adelaide Street, Belfast BT2 8FD 028 9025 7777 <http://del@nics.gov.uk>

Northern Ireland Council for the Curriculum, Examinations and Assessment, 29 Clarendon Road, Belfast, BT1 3BG  
028 9026 1200 <http://www.ccea.org.uk>

The Council for Catholic Maintained Schools, 160 High Street, Holywood, BT18 9HT 028 9042 6972 <http://ccms@nics.gov.uk>

The Youth Council for Northern Ireland, Forestview, Purdy's Lane, Belfast, BT8 7AR 028 9064 3882 [www.youthcouncil-ni.org.uk](http://www.youthcouncil-ni.org.uk)

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#### **4. RESPONSIBILITY FOR FREEDOM OF INFORMATION**

The senior board officer responsible for Freedom of Information issues is Mr Terence Heron, Head of Corporate Services. Operational responsibility, including the board's Publication Scheme, falls to Mrs Rene Aiken who can be contacted at:

Address	SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX
Telephone	028 3751 2279
Facsimile	028 3741 5357
E-mail	rene.aiken@selb.org

#### **5. ACCESS TO INFORMATION**

It is not necessary to mention either the Freedom of Information Act or the Data Protection Act when making a request for information but the request must be in permanent form e.g. in writing or by e-mail and contain enough detail to allow the Board to identify correctly the information sought. You should provide:

- your name and address;
- details of the information or documents you would like to access;
- the way you would like the information to be sent to you (e.g. paper copy, e-mail, etc).

The methods by which available information may be accessed or obtained are listed against each information class. Some of the information is available on the board's website at [www.selb.org](http://www.selb.org). Published information may also be obtained in hard copy and in keeping with the board's commitment to promote equality of opportunity, information can also be made available on request in alternative formats including Braille, disc, audio-cassette, large print and in minority languages to meet the needs of those people who are not fluent in English. Certain very large documents or manuals may be made available for viewing by arrangement but where practicable every effort will be made to supply sections of these documents by other means to meet specific needs. If in doubt, or if you have any enquiries about how to access information please contact Mrs Rene Aiken, the board's officer with operational responsibility for Freedom of Information. Normal copyright restrictions will apply.

#### **6. CHARGES FOR PUBLISHED INFORMATION**

Whilst most information can be accessed free of charge, certain publications and other classes of information will be available only on receipt of payment. Where such charges apply this is clearly identified in the listing below. Actual charges levied are not listed within the Scheme itself since these may apply to individual documents within an information class, but will be accessible from the relevant web address or contact point listed under that class of information. Please note that even where a class of information is identified as being available free of charge we reserve the right to apply photocopying charges in respect of requests for multiple copies of the same document. The board will review its charges and charging policy from time to time.

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## **7. YOUR FEEDBACK**

We will review this Publication Scheme from time to time and would value your assistance in identifying ways to improve it. If you have any comments, suggestions or feedback about the presentation, structure or content of the Scheme, please forward these to Mrs Rene Aiken at:

Address SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX  
Telephone 028 3751 2279  
Facsimile 028 3741 5357  
E-mail rene.aiken@selb.org

## **8. COMPLAINTS PROCEDURES**

The board has a mechanism for handling complaints. If you are dissatisfied with the outcome, or how your request for information has been handled, this procedure should be utilised. A copy of the complaints procedure is available from the board's Corporate Development Unit at :

Address SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX  
Telephone 028 3751 2279  
Facsimile 028 3741 5357  
E-mail rene.aiken@selb.org

If you remain dissatisfied with the outcome, or the handling of your complaint by the board, you may seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone 016 2554 5700  
Facsimile 016 2552 4510

## **9. CLASSES OF INFORMATION**

The classes of information we make available pro-actively are listed below.

The number of documents in each class may vary.

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## **1. Organisation of the Board**

- 1.1** Membership of the Board
- 1.2** The Board and its Committee Structure
- 1.3** Standing Orders
- 1.4** Minutes of the Board and its Committees
- 1.5** Annual Reports and Accounts

## **2. Corporate Management**

- 2.1** Senior Management Structure
- 2.2** Contact Directory

## **3. Corporate Strategies and Plans**

- 3.1** Corporate Strategy
- 3.2** Operational Plans and Control Procedures
- 3.3** Customer Services and Standards
- 3.4** Best Value
- 3.5** Information and Communications Technology Strategy

## **4. Policies and Procedures**

### **4.1 Equality and Social Inclusion**

- 4.1.1** Equal Opportunities
- 4.1.2** Equality Scheme
- 4.1.3** New Targeting Social Need
- 4.1.4** Youth Education and Social Inclusion Partnership

### **4.2 Child Protection**

### **4.3 Education Services**

- 4.3.1** Pre-School Education Advisory Group
- 4.3.2** School Admissions Criteria, Transfer and Appeals
- 4.3.3** School Attendance and Education Welfare
- 4.3.4** Suspension and Expulsion of Pupils
- 4.3.5** Special Educational Needs
- 4.3.6** Curriculum Advisory and Support Service
- 4.3.7** Music Service
- 4.3.8** English as an Additional Language

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#### **4.4 Student Support**

- 4.4.1 Home to School Transport
- 4.4.2 School Meals
- 4.4.3 Clothing Grants
- 4.4.4 Discretionary Awards
- 4.4.5 Student Loans, Tuition Fees, Bursaries & Awards

#### **4.5 Youth Service**

- 4.5.1 Youth Provision
- 4.5.2 Grant Aid
- 4.5.3 Community Relations Support Scheme
- 4.5.4 Outdoor Education
- 4.5.5 Residential Education

#### **4.6 Library Service**

- 4.6.1 Library Service Plans and Reports
- 4.6.2 Library Byelaws
- 4.6.3 Services Information
- 4.6.4 Stock Development
- 4.6.5 Electronic Libraries for Northern Ireland

#### **4.7 Human Resources**

- 4.7.1 Human Resources Management
- 4.7.2 Training and Development

#### **4.8 Finance**

- 4.8.1 Resource Allocation Plans
- 4.8.2 Local Management of Schools
- 4.8.3 Procurement

#### **4.9 Estates Management**

- 4.9.1 Capital Development Programmes
- 4.9.2 Property Maintenance and Support Services
- 4.9.3 Energy and the Environment
- 4.9.4 Health and Safety

#### **4.10 Other Published Information**

- 4.10.1 Press Releases
- 4.10.2 Internal Magazines
- 4.10.3 Board Responses to Public Consultation Documents

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## 1. Organisation Of the Board

### 1.1 Membership of the Board

- Description:** Details of total membership and how members were nominated and appointed to the Board (Corporate Plan Appendix I)
- Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2279
- Cost:** Free

### 1.2 The Board and its Committee Structure

- Description:** Membership and roles of the Board's Committees (Corporate Plan Appendix II)
- Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX.. Tel: 028 3751 2279
- Cost:** Free

### 1.3 Standing Orders

- Description:** Standing Orders for the conduct of meetings of the Board and Committees
- Availability:** Mr W B Weir, Education Officer, Architectural and Property Services, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2205
- Cost:** Free

### 1.4 Minutes of the Board and its Committees

- Description:** Minutes and agendas of Board meetings. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*
- Availability:** Library Headquarters, SELB, 1 Markethill Road, Armagh, BT60 1NR. Tel: 028 3752 0702;  
Chief Executive, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2324
- Cost:** Free

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## 1.5 Board's Annual Reports and Accounts

- Description:** Annual Report including annual audited accounts.
- Availability:** Website (<http://www.selb.org/>);  
Communications Officer, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3741 5356
- Cost:** Free

## 2. Corporate Management

### 2.1 Senior Management Structure

- Description:** Diagram showing the Senior Management structure of the board. (Corporate Plan Appendix III)
- Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2279
- Cost:** Free

### 2.2 Contact Directory

- Description:** Staff contact menu, name and telephone contact for all service and functional areas and contact details for key customers.
- Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX.. Tel: 028 3751 2279
- Cost:** Free

## 3. Corporate Strategies and Plans

### 3.1 Corporate Strategy

- Description:** Corporate Strategy detailing the board's aims and objectives.
- Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2279
- Cost:** Free

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### **3.2 Operational Plans & Control Procedures**

**Description:** Plans to ensure that the board's objectives and targets are met and control procedures to ensure operational integrity.

**Availability:** Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX.. Tel: 028 3751 2279

**Cost:** Free

### **3.3 Customer Services and Standards**

**Description:** Booklets and leaflets intended to give all our customers information about the standards of service they can expect, contact details, guidance on how to comment or complain about services and other useful information.

**Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2279.

**Cost:** Free

### **3.4 Best Value**

**Description:** Documentation on the strategy, methodology and programmes of Best Value activities put in place to promote local accountability and continuous improvement in service performance.

**Availability:** Website (<http://www.selb.org/>);  
Corporate Development Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2279

**Cost:** Free

### **3.5 Information and Communications Technology Strategy**

**Description:** Documentation on how the board plans to meet its ICT requirements.

**Availability:** Corporate ICT Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2255

**Cost:** Free

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## 4. Policies and Procedures

### 4.1 Equality and Social Inclusion

#### 4.1.1 Equal Opportunities

- Description:** Equal Opportunities Policies to promote equality of opportunity for teaching and non-teaching staff.
- Availability:** Equality Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2407
- Cost:** Free

#### 4.1.2 Equality Scheme

- Description:** Equality Scheme setting out how the board proposes to fulfil its obligations under Section 75 of the Northern Ireland Act 1998.
- Availability:** Equality Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2407
- Cost:** Free

#### 4.1.3 New Targeting Social Need

- Description:** Plan detailing a range of actions that the board is undertaking to effectively target individuals and areas in greatest need.
- Availability:** Assistant Senior Education Officer, Inclusion, Planning and Development Services, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2421
- Cost:** Free

#### 4.1.4 Youth Education Social Inclusion Partnership

- Description:** Documentation on the partnership fund established to target groups of children and young people who are at greatest risk of social exclusion.
- Availability:** Website (<http://www.yesip.org/>); YESIP, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3741 5382
- Cost:** Free

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## 4.2 Child Protection

**Description:** Guidance on the detection, reporting and multi-disciplinary management of situations where abuse or neglect is evident or suspected and procedures on referring child protection cases to the statutory agencies. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

**Availability:** Children Order Team, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2383

**Cost:** Free

## 4.3 Education Services

### 4.3.1 Pre-School Education Advisory Group (PEAG)

**Description:** Plan to identify how the board's PEAG, in partnership with the statutory, voluntary and private providers, aims, within available resources, to develop universal quality pre-school education in the board's area.

**Availability:** Curriculum Advisory and Support Services, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2504

**Cost:** Free

### 4.3.2 School Admissions Criteria, Transfer and Appeals

**Description:** Documentation on admissions criteria and the transfer of pupils at nursery, primary and post-primary level and procedures governing the hearing of appeals against a school's refusal to admit a pupil.

**Availability:** Pupil and Parent Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2411

**Cost:** Free

### 4.3.3 School Attendance and Education Welfare

**Description:** Procedures adopted by Education Welfare Officers when carrying out their duties in respect of young people of compulsory school age who fail to attend school regularly. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

**Availability:** Website (<http://www.selb.org/>);  
Education Welfare Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2384

**Cost:** Free

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#### **4.3.4 Suspension and Expulsion of Pupils**

**Description:** Scheme for the Suspension and Expulsion of Pupils from Controlled Schools. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

**Availability:** Pupil and Parent Unit, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2411

**Cost:** Free

#### **4.3.5 Special Educational Needs**

**Description:** Policy and procedure which outlines the arrangements for identifying and meeting special educational needs in accordance with the Education (NI) Order 1996. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

**Availability:** Website (<http://www.selb.org/>);  
Special Education Section, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2302

**Cost:** Free

#### **4.3.6 Curriculum Advisory and Support Service**

**Description:** Documentation on the provision of curriculum advice and support to all grant-aided schools in the board's area.

**Availability:** Website (<http://www.selb.org/>); (<http://www.selbcass.org/>);  
Curriculum Advisory and Support Services, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2504

**Cost:** Free

#### **4.3.7 Music Service**

**Description:** Arrangements for providing instrumental tuition as an optional extra linked to the curriculum but for which schools and parents may be asked to contribute.

**Availability:** Website (<http://www.selb.org/>);  
Music Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3833 2371

**Cost:** Free

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### **4.3.8 English as an Additional Language**

**Description:** Arrangements to meet the educational needs of all pupils for whom English is not a first language.

**Availability:** Support Services for Minority Ethnic Groups, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. 028 3751 2411

**Cost:** Free

## **4.4 Student Support**

### **4.4.1 Home to School Transport**

**Description:** Circumstances in which the board is able to provide transport assistance and the arrangements for such provision to be made.

**Availability:** Transport Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2268

**Cost:** Free

### **4.4.2 School Meals**

**Description:** Arrangements to ensure that all school children in controlled and maintained schools have access to a nutritionally balanced meal during the school day.

**Availability:** Catering Services, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2272

**Cost:** Free

### **4.4.3 Clothing Allowances**

**Description:** Eligibility criteria and arrangements for the payment of clothing allowances for the purchase of items of school uniform and PE clothing for pupils at post-primary level.

**Availability:** Benefits Section, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2239

**Cost:** Free

### **4.4.4 Discretionary Awards**

**Description:** Criteria to be applied by the board in the allocation of discretionary awards.

**Availability:** Website (<http://www.selb.org/>) with effect from May 2003; Awards Section, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2239

**Cost:** Free

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<b>Description:</b>	<b>4.4.5 Student Loans, Tuition Fees, Bursaries and Awards</b> Documentation on the financial assessment for loans and fees for higher education students funded through the board.
<b>Availability:</b>	Website ( <a href="http://www.selb.org/">http://www.selb.org/</a> ); Awards Section, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2239
<b>Cost:</b>	Free

## 4.5 Youth Service

### 4.5.1 Youth Provision

<b>Description:</b>	Arrangements for the provision of adequate facilities for youth service activities in accordance with the Education and Libraries (NI) Order 1986.
<b>Availability:</b>	Website ( <a href="http://www.selb.org/services/youth/index.html">http://www.selb.org/services/youth/index.html</a> ); Youth Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2234
<b>Cost:</b>	Free

### 4.5.2 Grant Aid

<b>Description:</b>	Scheme to provide assistance with recurrent expenditure to voluntary youth organisations.
<b>Availability:</b>	Website ( <a href="http://www.selb.org/services/youth/index.html">http://www.selb.org/services/youth/index.html</a> ); Youth Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2234
<b>Cost:</b>	Free

### 4.5.3 Community Relations Support Scheme

<b>Description:</b>	Funding scheme to support cross-community contact between young people.
<b>Availability:</b>	Website ( <a href="http://www.selb.org/services/youth/index.html">http://www.selb.org/services/youth/index.html</a> ); Youth Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2234
<b>Cost:</b>	Free

### 4.5.4 Outdoor Education

<b>Description:</b>	Scheme to assist youth and school groups to avail of outdoor education and to provide training for Youth Workers and Teachers in Outdoor Education.
<b>Availability:</b>	Website ( <a href="http://www.selb.org/services/youth/index.html">http://www.selb.org/services/youth/index.html</a> ); Youth Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2234
<b>Cost:</b>	Free

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#### **4.5.5 Residential Education**

**Description:** Policy to provide a range of educational opportunities in residential settings where intensive experiences facilitate focused programmes and form an integral part of planned learning to support school and youth curricula.

**Availability:** Website (<http://www.selb.org/services/youth/index.html>); Youth Service, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2234

**Cost:** Free

#### **4.6 Library Service**

##### **4.6.1 Library Service Plans and Reports**

**Description:** Strategic and operational plans outlining service objectives and reports on progress against objectives.

**Availability:** Website (<http://www.selb.org/>); Library Headquarters, SELB, 1 Markethill Road, Armagh, BT60 1NR. Tel: 028 3752 0702

**Cost:** Free

##### **4.6.2 Library Byelaws**

**Description:** Obligations of the library service to individual users and vice versa: library users are asked to agree to these on registration.

**Availability:** Library Headquarters, SELB, 1 Markethill Road, Armagh, BT60 1NR. Tel: 028 3752 0702

**Cost:** Free

##### **4.6.3 Services Information**

**Description:** Documents for the information of service users on library locations, membership application, charges and services.

**Availability:** Website (<http://www.selb.org/>); Branch Libraries or Library Headquarters, SELB, 1 Markethill Road, Armagh, BT60 1NR. Tel: 028 3752 0702

**Cost:** Free

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#### 4.6.4 Stock Development

- Description:** Framework for the selection, management and withdrawal of all categories of library stock to ensure that stock provided meets the needs of the community and gives due weight to the needs of minorities, within budgetary constraints.
- Availability:** Library Headquarters, SELB, 1 Markethill Road, Armagh, BT60 1NR. Tel: 028 3752 0702
- Cost:** Free

#### 4.6.5 Electronic Libraries for Northern Ireland

- Description:** Documentation on the development of an electronic public library and information service.
- Availability:** Website (<http://www.selb.org/>); Branch Libraries or Library Headquarters, SELB, 1 Markethill Road, Armagh, BT60 1NR. Tel: 028 3752 0702
- Cost:** Free

### 4.7 Human Resources

#### 4.7.1 Human Resources Management

- Description:** Policies, procedures and guidance related to the pay, terms and conditions of staff employed by the board. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*
- Availability:** Human Resources Branch, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2241.
- Cost:** Free

#### 4.7.2 Training and Development

- Description:** Regional and local training strategies developed to determine, plan and deliver training to meet the needs of both teaching and non-teaching staff within the board.
- Availability:** Human Resources Branch, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2241.  
Regional Training Unit, Blacks Road, Belfast BT10 0NB Tel: 028 9043 1607
- Cost:** Free

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## 4.8 Finance

### 4.8.1 Resource Allocation Plans

**Description:** Arrangements to ensure that each service is aware of the financial resources available to it and to allow control and monitoring of resources consumption and achievement of objectives.

**Availability:** Finance Branch, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2245

**Cost:** Free

### 4.8.2 Local Management of Schools (LMS)

**Description:** Procedures and documentation on the allocation and use of school resources.

**Availability:** Finance Branch, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2479

**Cost:** Free

### 4.8.3 Procurement

**Description:** Documentation on the arrangements for the making of contracts by the board. *(This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)*

**Availability:** Purchasing Officer, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2286

**Cost:** Free

## 4.9 Estates Management

### 4.9.1 Capital Development Programmes

**Description:** Documentation for the implementation of the board's capital building programmes which include construction of new schools, libraries, etc. as well as modifications to existing buildings in the board's estate.

**Availability:** Architectural and Property Services Department, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2337

**Cost:** Free

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### **4.9.2 Property Maintenance and Support Services**

**Description:** Arrangements to ensure controlled and maintained schools and Board properties are maintained to the highest standards possible, bearing in mind the need to provide a suitable, safe, secure and effective working environment for all users.

**Availability:** Architectural and Property Services Department, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2300 (Mechanical and Electrical Services) / 028 3751 2299

**Cost:** Free

### **4.9.3 Energy and the Environment**

**Description:** Policy on energy conservation and the board's environmental protection improvement programme.

**Availability:** Website (<http://www.selb.org/>);  
Energy Conservation Officer, Architectural and Property Services Department, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2454

**Cost:** Free

### **4.9.4 Health and Safety**

**Description:** Policy statement on health and safety.

**Availability:** Website (<http://www.selb.org/>);  
Health and Safety Officer, Architectural and Property Services Department, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3751 2429

**Cost:** Free

## **4.10 Other Published Information**

### **4.10.1 Press Releases**

**Description:** Material released to the Press and other media.

**Availability:** Website (<http://www.selb.org/>);  
Communications Officer, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3741 5356

**Cost:** Free

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#### **4.10.2 Internal Magazines**

- Description:** Information bulletins, circulars, in-house magazines.
- Availability:** Website (<http://www.selb.org/>);  
Communications Officer, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3741 5356
- Cost:** Free

#### **4.10.3 Board Responses to Public Consultation**

- Description:** Board responses to public consultation documents.
- Availability:** Website (<http://www.selb.org/>);  
Communications Officer, SELB, 3 Charlemont Place, The Mall, Armagh, BT61 9AX. Tel: 028 3741 5356
- Cost:** Free