

Publication Scheme



Freedom of Information Act 2000

Introduction

This is the Publication Scheme for Newport Urban Regeneration Company Limited (Newport Unlimited).

Whilst this scheme has been drawn up under Section 19 of the Freedom of Information Act 2000, it should be noted that Newport Unlimited does not fall within the scope of the Act and that compliance is therefore voluntary. As such, users of the scheme have no legal recourse if they are dissatisfied with the company's implementation of the Act. However, whilst Newport Unlimited does not have a formal complaints procedure, users of the scheme are invited to write to the Chief Executive to offer their comments.

What is Newport Unlimited?

The Newport Urban Regeneration Company (Newport Unlimited) was incorporated on 1st November 2002 as a private, not for profit company, limited by guarantee.

The Company is wholly owned by its three founder members the Welsh Assembly Government, the Welsh Development Agency and Newport City Council.

The objects of the URC are:

To assist, promote, encourage, develop and secure the regeneration in the physical environment and to strengthen the economy of specific areas of the City of Newport, and any other locations in Newport which are necessary to secure the regeneration of these areas.

Further Information

Further information on Newport Unlimited and its activities can be found on its Website at www.newportunlimited.co.uk.

The Publication Scheme

[The Freedom of Information Act 2000](#) (FOIA) received Royal Assent on 30 November 2000. It gives 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. A 'public authority' is defined in the FOIA, and includes but is not restricted to, central and local government, non-departmental public bodies (NDPBs), the police, prosecuting bodies, the health service, schools, nurseries, colleges and universities. Whilst Newport Unlimited is not considered to explicitly fall within the Act, it will endeavour to comply with the Act on a voluntary basis. The general right of access to the information held by a public authority is provided for under section 1 of the Act. Any person wishing to exercise this right, which came into force in January 2005, will have to make a **written** request to the public authority. Any person who makes such a request must be informed whether the

public authority holds that information and, subject to exemptions, supplied with that information. Ordinarily the person should receive the information within 20 working days of the request being received by the authority.

However, the Act provides another mechanism for gaining access to information. Every public authority is required to adopt and maintain a publication scheme. A publication scheme is a guide detailing types of information which are to be made routinely available. This guide should provide the public with a simpler means of obtaining information and reduce the need for public authorities to respond to requests made under section 1.

A publication scheme must set out the classes of information contained within the scheme, the manner in which the information is intended to be published, and whether or not a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is easily and routinely available. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

On adoption of its scheme, Newport Unlimited is committed to making the information contained within the scheme routinely accessible, and to review the scheme periodically. This review will be at least annually.

Exempt Information

In all cases, publications exclude information which is protected under the exemptions set out in the Act subject to the 'public interest test'. Where individual classes are subject to exemptions the main reasons for these are

- personal information under the Data Protection Act 1998,
- the protection of commercial interests, and
- information legitimately supplied 'in confidence'.

Charging Policy

Unless otherwise stated, publications which are published directly by Newport Unlimited are available free of charge. A £ appears next to classes of information which contain hard-copy publications that may carry a charge.

How information can be accessed

It is envisaged that the main means of obtaining recorded information held by the company and detailed in this scheme will be through the Company's Website at www.newportunlimited.co.uk. Most of the documents will be provided in either PDF and/or HTML format.

In those cases where information is only published electronically, a print-out of the document will be provided on request to those without internet access. Where information is not published

electronically it will be provided in hard copy on request. Whether a charge applies for supplying this is clearly stated under the relevant class.

From time to time Newport Unlimited may produce information in other formats such as on video, DVD or CD-ROM.

Requests for 'hard-copy' publications or print-outs of electronic publications should be addressed to:

*Freedom of Information Officer
Newport Unlimited
One Gold Tops
Newport
NP20 4PG*

Copyright

Newport Unlimited's publications are generally subject to copyright. In some circumstances the copyright may belong to parties other than Newport Unlimited. Where this is the case this should be indicated on the document.

Where Newport Unlimited own the copyright, material may be reproduced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted without the express authorisation of Newport Unlimited.

Contact Points

Requests for Information under FOI

Freedom of Information Officer
Newport Unlimited
One Gold Tops
Newport
NP20 4PG
foi@newportunlimited.co.uk

Press Enquiries

Marketing Executive
Newport Unlimited
One Gold Tops
Newport
NP20 4PG
press@newportunlimited.co.uk

Information Commissioner

Information Commissioner's
Office (Wales)
2 Alexandra Gate
Ffordd Pengam
Cardiff
CF24 2SA
wales@ico.gsi.gov.uk

Comments on our Publication Scheme

Chief Executive
Newport Unlimited
One Gold Tops
Newport
NP20 4PG
info@newportunlimited.co.uk

Newport Unlimited does its best to keep the information on its Website and in other publications accurate but cannot accept responsibility for any loss or damage which may happen from use of the information. If you find anything that causes concern please write to the Freedom of Information Officer or the Chief Executive at the address above.

Classes of Information We Commit to Publish

Class	Definition	How Available/ When	Charge
Board Member Details	Board member names and the register of board members' interests will be disclosed. Other material in this class may be derived from documents which we consider contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if it is considered to contravene principles of the Data Protection Act.	<ul style="list-style-type: none"> • Website • Annual Review 	
Financial Data	The consolidated costs associated with running the Company and for delivering the regeneration projects.	<ul style="list-style-type: none"> • Website (see Minutes/Papers of Board Meetings) • Annual Review 	
Masterplans		<ul style="list-style-type: none"> • Website • Hard copy from: Freedom of Information Officer, Newport Unlimited, One Gold Tops, Newport NP20 4PG 	£
Minutes/Papers of Board Meetings	Some of the material in this class is derived from documents which we consider contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied	<ul style="list-style-type: none"> • Website • Hard copy from: Freedom of Information Officer, Newport Unlimited, One Gold Tops, 	

	and why. Typically information may be withheld if its release would constitute a breach of confidence or would prejudice the commercial interests of anyone.	Newport NP20 4PG	
Press Releases		<ul style="list-style-type: none"> • Website • Hard copy from: Freedom of Information Officer, Newport Unlimited, One Gold Tops, Newport NP20 4PG 	
Staff Policies	Internal policies which collectively establish the procedures that should be followed and conduct that is expected of Newport Unlimited staff and Board Members in the performance of their duties. Some of the material in this class is derived from documents which we consider contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if its release would compromise the health & safety of staff or the security of the organisation.	<p>The staff policy document is being developed and should be available around June 2005.</p> <ul style="list-style-type: none"> • Website • Hard copy from: Freedom of Information Officer, Newport Unlimited, One Gold Tops, Newport NP20 4PG 	
Stakeholder Protocols	<p>Agreed arrangements between Newport Unlimited and its Founder Member Stakeholders relating to</p> <ul style="list-style-type: none"> • Funding of Newport Unlimited • Responsibility for project leadership, inward investment and business support • Land & property acquisitions, development and gap funding and disposals and receipts • Planning and associated powers and responsibilities • Marketing & public relations • Company directors 	<ul style="list-style-type: none"> • Website • Hard copy from: Freedom of Information Officer, Newport Unlimited, One Gold Tops, Newport NP20 4PG 	

	<ul style="list-style-type: none"> Managing Freedom of Information Requests 		
Team Member Details	<p>Only the names and job titles of team members will be disclosed. Other material in this class may be derived from documents which we consider contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if it is considered to contravene principles of the Data Protection Act.</p>	<ul style="list-style-type: none"> Website Annual Review 	