



Bord Um Thionóntachtaí Cónaithe
Residential Tenancies Board

Publication Scheme under the Freedom of Information Act, 2014.

Introduction:

The Private Residential Tenancies Board has prepared and published a **Publication Scheme** concerning the information of the Board in conformity with a **Model and Guidelines** made by the Minister for Public Expenditure and Reform under Section 8 of the Freedom of Information Act, 2014.

The Scheme comes into effect on the 14th April, 2016.

Purpose of Scheme:

The Scheme is designed to facilitate the provision of information to the greatest extent possible, except for information exempted under the Act and, in preparing, reviewing or revising a **Publication Scheme**, an FOI body shall have regard to the public interest in:

- allowing public access to information held by the FOI body;
- the publication of reasons for decisions made by the FOI body; and
- publishing information of relevance or interest to the general public in relation to its activities and functions generally.

Scheme Format and Access:

The Scheme is web based with links from it to information under six headings as set out below which will be updated as provided for under the Act. A hard copy will be available for viewing by appointment also.

Six Information Sets:

Information will be provided under the following six headings:

- A. [Information about the FOI Body.](#)
- B. [Services provided or to be provided to the Public.](#)
- C. [Decision Making Process for major policy proposals.](#)
- D. [Financial Information.](#)
- E. [Procurement.](#)
- F. [FOI disclosure log and other information to be published routinely.](#)

Within each of these the following Information will be available:

A. **Information about the FOI Body**

Who we are and what we do, Organisational information , structures, locations and contacts
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In this section FOI Bodies should provide details of:

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| <ul style="list-style-type: none">• <u>Establishment of organisation</u>• <u>Roles, responsibilities and functions</u>• <u>Governance/Management arrangements</u>• <u>http://www.prtb.ie/about-rtb/who-we-are/plans</u>• <u>Annual Report</u>• <u>Organisation Structures</u>• <u>Pay/Grading Structures</u>• <u>Locations and contact details for the organisation</u>• Links to agencies/other bodies under the FOI body's remit• <u>Details of Service Level Agreements/Memoranda of Understanding</u>, if any• <u>Customer Charters</u>• <u>Codes of Practice or Guidelines</u> |
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B. **Services Provided or to be provided to the Public**

The services we offer - details of functions and services that the organisation provides and the decision making process
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In this section FOI bodies should provide details of:

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| <ul style="list-style-type: none">• Services provided for public including administration of an enactment/scheme (e.g. |
|--|

grants)

- How such services can be accessed
 - How much such services cost to access, if any
 - Administration of such services
 - Review or appeal rights relating to such services
1. [Dispute Resolution](#)
 2. [Tenancy Registration](#)
- [Research projects undertaken in respect of these functions/services](#)

C. **Decision Making process for major policy proposals**

How we make decisions on policies - Decision Making processes and records of decisions.

In this section FOI bodies should provide details of:

- Major policy proposals including any public consultation exercises
- Background information relating to major policy proposals and decisions
- Reports on the operation of public services by the FOI body
- Expenditure reviews, Policy assessments

D. **Financial Information**

What we spend - Financial information relating to income and expenditure

FOI bodies should provide the following information in this section:

- [Financial statements](#)
- Major plans for Capital Expenditure
- [Payments or Purchase Orders for goods and services](#)
- Governance Board Member remuneration
- Funding/Sponsorship of non-public bodies

The requirement above relates to current information only beginning from date of publication of the FOI body's Scheme and in relation to funding/sponsorship amounts should be published in Jan 2017 once the full year 2016 data is collated.

E. **Procurement**

How we spend -Information relating to how we procure goods and services.

FOI bodies should provide the following details in this section:

- Procurement policies
- A link to all current tender competitions on the eTenders website

- Public contracts awarded including contract type, contractor, value, award date, duration and brief description (tabular format) over €10k for ICT and over €25k for other contracts

F. **FOI Disclosure Log and Other Information to be Published Routinely**

Other information

FOI bodies should publish the type of information listed below as appropriate, in addition to any other information that would provide information to the public. For example:-

- FOI Disclosure Log
- [Reports](#)
- Commercial publications and relative charges
- Information held by the body which is sought regularly

Further Information:

For more information on the Publication Scheme please contact the FOI Officer, FOI Unit, RTB, PO Box 12323, Dublin 2, Ireland or contact the RTB FOI Unit by telephone at 01-6437292 and request to speak with the FOI Officer.

April 2016.