

NHRF Publication Scheme

NHRF has adopted the Information Commissioner’s Office model publication scheme. The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information	
Type of Information	Where you can find it
Who we are and what we do.	
Organisational information, locations and contacts, constitutional and legal governance. <ul style="list-style-type: none"> • Organisational structure • Senior staff and management board members 	Company and Board information (“About Us” section of website)
The locations and contact details for the authority	Contact Details (“Contact Details” section of website)
What we spend and how we spend it.	
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. <ul style="list-style-type: none"> • Financial statements, budgets and variance reports • Senior staff and Board members’ allowances and expenses 	NHRF Annual Report and Accounts
<ul style="list-style-type: none"> • Procurement and tendering procedures • Lists of contracts awarded and value 	N/A
What our priorities are and how we are doing.	
<ul style="list-style-type: none"> • Performance information, plans, assessments, inspections and reviews. 	Summary of Loans (annual)
<ul style="list-style-type: none"> • Performance reviews 	N/A

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	<p>Scheme Rules and Loan Agreement (“How it Works”)</p> <p>Eligibility and Decision Criteria (“How to Apply”)</p> <p>An information depository on NHRF matters (information on loans made and loan applications received, broken down by business sector) will be updated after each meeting (“Publications”)</p> <p>Terms of Reference</p> <p>A list of organisations which have been successful in their loan applications (subject to permission from loan applicant)</p>
Policies and procedures	
<ul style="list-style-type: none"> • Top level company policies 	N/A
Lists and registers.	
<ul style="list-style-type: none"> • Public registers and registers held as public records 	
<ul style="list-style-type: none"> • Register of gifts and hospitality provided to Board members and senior personnel 	N/A
<ul style="list-style-type: none"> • Any registers of interests kept by the authority 	Register of Directors Interests available on request.
The services we offer	
<p>A description of the services offered.</p> <ul style="list-style-type: none"> • Services • Leaflets, booklets and newsletters • Advice and guidance • Media releases 	Media releases (“News” section of website)

Fees

NHRF does not charge for the provision of information listed in this scheme. We retain the right to charge for written requests in line with the SI2004/3244 The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Written requests

Information held by NHRF which is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Please contact NHRF via: management@nhrf.co.uk or 01847 500103

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