**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 website  See 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](mailto: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](mailto: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](mailto: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.uk](mailto:info.compliance@armagh.ac.uk)  Or in writing:  Policy & HR Officer  Armagh 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](mailto:info.compliance@armagh.ac.uk) or by post.  Policy & HR Officer  Armagh 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 |