

Chester Beatty Library: Draft Freedom of Information (FOI) Publication Scheme

Introduction

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Introduction

Section 8 of the Freedom of Information Act 2014 requires FOI bodies to prepare and publish a scheme concerning the publication of information by the body in conformity with a model publication scheme or guidelines made by the Minister for Public Expenditure and Reform. This allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law. The scheme commits FOI bodies to make information available as part of their normal business activities in accordance with the scheme. The Publication Scheme must be made publicly available by 14th April, 2016. There is no requirement to provide information retrospectively, rather current information from the date of publication of the scheme or as otherwise indicated.

The Act requires that in preparing, reviewing or revising a publication scheme, an FOI body shall have regard to the public interest in:

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

Section A: Information about the Chester Beatty Library

[Establishment of the Chester Beatty Library](#)

[Roles, responsibilities and functions](#)

Governance/Management arrangements

[The Board of Trustees](#)

[Administration](#)

Corporate Plans and Strategies

[Statement of Strategy](#)

[Annual Reports](#)

Organisational Structure

[Organisation chart 2017](#)

Grading Structures

Grade	2017
Attendant	7
Senior Attendant	2
Clerical Officer	1
Executive Officer	2
Shop Manager	0
Higher Executive Officer	5
Assistant Keeper II	3.5
Assistant Keeper I	6
Assistant Principal Officer	2
Principal Officer	1
Total Staff Numbers	29.5

Location and contact details

[Location](#)

[Contact details](#)

[Further information for overseas visitors](#)

Service Level Agreements:

[Service Level Agreements 2017](#)

Codes of Practice and Guidelines

[Child Protection and Welfare Policy](#)

[Making a Freedom of Information request: guidelines](#)

[Policies relating to the Collections](#)

Section B: Services provided to the public

[Collections](#)

[Current Public Programme](#)

[Education Services](#)

[Exhibitions](#)

[Giftshop](#)

[Irish Language Scheme](#)

[Membership Programme](#)

[Photographic Services](#)

[Research Facilities](#)

[Research Projects](#)

[Silk Road Café](#)

Section C: Decision-making process for major policy proposals

This section is not applicable.

Section D: Financial Information

Financial Statements

Financial Statements are included in the [Annual Report](#)

Payments or Purchases for goods and services

This entry will be updated on a quarterly basis from April 2016, to include payments for goods and services of more than €20,000.

2016 Q1 Knights Cleaning	€21,824 (Total paid cumulatively in quarter, paid in monthly and bi monthly amounts)
2016 Q1 Open Studio	€27,048 (Total paid cumulatively in quarter, paid in four amounts)
2016 Q2 Knights Cleaning	€21,938 (Total paid cumulatively in quarter, paid in monthly and bi monthly amounts)
2016 Q2 PwiceWaterhouseCoopers	€22,042 (Paid in one transaction – annual audit fee)
2016 Q3 Knights Cleaning	€21,720 (Total paid cumulatively in quarter, paid in monthly and bi monthly amounts)
2016 Q4 Knights Cleaning	€21,479 (Total paid cumulatively in quarter, paid in monthly and bi monthly amounts)
2016 Q4 Jardine Lloyd Thompson	€26,369 (Paid in one transaction – Insurance)
2017 Q1 Knights Cleaning	€21,938 (Total paid cumulatively in quarter, paid in monthly and bi monthly amounts)
2017 Q1 New Graphic	€25,766 (Paid in one transaction – Surimono Exhibition Design)

Governance Board Member remuneration

Members of the Board of Trustees do not receive any remuneration in respect of their membership of the Board. Some reasonable expenses are occasionally claimed by Board members.

Funding/Sponsorship of non-public bodies

Not applicable.

Section E: Procurement

Procurement policies

[Procurement Guidelines](#)

[Current Tender Competitions](#)

Public Awards Contracts

This entry will be updated on a quarterly basis from April 2016, to include contract type, contractor, value, award date, duration and brief description in tabular form if the contract awarded is:

- Over €10,000 for ICT
- Over €25,000 for other contracts

2016 Q1 Datapac	€11,799	(Paid in one transaction)
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Section F: Other Information

[FOI Disclosure Log](#)

Details of non-personal requests received from April 2016 will be published in tabular format, to include:

- Date of request
- Category of request
- Description of the request
- Decision made
- Date of release