

Town Steering Committee 2020-2023
Expression of Interest for Town Steering Committee Member

SECTION 1 – ABOUT YOU

1. Name: _____

Address for Correspondence: _____

_____ Postcode: _____

Telephone: _____ Email: _____

2. Please state which section you wish to represent. (Please tick)

Community

Youth

Faith

3. Outline your current experience in the area you wish to represent (you must cover at least 12 months).

4. Why do you think you would be suitable for this role?

5. Do you have access to transport? (Please tick)

Yes

No

6. Will you be able to attend a minimum of four meetings in the year? (Please tick)

Yes

No

Completed application forms should be forwarded by no later than 4.00pm on Thursday 13th February 2020.

Community Development Section
Ards and North Down Borough Council
2 Church Street
Newtownards
BT23 4AP

0300 013 3333 (ext. 40916)

e-mail – emma.hunter@ardsandnorthdown.gov.uk

FREEDOM OF INFORMATION STATEMENT

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the above legislation.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted "in confidence" and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the legislation.

The Council does not have discretion regarding whether or not to disclose information in response to a request under the legislation, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in the Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the above legislation. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

The Council will consult with applicants, where it is considered appropriate, in relation to the release of sensitive information.

Data Protection

Ards and North Down Borough Council values your right to personal privacy. The personal information provided will be used for the purposes of managing the Community & Culture Section's grant programs, including sending of letters of offer and processing claims.

This information will be held for seven years from the conclusion of the program when it will be securely destroyed. Information you provide may be shared with external statutory or regulatory bodies, such as the Northern Ireland Audit Office or relevant Government Department, when there is a necessary and legitimate need to do so, but any personal information you provide to the Council is held securely and used only for Council purposes.

You have a right to see and review the information held on you. If you wish to request your personal information or have a data protection query, please put your request in writing, stating clearly who you are and your query to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, BT20 4BT, email: dataprotection@ardsandnorthdown.gov.uk, tel: 0300 013 3333 or visit the Council's website at www.ardsandnorthdown.gov.uk/privacy-and-cookies

Equal Opportunity and Good Relations

Ards and North Down Borough Council (the Council) is required to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- men and women generally
- persons with a disability or without
- persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment and procurement).