**Publication Scheme – Guide to Information**

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| **Class of Information**  | **Description of Information**  | **Manner of Publication** | **Fee** |
| **Who we are and** **what we do** |  |  |  |
|  | This class contains information on:* The roles and responsibilities of the organisation and working at a senior level in the organisation
* The aims and objectives and functions of the organisation
* Legislation relevant to the organisation’s function
* List of organisations with which the AOP works in partnership
* Lists and biographical details of senior staff and members of the AOP Governors and Management Committee
* Location and contact details
 | On the AOP websiteSee the Staff Profiles and other information on the AOP website | None for information available on the website |
| **What we spend and how we spend it** |  |  |  |
|  | This class contains information on:* 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
 | The annual audited accounts on the AOP website.Copies of other information in this class can be obtained by contacting:Policy & HR Officer Armagh Observatory and Planetarium, College Hill, Armagh BT61 9DB, or by e-mail:info.compliance@armagh.ac.uk  | None for the information available on the website or information that can be emailed. Copies of other information will be charged at 25p per page plus postage costs incurred. |
|  | * 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
 | Copies of other information in this class can be obtained by emailing: info.compliance@armagh.ac.uk specifying the information that you want and enclosing proof of your identity. | None for the information available on the website or information that can be emailed. Copies of other information will be charged at 25p per sheet plus postage costs incurred. |
| **What our priorities are and how we are doing** |  |  |  |
|  | This class contains information on:* the annual business plan;
* the annual report;
* internal and external performance reviews;
* the risk register;
* Key performance indicators;
* audit committee minutes;
* audit reports
 | On the AOP website- for hard copies please contact info.compliance@armagh.ac.uk or Armagh Observatory and Planetarium, College Hill, Co Armagh. BT61 9DB | None for the information available on our website or information that can be emailed. Copies of other information will be charged at 25p per sheet plus postage costs incurred. |
| **How we make decisions** |  |  |  |
|  | This class contains information on:* published minutes of the Board of Governors and Management Committee meetings;
 | On the AOP website | None |
| **Our policies and procedures** |  |  |  |
|  | This class contains information on:* personnel and operating policies and procedures
* memoranda of understanding
* Management statement and financial memorandum
 | For hard copies contact info.compliance@armagh.ac.ukOr in writing:Policy & HR OfficerArmagh Observatory and Planetarium, College Hill, Armagh BT61 9DB. | None for information available on the website or information that can be emailed.. Copies of other information will be charged at 25p per sheet plus postage costs incurred. |
| **Lists and Registers** |  |  |  |
|   | This class contains information on:* registers of gifts and hospitality;
* registers of interests;
* fixed assets register;
* register of losses and special payments.
 | Available for inspection. To make an appointment or find out any other details please contact - info.compliance@armagh.ac.uk or by post.Policy & HR OfficerArmagh Observatory and Planetarium, College Hill, Armagh BT61 9DB. | None for information available on our website or information that can be emailed. If hard copies are required they will be charged at 25p per sheet plus postage costs incurred. |
| **The services we offer** |  |  |  |
|  | This class contains information on:* services for members of the public;
* leaflets and booklets
 | On the AOP website | None |