

Beinn Tharsuinn Windfarm Community Limited

Guide to Information (03/08/2017)

1 Introduction

An authority adopting this model publication scheme must produce a guide to the information it publishes through the scheme. The authority can decide the format of its guide.

The guide must:

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

2 Responsibility for the Publication Scheme

The Company Secretary is responsible for the publication scheme.

Contact details are:-

Alex Macmanus
Company Secretary
Beinn Tharsuinn Windfarm Community Limited
c/o Highland Council
Drummuie
Golspie
KW10 6TA
Tel: 01995 609503
Email: alex.macmanus@highland.gov.uk

The following person is responsible for maintaining the scheme on a daily basis:

Alex Macmanus
Company Secretary
Beinn Tharsuinn Windfarm Community Limited
c/o Highland Council
Drummuie
Golspie
KW10 6TA
Tel: 01995 609503
Email: alex.macmanus@highland.gov.uk

3 Accessing Information under this Publication Scheme

Online: Some of the information listed in our publication scheme is available from the web-site [http://www.highland.gov.uk/info/788/council - general information/353/publicly owned companies](http://www.highland.gov.uk/info/788/council_-_general_information/353/publicly_owned_companies)

By email: If the information you request is not available on this web-site, but is listed in our publication scheme, we will send it to you by email, wherever practicable.

By phone: Information can be requested over the telephone 01955 609503. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary.

By post: Most information is also available in a paper copy form. Please address your request to Alex Macmanus at the below noted address. When requesting information, please include the following details: your name and address, the information or documents you want to see. Contact details as follows:-

Alex Macmanus
Company Secretary
Beinn Tharsuinn Windfarm Community Limited
c/o Highland Council
Caithness House
Market Place
Wick
KW1 4AB

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact Alex Macmanus to make an appointment.

If you have difficulty determining the information you want to see, please contact Alex Macmanus who will be happy to help. Contact details are as above

4 Exemptions

(a) All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed below).

(b) From 1 January 2005, the general entitlement to information under section 1 of the Freedom of Information (FOI) (Scotland) Act 2002 will enable any member of the public to make a request for information that is not in this Scheme. FOI appeals can be made online using the following address www.itspublicknowledge.info/Appeal

Beinn Tharsuinn Windfarm Community Limited aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information which is personal information under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. If you wish to complain about information which is being withheld from you, please read the "complaints" section below.

5 Archiving Policy

All information is retained at the registered office: Highland Council Office, Drummuie, Golspie, KW10 6TA or at Highland Council Office, Caithness House, Market Place, Wick, KW1 4AB or at Council Offices at Highland Council HQ Inverness.

6 Copyright

Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

Some material we include in our scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

7 Charges

There are no charges for access to company information.

Unless a charge is otherwise indicated in Section 9 – Classes of Information, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

The charges which apply will be based on the charging policy set out below. In the event that a payment is required for the information you want, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

We do not make any charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We reserve the right to impose charges for providing information in paper copy or computer disc / alternative formats. Beinn Tharsuinn Windfarm Community Limited is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

Reproduction costs

Black and white copy - 10p per A4 sheet

Colour copy - 30p per A4 sheet

Alternative formats

Computer discs - £1 per CD-ROM / DVD

Postage

Charged at the cost to the Highland Council of sending the information by first class post

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out above.

If we make any charges for documents within our information classes which do not comply with this charging policy, these will be approved on a case by case basis by the Scottish Information Commissioner, and the value of the charge will be listed individually in the column entitled 'Charges' along with the details of the specific charges.

8 Complaints

If you have a complaint about this publication scheme, you should write, explaining your complaint, to:-

Alex Macmanus
Company Secretary

2017-08-03

Beinn Tharsuinn Windfarm Community Limited
c/o Highland Council
Caithness House
Market Place
Wick
KW1 4AB

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1st January 2005, when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

The contact details for the Commissioner are:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS

Tel: 01334 464610

Fax: 01334 464611

e-mail address: enquiries@itspublicknowledge.info

9 The Classes of Information

CLASS 1: ABOUT THE AUTHORITY

Beinn Tharsuinn Windfarm Community Limited is a Charitable Company Limited by Guarantee, with no issued share capital. It has one member, the Highland Council. No profit or surplus is distributed to the sole member from the company's ongoing operations. Information about the company can be found at:

http://www.highland.gov.uk/info/788/council_general_information/353/publicly_owned_companies

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

The purpose of the Company is to distribute community benefit funding to eligible community projects in ten beneficiary communities in the vicinity of Beinn Tharsuinn Windfarm. These are: Alness, Ardgay, Ardross, Creich, Dornoch, Edderton, Invergordon, Kilmuir and Logie Easter, Kiltarn and Tain. Community Councils are consulted on funding applications made for projects within their Community council area. Community Council minutes are available from the Secretary of each Community Council. Contact details are available at:

<http://www.highland.gov.uk/livinghere/communitiesandorganisations/communitycouncils/>

The Company and distribution of funding is administered by the Company Secretary.

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED

All decisions are taken by the Board of Directors at periodic Board Meetings. The Directors comprise representatives of the ten beneficiary communities. These are: Alness, Ardgay, Ardross, Creich, Dornoch, Edderton, Invergordon, Kilmuir and Logie Easter, Kiltarn and Tain.

The agenda and minutes of these Board Meetings are held by the Company Secretary at:

Beinn Tharsuinn Windfarm Community Limited Registered Office
Highland Council Office
Drummuie

Golspie
KW10 6TA
and are available to view upon request.

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT

Beinn Tharsuinn Windfarm Community Limited does not have access to any public funds. The purpose of the Company is to distribute community benefit funding, derived from a private source, to eligible community projects in ten beneficiary communities in the vicinity of Beinn Tharsuinn Windfarm. These are: Alness, Ardgay, Ardross, Creich, Dornoch, Edderton, Invergordon, Kilmuir and Logie Easter, Kiltearn and Tain.

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Beinn Tharsuinn Windfarm Community Limited has no employees or physical resources. Information resources are managed by the Company Secretary and held at:
Beinn Tharsuinn Windfarm Community Limited Registered Office
Highland Council Office
Drummuie
Golspie
KW10 6TA

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Beinn Tharsuinn Windfarm Community Limited procurement complies with Highland Council procurement policies and guidance See:
http://www.highland.gov.uk/info/259/tenders_and_contracts/417/procurement

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

Company Performance is reported annually to Highland Council Planning, Development and Infrastructure Committee see
http://www.highland.gov.uk/info/20003/committee_information/477/planning_development_and_infrastructure_committee

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Beinn Tharsuinn Windfarm Community Limited produces no commercial publications

CLASS 9: OUR OPEN DATA

Beinn Tharsuinn Windfarm Community Limited does not hold any information falling within this class.