

**INSOLVENCY RULES COMMITTEE  
(Northern Ireland)**

**Freedom of Information  
Publication Scheme**

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## Part 1: Introduction

### 1. Role of the Insolvency Rules Committee

The Insolvency Rules Committee (Northern Ireland) is a standing committee, under Article 360 of the Insolvency (Northern Ireland) Order 1989<sup>1</sup> (“the Insolvency Order”). This is a continuation of the committee appointed by the Lord Chancellor under section 317(1) of the Companies Act (Northern Ireland) 1960<sup>2</sup> as amended by Article 96 of the Companies (Northern Ireland) Order 1978<sup>3</sup> and Article 33 of the Bankruptcy Amendment (Northern Ireland) Order 1980<sup>4</sup>.

The purpose of the Insolvency Rules Committee (Northern Ireland), under Article 360(1) of the Insolvency Order, is to keep under review the insolvency rules and to make recommendations to the Lord Chancellor on any changes to the rules that the committee considers to be desirable.

Rules may be made under Article 359 of the Insolvency Order by the Lord Chancellor, with the concurrence of the Department of Enterprise, Trade and Investment and after consultation with the Insolvency Rules Committee (Northern Ireland).

Article 360(2) of the Insolvency Order sets out the composition of the Insolvency Rules Committee (Northern Ireland).

### 2. Freedom of Information Act 2000: Introduction

The Freedom of Information (FOI) Act 2000<sup>5</sup> (the Act) received Royal Assent on 30 November 2000. It establishes a **general right of access to all types of recorded information held by public authorities**, sets out exemptions from that right and places a number of obligations on public authorities. The Act applies to a huge number of public authorities. When the access rights under the Act come into force you will be entitled, on making a request for information (unless the information falls under one of the specific exemptions in the Act):

- (a) to be informed in writing by the Department whether it holds information of the description specified in your request, and
- (b) if that is the case, to have that information communicated to you.

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<sup>1</sup> S.I. 1989/2405 (N.I. 19) Copies of the Order are obtainable, for a charge, from the Stationery Office. A copy of the Order is also available via HMSO website at [www.legislation.hmsso.gov.uk](http://www.legislation.hmsso.gov.uk)

<sup>2</sup> 1960 c. 22(N.I.)

<sup>3</sup> S.I. 1978/1042 (N.I. 12)

<sup>4</sup> S.I. 1989/561 (N.I. 4)

<sup>5</sup> Copies of the Act are obtainable, for a charge, from the Stationery Office. A copy of the Act is also available via HMSO website at [www.legislation.hmsso.gov.uk](http://www.legislation.hmsso.gov.uk)

The Act provides for a time limit for dealing with a request for information – that is, within 20 working days. The Act also provides for an appeal mechanism whereby you may apply to the Information Commissioner for a decision as to whether we dealt with a specified request in accordance with the Act.

We may charge a fee for processing Freedom of Information requests. The fee will be prescribed by secondary legislation.

Full access rights under the Freedom of Information Act will come in force on 1 January 2005.

### **3. Publication Scheme: Introduction**

Under the Freedom of Information Act 2000 all public authorities are obliged to adopt and maintain a Publication Scheme specifying -

- Classes of information which they publish or intend to publish
- the manner in which the information is or is intended to be published; and
- whether the material is or is intended to be made available to the public free of charge or on payment.

The purpose of the Publication Scheme is to ensure that a large amount of information is readily available to members of the public, i.e. without the need for specific consideration under the Freedom of Information Act, and to inform the public of the extent of material that is available.

By readily available, we mean that the information is available on our website, may be purchased from Her Majesty's Stationery Office (HMSO) or will be supplied immediately on receipt of a letter or telephone call.

**Part 2** below sets out the **classes** of information that the Insolvency Rules Committee (Northern Ireland) publishes or intends to publish.

### **4. Responsibility for the Publication Scheme**

Jack Reid is the Secretary to the Insolvency Rules Committee (Northern Ireland) and has overall responsibility for the Publication Scheme.

The person responsible for ***maintaining*** the Publication Scheme on a daily basis is:

John Halliday  
Departmental Records Management  
Northern Ireland Court Service  
15<sup>th</sup> Floor, Windsor House  
9-15 Bedford Street  
Belfast  
BT2 7LT

Telephone: 028 90328594  
Fax: 028 90236361  
Email: johnhalliday@courtsni.gov.uk

## **5. Publication Scheme: Contacting the Insolvency Rules Committee (Northern Ireland)**

A copy of any of the publications contained within the scheme can be obtained from Jack Reid at:

Insolvency Service  
Policy Unit  
Fermanagh House  
Ormeau Avenue  
Belfast  
BT2 8NJ

Telephone: 028 90548543  
Fax: 028 90548555  
Email: jack.reid@detini.gov.uk

## **6. How much do publications cost?**

The publications are all free unless otherwise stated.

## **7. Copyright**

The Insolvency Rules Committee (Northern Ireland) is a Crown body and the information we produce is subject to Crown copyright, which is administered by Her Majesty's Stationery Office. The material listed in this Publication Scheme is Crown copyright unless stated otherwise. The copyright in some of the material which may be found in this Publication Scheme has been waived, meaning you can reproduce this material freely. Categories of material for which copyright has been waived include: press notices, legislation and explanatory notes on the legislation, consultation documents, documents featured on official websites (except where expressly indicated otherwise), headline statistics and unpublished public records. More details of these and other categories can be found at the [HMSO website](#). For other types of material however, the supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic

right to reuse the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of any of the material included in this Publication Scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of research, private study, criticism, review and news reporting.

Details of the arrangements for reusing Crown copyright material can be found on [HMSO's website](#) or by contacting HMSO at:

HMSO Licensing Division  
St Clements House  
2-16 Colegate  
Norwich  
NR3 1BQ

Tel: 01603 621000

Fax: 01603 723000

e-mail: [hmsolicensing@cabinet-office.x.gsi.gov.uk](mailto:hmsolicensing@cabinet-office.x.gsi.gov.uk)

Authorisation to reuse copyright material not owned by the Crown should be sought from the copyright holders concerned. If in doubt, users should contact HMSO in the first instance.

## **8. Comments and complaints about the Publication Scheme**

If you have any comments about our Publication Scheme or if you think we have not supplied information in accordance with our scheme then you should write, in the first instance, to:

John Halliday  
Departmental Records Management  
Northern Ireland Court Service  
15<sup>th</sup> Floor, Windsor House  
9-15 Bedford Street  
Belfast  
BT2 7LT

If, after the investigation of your complaint, you remain dissatisfied then you may ask for the matter to be reviewed internally. If you are still dissatisfied then you may refer your complaint to the Information Commissioner.

We aim to deal with the investigation of complaints within twenty working days and we aim to complete internal reviews also within twenty working days.

## **9. Review of the Publication Scheme**

We will review our Publication Scheme in June 2005 and annually thereafter.

## Part 2: Classes of Information

The publication scheme is a complete guide to the information routinely published by the Insolvency Rules Committee (Northern Ireland). It is not a list of the actual publications, since this will change as other things are published but rather it is a description of the classes or types of information published. The classes of information are described in the scheme.

Information that falls into the classes below will be retained in line with Public Record Office guidance.

**Class:** Draft Insolvency Rules

**Definition:** Draft Rules which the Lord Chancellor, with the concurrence of the Department of Enterprise, Trade and Investment and after consulting the Committee, is considering making under Article 359 of the Insolvency (Northern Ireland) Order 1989 (S.I. 1989/2405 (N.I. 19))

**Format available:** Hard Copy, Soft copy  
Draft Rules will be made available in alternative formats upon request

**Links:** [http://www.detini.gov.uk/cgi-bin/get\\_util?site=8&util=8](http://www.detini.gov.uk/cgi-bin/get_util?site=8&util=8)

**Class:** Insolvency Rules

**Definition:** Rules made by the Lord Chancellor with the concurrence of the Department of Enterprise, Trade and Investment and after consulting the Committee

**Format available:** Hard Copies of Rules are obtainable, for a charge, from the Stationery Office. Soft copies can be obtained from the Stationery Office website.

**Links:** [http://www.detini.gov.uk/cgi-bin/get\\_util?site=8&util=8](http://www.detini.gov.uk/cgi-bin/get_util?site=8&util=8)

**Class:** Insolvency Rules Committee Summary Minutes

**Definition:** Summary minutes from meetings of the Committee from January 2004

**Format available:** Hard Copy, Soft copy  
Draft Rules will be made available in alternative formats upon request

**Links:** [http://www.detini.gov.uk/cgi-bin/get\\_util?site=8&util=8](http://www.detini.gov.uk/cgi-bin/get_util?site=8&util=8)