



Town Centre Activities LTD
GUIDE TO INFORMATION AVAILABLE THROUGH THE
MODEL PUBLICATION SCHEME 2015

INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish Public Authorities to produce and maintain a Publication Scheme. Authorities, including the Town Centre Activities Ltd, are required to:-

- publish the classes of information that they make routinely available;
- tell the public how to access the information and what it might cost.

Town Centre Activities Ltd has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. The Scheme has the Commissioner's approval until 31 May 2019.

You can see this Scheme on the Commissioner's website at www.itspublicknowledge.info

The purpose of this guide to information is to:-

- allow you to see what information is available (and what is not available) in relation to each class;
- state what charges may be applied for providing you with information;
- explain how you can find the information easily;
- provide contact details for enquiries and to get help with accessing information; and
- explain how to request information we hold that has not been published

AVAILABILITY AND EXEMPTIONS

Availability and formats of information

The information we publish through the Model Scheme is, available via the search facility of the website of Town Centre Activities Ltd. We offer alternative arrangements for people who do not want to, or cannot, access the information on line or by inspection at our premises. For example, we can usually arrange to send information to you on paper copy (although there may be a charge for this).

Exempt Information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

COPYRIGHT

Where the Company holds the copyright and its published information, the information may be copied or reproduced without formal permission, provided that:-

- it is copied or reproduced accurately;
- it is not used in a misleading context and
- the source of the material is identified

Where the Company does not hold the copyright and information we publish, we will make this clear.

CHARGES

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information available via the Company's website or at our premises except where there is a statutory fee, for example for access to register.

We may charge you for providing information to you, for example photocopying and postage, but we will only charge you what it actually costs us to do so.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until you have paid us.

REPRODUCTION COSTS

Where charges are applied, photocopied information will be charged at the standard rate of 10p for each A4 sheet copied (black and white) and 30p per A4 sheet copied (colour copy) and, in respect of larger copies - such as plans, technical drawings etc. - in addition, the cost to the Company of reproducing these items.

The provision of documents identified on the company website is charged at a rate of 32p per sheet copied.

General Freedom of Information requests

There will be no charge for information requests which cost us £100 or less to process.

Where information costs between £100 and £600 to provide you may be asked to pay 10% of the costs. That is, if you were to ask for information that costs us £600 to provide, you may be asked to pay £50. This is calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests which will cost us over £600 to process.

In calculating any fees, staff time will be calculated at actual cost per staff member hour salary rate to a maximum of £15 per person per hour.

We do not charge for the time taken to determine whether we hold the information requested nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a Fees Notice) and how it has been calculated. You will have three months from the date of issue of the Fees Notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for Environmental Information

There will be no charge for Environmental Information Requests which cost us £100 or less to process.

Where the projected costs exceed £100 but do not exceed £600 - we will charge 10% of the projected costs above £100.

Where the projected costs exceed £600 but, nonetheless, it is determined that the Company provide the information, we will charge £50 (10% of £600 minus £100) plus the amount by which the projected costs exceed £600. For example, if the projected cost of complying with a request were £700, the recovered cost would be £150 (£50 plus the difference between £600 and £700).

In calculating fees for Environmental Information requests, any staff time will be calculated at actual cost per staff member hourly salary rate and will not be capped.

The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Requests for Your Own Personal Data

Requests for your own personal data will be charged in terms of the Data Protection Act 1998.

CONTACT US

You can contact us for assistance with any aspect of this Guide to Information or in relation to the Company's adoption of the Model Publication Scheme. The Company Secretary's details for contact in this respect are provided below:-

Company Secretary
Town Centre Activities Ltd
PO Box 8921
Coatbridge
ML5 9AG

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of the Publication Scheme or this Guide to Information.

THE CLASSES OF INFORMATION THAT WE PUBLISH

We publish information that we hold within the Classes below. This information can be accessed using the search facility found on the Company's website, www.tcaltd.org

Alternatively, there is also a site map at the top of each page on our website which you may find useful. Once the information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About the Company

Class description: information about Town Centre Activities Ltd, who we are, where to find us, how to contact us, how we are managed and our external relations.

Included in this class are the following:

- breakdown of the makeup of the Company's Board of Directors;
- names and contact details of advisers of the Company.

Class 2: How We Deliver Our Functions and Services

Class description: information about our work, our strategy and policies for delivering functions and services and information for the general public.

Included in this class are the following:

- Approved minutes of the Board of Directors meeting;
- Minutes of the Annual General Meeting of the Company.

Class 3: How We Take Decisions on What We Have Decided

Class description: information about the decisions we take how we make decisions and how we involve others.

Included in this class are the following:

- Approved minutes of the Board of Directors meeting;
- Minutes of the Annual General Meeting of the Company.

Class 4: What We Spend and How We Spend It

Class description: information about our strategy for, and management of, financial resources (insufficient detail to explain how we spend public money) and what has actually been spent.

Included in this class are the following:

- Annual accounts.

Class 5: How We Manage Our Human, Physical And Information Resources

Class description: information about how we manage the Company's human, physical and information resources.

Included in this class are the following:

- Approved minutes of the Board of Directors meeting;
- Minutes of the Annual General Meeting of the Company.

Class 6: How We Purchase Goods And Services From External Providers

Class description: information about how we purchase goods and services, and our contracts with external providers.

Included in this class are the following:

- Approved Minutes of the Board of Directors meeting;
- Minutes of Annual General Meetings of the Company.

Class 7: How We Are Performing

Class description: information about how we perform as an organisation, and how well we deliver our functions and services.

Included in this class are the following:

- Approved Minutes of the Board of Directors meeting;
- Minutes of Annual General Meetings of the Company.