

# **North Highland Regeneration Fund**

**PUBLICATION SCHEME PREPARED IN  
ACCORDANCE WITH SECTION 19 OF THE FREEDOM  
OF INFORMATION ACT 2000**

**August 2007**

# Contents

<u>Introduction.....</u>	<u>3</u>
<u>About North Highland Regeneration Fund.....</u>	<u>3</u>
<u>Access to Information .....</u>	<u>3</u>
<u>Format and Other Languages .....</u>	<u>3</u>
<u>Responsibility for the Publication Scheme.....</u>	<u>3</u>
<u>Class Descriptions.....</u>	<u>4</u>

## **Introduction**

The North Highland Regeneration Fund (NHRF) publication scheme was drawn up under Section 19 of the Freedom of Information Act 2000.

This publication scheme will:

- Outline the classes of information we commit to publish as a matter of course.
- Describe how this information will be published.
- State whether or not the information will be available free of charge or on payment.

## **About North Highland Regeneration Fund**

NHRF is a company limited by guarantee set up by the Nuclear Decommissioning Authority (NDA) to assist in the discharge of the NDA's socio-economic functions. NHRF has been established to consider applications for and make loans in support of businesses in the Dounreay travel to work area. NHRF is run on behalf of the NDA by New Park Management Limited, which provides management and administrative services with respect to the Fund's activities.

## **Access to Information**

The NHRF website provides details of how to request information, contact details, complaints procedure and all other relevant information.

The nature of NHRF work means that some of the information held will be commercially sensitive. NHRF will only withhold information when it is necessary to protect the commercial interests of applicants (s.43 of the Freedom of Information Act 2000 is applicable). We will not release information about individuals or companies and will consult with third parties where necessary.

## **Format and Other Languages**

NHRF does not routinely produce documents in languages other than English. However, information listed in the publication scheme may be made available in other languages or formats on request (Braille, textphone, audio-cassette, CD or large print). In particular, NHRF will take into account translations into Welsh for those stakeholders whom require this.

## **Responsibility for the Publication Scheme**

NHRF aims to meet the needs of our stakeholders. We therefore undertake to monitor demand for the information published in accordance with this scheme and to review the scheme on an annual basis.

New Park Management Limited administers the Publication Scheme on behalf of NHRF. Any comments about the scheme should be sent to:

The FOIA Administrator  
North Highland Regeneration Fund  
C/o New Park Management  
Balmore House  
Forss Business & Technology Park  
By Thurso  
Caithness  
KW14 7UZ

## **Class Descriptions**

Information published as part of the NHRF publication scheme will be subject to the following principles of publication:

- Any information which is deemed exempt under the Freedom of Information Act (2000) will not be included. Where possible we will publish redacted versions of documents. However, there may be some instances where NHRF will not be able to publish documents. This will be done in accordance with the Act and with due consideration for public interest.
- Any information which is deemed exempt under the Environmental Information Regulations (2004) will not be included. Where possible we will publish redacted versions of documents. However, there may be some instances where NHRF will not be able to publish documents. This will done in accordance with the Act and with due consideration for public interest.
- The publication scheme will also be consistent with it's obligations under the Data Protection Act.

We do not consider this to be a complete list of information available. NHRF will be happy to deal with any requests for information where the information is not already within the public domain.

### **Availability**

All of the information listed in the NHRF Publication Scheme will be available from the NHRF website, <http://www.nhrf.co.uk/> where file sizes allow, or in hard copy from the NDA Information Access Manager.

### **Cost**

All documents contained within our Publication Scheme are available free of charge.

## **Information about NHRF**

### Description

Information on the background of the NHRF including our responsibilities, corporate information, background documentation, terms of reference and Board Minutes.

## **Policy & Procedure Documents**

### Description

This class includes policies and procedures where these will be of interest to, or potentially impact upon our stakeholders and NHRF rules.

## **Performance**

### Description

Information related to the performance of NHRF such as; company accounts, statistical reports etc.

## **Successful Applicants**

### Description

A list of organisations which have been successful in their loan applications.