

Invest Northern Ireland

## **Definition Document for the Invest NI Publication Scheme**

This document demonstrates Invest NI's interpretation of the guidance provided to Non Departmental Public Bodies (NDPBs) by the Information Commissioners office (ICO). It demonstrates the decision making process in deciding what information detailed within the ICO guidance that we will proactively make available. The retention of documents in this publication scheme will be in line with Invest NI's Records Management Policy.

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## **Class One: Who we are and what we do**

- **Roles and responsibilities**

[Invest NI's website: www.investni.com](http://www.investni.com) provides an outline and detailed information on the roles and responsibilities of the Board and Executive Leadership Team (ELT).

- **Organisational structure**

Please see our [website](#) for a breakdown of Invest NI by operational division with a description of the function by group. Also included are details of those with management responsibilities for each division.

- **Information relating to the legislation relevant to the authority's functions**

Please see [www.legislation.gov.uk](http://www.legislation.gov.uk) website for the 'Industrial Development (Northern Ireland) Order 1982', which states functions and the 'Industrial Development Act (Northern Ireland) 2002' legislation, which transfers functions to Invest NI. Please also see the 'Energy Efficiency (Northern Ireland) Order 1999'.

- **Lists of and information relating to organisations with which the NDPB works in partnership**

Invest NI are part of the Department for the Economy and provide strong government support for businesses. A list of External Delivery Organisations that Invest NI work in partnership with is available on request.

- **Senior staff and management board members**

We include this section in point one above (Roles and responsibilities) with details being available on [Invest NI's website](#).

- **The locations and contact details for the authority**

Please see the [Invest NI website](#) showing a full list of Invest NI Offices, including regional offices and overseas offices, with contact details.

## **Class Two: What we spend and how we spend it**

The majority of financial information in this section will be available in the Invest NI Annual Report and Accounts.

### **• Financial statements, budgets and variance reports**

Please see the [Invest NI website](#) for our Annual Reports and Accounts which demonstrate financial performance. The Business Strategy identifies how we have proposed to spend going forward. These reports give an accurate reflection of our performance. The half yearly/quarterly budgets that feed into this are considered to be drafts that we would not seek to proactively make available unless requested as the need to qualify these with explanations would divert resources.

### **• Capital programme**

Capital programmes normally relate to the construction or acquisition of public buildings or roads. Invest NI acquires land and buildings for economic development purposes. Invest NI also incurs capital expenditure in relation to the purchase of assets and in respect of loans and shares. Details of Invest NI's capital expenditure can be found in the Annual Report and Accounts.

### **• Spending reviews**

Invest NI's budgets are allocated under the government's three year comprehensive spending review process. Annual budgets are reviewed and regulated via the Department of Finance monitoring rounds.

### **• Financial audit reports**

Invest NI is subject to an annual audit undertaken by NI Audit Office (NIAO). The Annual Report and Accounts contains a summary of their audit findings. In addition to the annual audit, the NIAO periodically report on particular projects or initiatives. These reports are available on the [NIAO website](#).

### **• Staff and board members' allowances and expenses**

This section is available under the Internal Financial Regulations area below. Invest NI allowances and expenses relate to reimbursements made to staff for expenses incurred whilst carrying out their role in line with the Invest NI policy on Travel and Subsistence. We provide the details of such allowances and

expenses that can be claimed by staff. We also publish details on Board member and Senior Personnel allowances and expenses on an annual basis on our website.

- **Pay and grading structures**

Details of organisational grades and salary bands with pay scales can be found on the Department of Finance website:

<https://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pay>.

Please note that Board, Chief Executive and ELT remunerations are included in the Annual Accounts.

- **Procurement Procedures and Contract Information**

Invest NI uses the services of the Construction and Procurement Delivery (CPD) of the Department of Finance for the procurement of goods and services for contracts over £30K. CPD's website is:

[www.finance-ni.gov.uk/topics/procurement](http://www.finance-ni.gov.uk/topics/procurement).

As our Centre of Procurement Expertise, CPD ensures Invest NI's tendering process adheres to the relevant legislative and policy frameworks. All above £30k tender opportunities are published on the e-Tenders NI public sector tendering portal which is located at:

<https://etendersni.gov.uk/epps/home.do>

On their website CPD provide details of all contracts valued above £30k which have been awarded including contract title, successful supplier, value of contract and contract period.

For procurements valued below this threshold, Invest NI follows CPD's procurement best practice guidance.

- **Financial statements for projects and events**

Cost details of events that are held for the general public and those events (promotional or programme related) that receive regional (Northern Ireland wide) or national (UK) cover are available on request to our Communications Team, as these would have a stronger public interest. You can contact Invest NI through our website: <https://www.investni.com/contact-us.html>

The majority of events held by Invest NI are programme related in that they are promotional events or programme delivery events. The attendees are Invest NI Clients from a pre-identified invitation list and are considered a 'closed audience'. It is our opinion that there would be minimal public interest in these events and to proactively release details of these would not be a valuable use of resources.

- **Internal financial regulations**

As noted above we will provide details of the allowances and expenses that can be claimed in this section along with the annual expenses reimbursed to the Board and ELT. We also provide internal financial regulations relating to Admin Expenditure Approval limits on request (delegation levels in Operating Manual - which is available on request). Our Anti-Fraud Policy and Fraud Response Plans are available on our website.

### **Class Three: What are our priorities and how are we doing**

- **Strategic plans**

We provide the current Business Strategy and previous Corporate Plans.

- **Annual business plan**

We provide the current Operating Plan and previous plans.

- **Annual report**

We provide an Annual Report and previous annual reports.

- **Internal and external performance reviews**

Summary Quarterly Customer satisfaction surveys will also be released as an indicator of how our Customers view our performance. We also publish evaluation reports of Invest NI programmes.

- **Reports to Assembly**

Invest NI provide responses to questions from Parliament and the Northern Ireland Assembly. We provide answers to Assembly Questions which are

available on [NI Assembly Website](#) while answers to any relevant Parliamentary Questions are available on the [House of Commons Website](#).

- **Inspection reports where the NDPB is subject to formal inspection**

Invest NI is also subject to regular Department for the Economy Internal Audit Services audits. This process is designed to assess the overall adequacy and effectiveness of the risk management, control and governance processes. Invest NI does not propose to proactively release these reports. However information in relation to the Internal Audit Services opinion, in respect of the adequacy of the control systems is contained within the Annual Report and Accounts.

- **Data Privacy Impact Assessments (DPIAs)**

Summary DPIAs of completed projects are available on request.

- **Service standards**

Invest NI's standards of service is published monthly detailing the 12 standards of customer service we use to measure the organisation. These are published on our website and displayed in all offices based in NI.

Invest NI has also achieved Investors in People, as well as accreditation for its Information Security Management System – ISO27001

For further insight on these standards please visit the relevant external websites.

[Investors in People](#)

[Customer Service Excellence](#)

[ISO 27001](#)

- **Statistics produced in accordance with the NDPB's requirements**

Please see the [Open Data website](https://www.opendatani.gov.uk/dataset) (<https://www.opendatani.gov.uk/dataset>) and our Annual Reports. .

- **Public service agreements**

Invest NI is responsible for the delivery of five of the targets within the Executive's Programme for Government and reports on our progress against these targets is published on the [NI Executive's website](#).

#### **Class Four: How we make decisions**

- **Major policy proposals and decisions**

Major policy decisions within Invest NI are made at Board and ELT level and thus details of these will be included in Board and ELT Minutes which we will make available as detailed below.

- **Background information relating to major policy proposals and decisions**

Summary background papers will be made available on request for Board and ELT Meetings along with the corresponding summary minutes.

- **Public consultations**

We will provide details on any Public Consultations that will arise on our website. Likewise we provide details on consultations that have occurred in the previous three years.

- **Minutes of senior level meetings**

**Summary** Board and ELT meetings minutes are made available on the internet within 8 weeks after the date of meeting.

- **Reports and papers provided for consideration at senior level meetings**

Summary background papers that can be released will be made available on request for relevant Board / ELT meeting.

- **Internal communications guidance and criteria used for decision making i.e. process systems and key personnel**

We provide corporate documents that demonstrate guidance and criteria used for decision making namely the Guidance and Principles for Invest NI Support and a summary Operating Manual, both available on request. The Risk Management Strategy and Policy are available on the Invest NI website.

The guidance for accounting officers used by Invest NI can be found on the [Accountability and Accountancy Services Division \(AASD\) \(a division of the Department of Finance\) website.](#)

### **Class Five: Our policies and procedures**

- **Policies and procedures for the conduct of NDPB business**
- **Policies and procedures for the provision of services**

These details are included in our summary Operating Manual and Guidance and Principles for Invest NI Support which we will make available on request. The procedures for State Aid are available via the EU Commission Website.

Datasets released through Freedom of Information requests will be made available online.

- **Policies and procedures for the recruitment and employment of staff**

Our equality statement is published on-line which details our employment practices in relation to the recruitment of staff. We also have a detailed equality section on our website. Our Health and Safety policy is also available. Details of current vacancies are published on our website.

- **Customer service**

We provide access to our Customer Charter, our Complaints process and also our Freedom of Information procedures on our website.

- **Records management and personal data policies**

We provide access on the Invest NI website to our Records Management Policy, our Data Protection Policy and Guidance documents and also an ICT systems Acceptable Usage Policy. Also available is the Information Security Handbook, which contains the Invest NI Information Governance Framework.

- **File plans (high level, for current records management systems)**

Invest NI operates an Electronic Document & Records Management System in which there are two fileplans, one for customer specific records and the other for records of Corporate activity.

- **Charging regimes and policies**

Our aim is to make as much information as possible available free of charge.



Information available on our website is Free of Charge (i.e. there will be no charge made by us, however you would have to pay any charges made by your Internet service provider, personal printing costs, etc).

For those without Internet access, a single printout of the information contained on our website is available on request.

However requests for multiple printouts may attract a charge for the cost of photocopy, postage, etc. Where such charges apply this will be clearly identified. Actual charges levied are not listed within the Scheme itself since these may vary for individual documents within an information class, but we will let you know of the charge at the time of your request.

***We reserve the right to review and amend our charging policy at any time.***

The Fees Regulations associated with the UK Freedom of Information legislation remove from public authorities the obligation to respond to requests for information should the cost of doing so exceed their appropriate limit. It is our policy not to charge for Freedom of Information requests but instead to decline from answering requests that would exceed our appropriate limit. In the case of Invest NI this is £450.

**Class Six: Lists and registers**

• **Public registers and registers held as public records.**

Invest NI do not hold any public registers.

• **Asset registers and Information Asset Register**

Invest NI does not hold a capital asset register or an information asset register for Re-Use of Public Information Regulations 2005.

Details on Invest NI's Asset Register can be found in the Annual Report and Accounts.

• **CCTV**

Details of our overt surveillance systems can be found within our CCTV policy which is available on request from our property team.

• **Disclosure logs**

Invest NI do not hold a disclosure log at present.

• **Register of gifts and hospitality provided to Board members and senior personnel**

Invest NI will detail an annual log of gifts and hospitality provided to Board members and Senior Personnel to be updated annually. Details will include source of and description of gift / hospitality and whether it was accepted. The register is available on our website

• **Any register of interests kept in the department**

We will make available the Register of Interests of the Board and Senior Management Team as detailed in our Annual Accounts.

• **Other lists required by law**

None

## **Class Seven: The services we offer**

- **Regulatory responsibilities**

We will provide details as per class one above.

- **Services for public authorities**

Invest NI does not provide services specifically for other public authorities however we do work in partnership with other authorities to provide services and details of these can be provided on request.

- **Services for industry**

We provide full details of all programmes available to Invest NI Customers. This information is found on our website.

- **Services for other organizations**

A list of other bodies on which there is Invest NI representation is available on request to our Human Resources department.

- **Services for members of the public**

Please see Invest NI website for details on Business Information Services and e-Solutions Services. Please also visit [www.nibusinessinfo.co.uk](http://www.nibusinessinfo.co.uk) .

- **Services for which the NDPB is entitled to recover a fee together with those fees**

Invest NI recovers fees for some services that we provide for our customers and third parties. Details of these services and costs are available in our Annual Reports and Accounts.

- **Leaflets, booklets and newsletters**

Invest NI Corporate Brochures are available in our [Publications and Reports section of our website](#). A site search will also find these documents.



- **Advice and guidance**

Please see [www.nibusinessinfo.co.uk](http://www.nibusinessinfo.co.uk) for business advice and guidance and also browse our main website [www.investni.com](http://www.investni.com)

- **Media releases**

Please visit Invest NI Press Office Website: <http://www.investni.com/mediacentre> (Media Centre) and <http://www.investni.com/news> (news page)

## **FEEDBACK**

We shall be reviewing our publication scheme on a regular basis and would value your assistance in identifying ways to improve it. If you have any comments, suggestions or complaints to make regarding the content or layout of the scheme, please forward these in writing to the Information Governance Manager at Invest NI, Bedford Square, Bedford Street, Belfast, BT2 7ES, or by email to [foi@investni.com](mailto:foi@investni.com).

**Handling of complaints.** We have an obligation to make information available in the manner described in this scheme. Should we receive any complaints about our failure to make information available, these will be investigated in the first instance by the Information Governance team who will respond in line with the internal review process detailed in the FOI Procedure Manual available on our [website](#).

If we have not resolved the issue to your satisfaction you are entitled to refer your complaint to the Information Commissioner (see contact and access details on our website) who will make an independent judgement on the matter.

For general complaints regarding Invest NI's service please refer to our complaints procedure manual which is available on our website or email us at [complaints.feedback@investni.com](mailto:complaints.feedback@investni.com). Please include your full name and address, as much as you can about the complaint and what has gone wrong.

## **EQUALITY REQUIREMENTS**

Invest NI has considered its statutory equality obligations for the Publication Scheme under Section 75 of The Northern Ireland Act 1998. The Equality Commission's screening criteria have been applied to the Publication Scheme and have indicated that there is no evidence of significant implications on the equality of opportunity or good relations duties within the terms of Section 75 of the Act. There is therefore no requirement to carry out an equality impact assessment on the Publication Scheme.

If you require this document in an alternative format (including Braille, disk, audio cassette or in minority languages to meet the needs of those whose first language is not English) then please contact:

**Invest NI's Equality Team**

T: 028 9069 8273 Text Relay Number: 18001 028 9069 8273

If you are calling using a text phone from outside the UK please dial: +44 151 494 1260 028 9069 8273



E: [equality@investni.com](mailto:equality@investni.com)