



PUBLICATION SCHEME - GUIDE TO INFORMATION

Class of Information	Description of Information	Manner	Fee
Who we are and what we do			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • the roles and responsibilities of the organization and those working at a senior level in the organization; • the aims, objectives and functions of the organization; • legislation relevant to the organization's function; • lists of organizations with which the Planetarium works in partnership; • lists and biographical details of senior staff and members of the Observatory and Planetarium Board of Governors and Management Committee; • location and contact details. 	<p>On the Planetarium website: www.armaghplanet.com</p> <p>See Director's cv and lists on the Planetarium website. www.armaghplanet.com</p>	None for information available on the website.
What we spend and how we spend it			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • annual audited accounts; • budgets and periodic projections; • major plans for capital expenditure; • financial audit reports; • allowances and expenses paid to senior staff and members of the Board of Governors and Management Committee. 	<p>The annual audited accounts are on the Planetarium website: www.armaghplanet.com.</p> <p>Copies of other information in this class can be obtained by writing to: Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, Armagh, BT61 9DB, or e-mail: lfy@arm.ac.uk specifying the kind of information you wish to be made available to you and enclosing proof of your identity.</p>	None for information available on the website. Copies of other information will be charged at 5p per page.
	<ul style="list-style-type: none"> • Staff pay and grading structures • Lists of major contracts awarded and their value and contracts currently available for public tender • Financial statements for major projects and events • Internal financial procedures 	<p>http://www.pay.nics.gov.uk/ Copies of other information in this class can be obtained from Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, BT61 9DB</p>	None for information available on the website. Copies of other information will be charged at 5p per page.

What our priorities are and how we are doing			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • the annual business plan; • the annual report; • internal and external performance reviews; • key performance indicators; • the risk register; • audit Committee minutes; • audit reports. 	<p>On the Planetarium website: www.armaghplanet.com For hard copies contact Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, BT61 9DB</p>	<p>None for information available on the website. Copies of other information will be charged at 5p per page.</p>
How we make decisions			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • minutes of Board of Governors and Management Committee meetings; • reports submitted to these meetings; 	<p>On the Planetarium website: www.armaghplanet.com</p>	<p>None</p>
Our policies and procedures			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • personnel and operating policies and procedures; • memoranda of understanding; • management Statement and Financial Memorandum. 	<p>For hard copies contact Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, BT61 9DB</p>	<p>None for information available on the website. Copies of other information will be charged at 5p per page.</p>
Lists and Registers			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • registers of gifts and hospitality; • register of interests; • fixed assets register; • register of losses and special payments. 	<p>Available for inspection. To make an appointment and find out further details please contact: The Administrator, Armagh Planetarium, College Hill, Armagh BT61 9DB or call 02837524725.</p>	<p>If copies are required there will be a fee for the copies 5 p per A4 page. Other charges may apply.</p>
The services we offer			
	<p>This class contains information on:</p> <ul style="list-style-type: none"> • services for members of the public; • leaflets and booklets. 	<p>On the Planetarium website: www.armaghplanet.com</p>	<p>None</p>