



tyne + wear
development
company

PUBLICATION SCHEME

TYNE AND WEAR DEVELOPMENT COMPANY LIMITED

PUBLICATION SCHEME

GENERAL STATEMENT

1. INTRODUCTION

This document is the Publication Scheme for the Tyne and Wear Development Company Limited for the purposes of section 19 of the Freedom of Information Act 2000. It lists all the information which the Company makes available to the public or which it intends to make available in the near future. In deciding what information should be included the Company has had particular regard to the public interest in making information available and publicising its decisions.

2. PURPOSE AND AIMS OF THE PUBLICATION SCHEME

The Freedom of Information Act 2000 received Royal Assent on 30th 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 Act, and includes, but is not restricted to, central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Individuals already have the right of access to information about themselves under the Data Protection Act 1998. As far as public authorities are concerned, the Freedom of Information Act will extend this right to allow public access to all types of information held.

Every public authority will be required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information. The purpose of this scheme, therefore, is to ensure a significant amount of information is available, without the need for a specific request. Scheme are intended to encourage organisations to publish more information pro-actively and to develop a greater culture of openness.

3. COMPANY STRUCTURE AND RESPONSIBILITIES

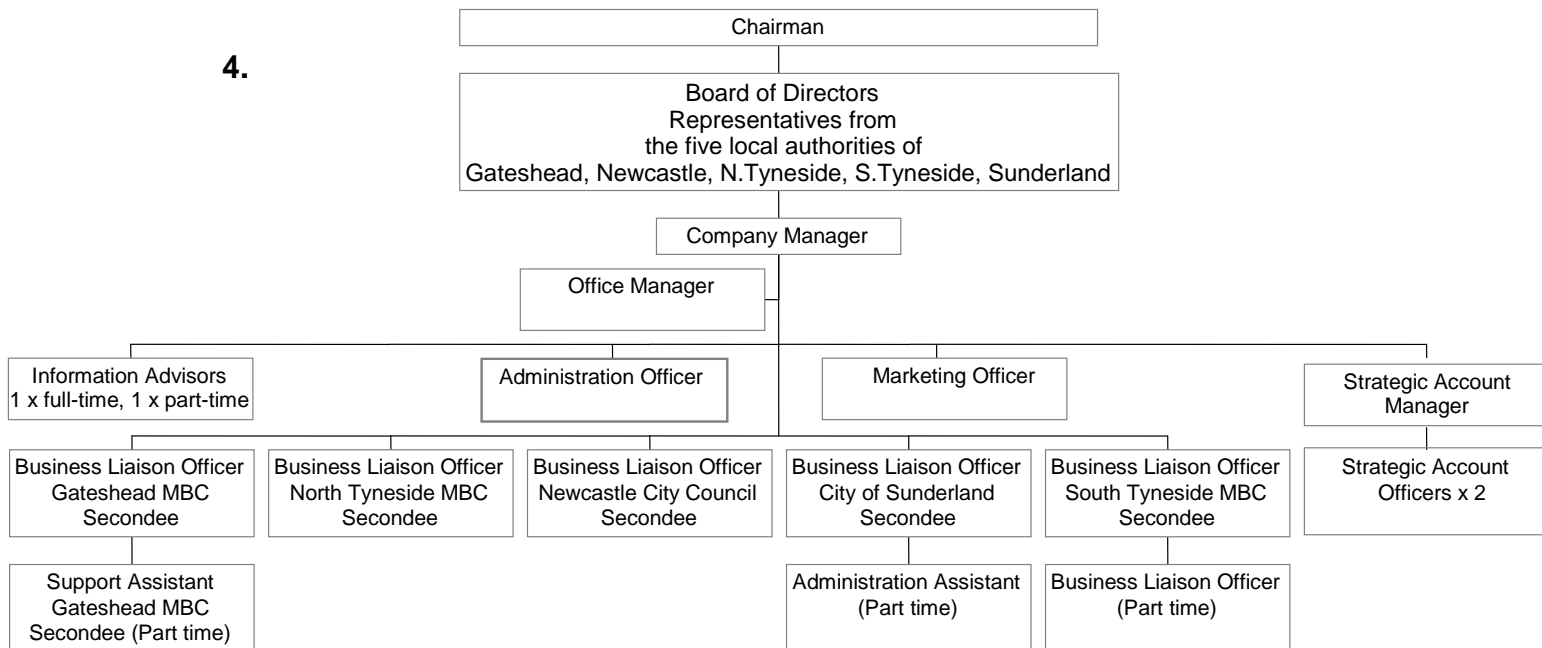
The Company has 17 members of staff.

The Company has a Chairman, a Board of Directors which consists of a number of representatives from each local authority within Tyne and Wear, together with trade union and private sector representatives.

The Manager has the responsibility of the day to day running of the Company. The core team consists of Manager, Office Manager, 2 Property Advisors, Marketing Officer, Strategic Account Manager, Administration Officer and 2 Strategic Account Officers, all of which are based at the Company's headquarters.

The organisational structure of the Company is as follows:-

4.



COMPANY ADDRESSES

REGISTERED

Tyne and Wear Development Company
Civic Centre
Sunderland
Tyne and Wear
SR2 7DN

OFFICE

Tyne and Wear Development Company
Investor House
Colima Avenue
Sunderland Enterprise Park
Sunderland
Tyne and Wear
SR5 3XB

Tel: 0191 5169099

Fax: 0191 5169098

Email: locations@tyne-wear.co.uk

Webstie: www.tyne-wear.co.uk

5. GEOGRAPHICAL LOCATION



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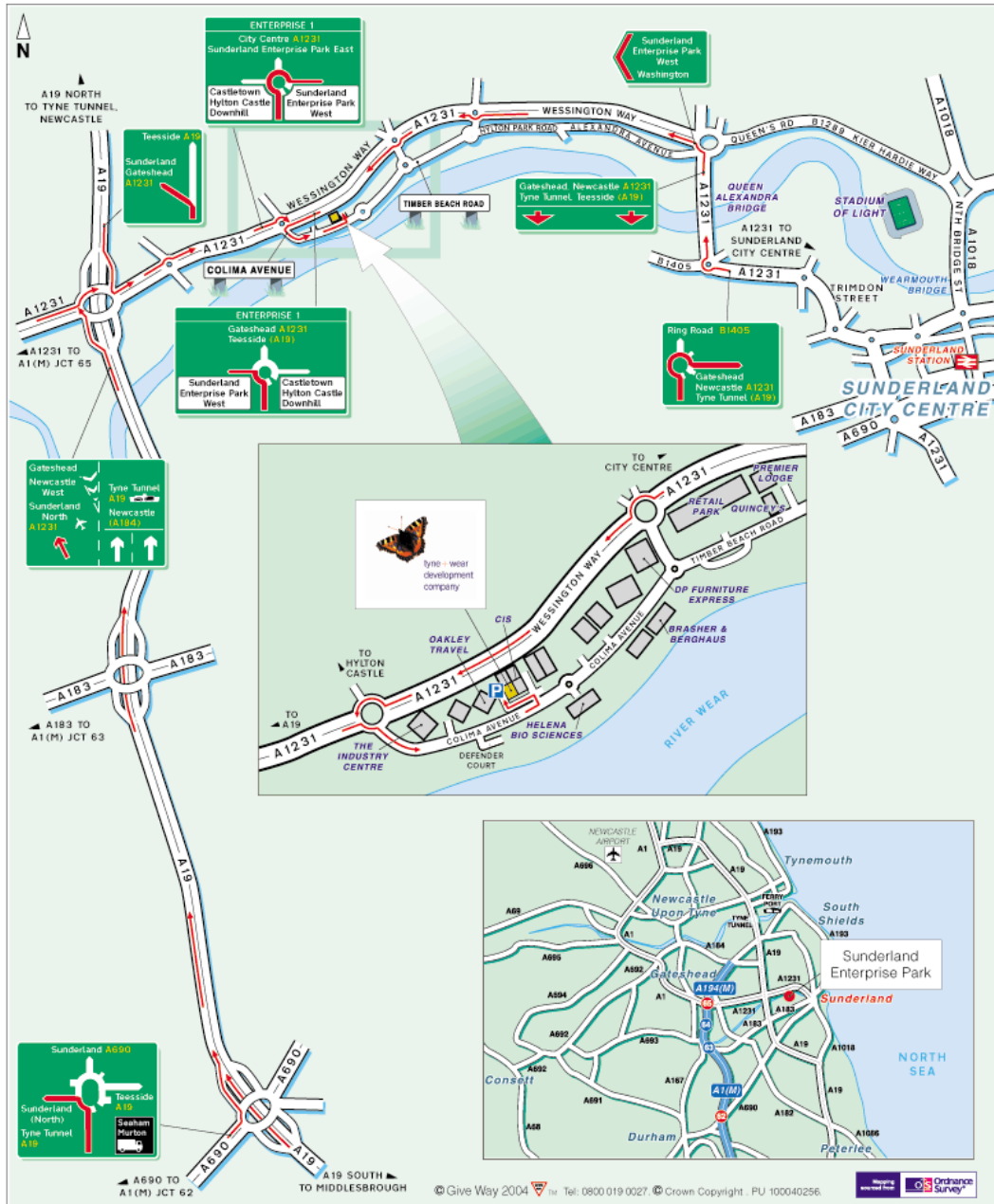
Tyne and Wear Development Company

Investor House
Colima Avenue
Sunderland Enterprise Park
Sunderland SR5 3XB

Tel: +44 (0)191 5169099
Fax: +44 (0)191 5169098

Public Transport

- By Rail, Newcastle Central Station.**
Either take a taxi, Metro or train to Sunderland.
- By Air, Newcastle International Airport.**
Approximately 40 minutes drive away.



6. FUNCTION OF TYNE AND WEAR DEVELOPMENT COMPANY

Tyne and Wear Development Company acts on behalf of the five local authorities of Tyne and Wear – Gateshead, Newcastle, North Tyneside, South Tyneside and Sunderland.

The mission of Tyne and Wear Development Company is to enhance Tyne and Wear's economic strength by attracting and supporting business activity.

To provide a dedicated service to attract inward and indigenous investment to the area. Objectives are to attract businesses across a range of key sectors to locate in Tyne and Wear. To provide free professional support to investors and to work with partner organisations in activities which offer sub-regional benefits.

On a free and confidential basis Tyne and Wear Development Company can advise companies on all matters relating to potential investment.

7. DECISION MAKING PROCESS

Tyne and Wear Development Company –

Meetings of the Board are held approximately five times during the year at the Company offices at Investor House. The Company Board provides strategic oversight of the operation, activities and future development of the company.

The Board also oversees the decision making and governance functions of the Company.

8. EXEMPT INFORMATION

The Company holds a large amount of information which it would be inappropriate to make available to the public. These types of information which are specifically excluded from the Publication Scheme. In identifying the types of information to be excluded from the Scheme, the Company has had regard to the exemptions contained in Part II of the Freedom of Information Act, 2000.

'Confidential information' is information, the disclosure of which is forbidden by statute or by order of a Court or by the terms on which it has been furnished by a Government Department.

'Exempt information' includes, in general terms:

- information relating to employees;
- information relating to applicants for, or recipients of, financial assistance;
- information relating to the financial or business affairs of any particular person;
- proposed contract terms, in the course of negotiations;
- the identity of tenderers for a contract;

In addition to the above exemptions, the Company also does not routinely publish items of correspondence relating to a particular matter or other documents intended for internal advice and consultation (unless it is felt that there may be a public interest in having access to them).

9. INFORMATION

The Company publishes information in the following classes. In each of the classes, some of the information the Company holds may be exempt (see section 8 above) and the Company does not publish this. The Company reserves the right to make a charge for information it publishes. You will be advised of the cost (if any) of supplying copies of specific items of information under the Scheme upon request. Where an item is made available in printed format it can be obtained on request by emailing locations@tyne-wear.co.uk

1. Administration & Reports

- Agenda of Board Meetings
City of Sunderland website - www.sunderland.gov.uk
- Agenda of Joint Committee Meetings
City of Sunderland website - www.sunderland.gov.uk

2. Finance & Accounting

- Annual accounts
Printed format

3. Promotional and Services we offer

- Corporate Website – Overview of the Company, it's services and Tyne and Wear as a potential location for business.
Electronic version available - www.tyne-wear.co.uk
- Investors Guide – Publication providing demographics, statistics, quality of life, housing and schools.
Electronic version available - www.tyne-wear.co.uk
- Company Brochure – Background to Company and services the Company offers. Overview of Tyne and Wear for interest to potential investors.
Printed format
- The Investor Newsletter – detailing success stories, local news etc.
Printed format/electronic version - www.tyne-wear.co.uk
- E-newsletter – monthly to existing clients and new subscribers
Electronic
- Site plans/property literature – premises and land available in Tyne and Wear
Printed format & electronic - www.tyne-wear.co.uk