

# **North Lanarkshire Municipal Bank Ltd Publication Scheme**

**October 2020**



# Contents

<b>Introduction</b>	<b>1</b>
<b>Accessing Information under the Publication Scheme</b>	<b>1</b>
<b>Exemptions</b>	<b>1</b>
<b>Copyright</b>	<b>2</b>
<b>Charging Policy</b>	<b>2</b>
<b>The Classes of information to be published</b>	<b>2</b>
<b>Contact Us</b>	<b>5</b>
<b>Complaints</b>	<b>6</b>

## North Lanarkshire Municipal Bank Ltd

### PUBLICATION SCHEME UNDER SECTION 23(1) OF THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

#### 1. Introduction

Under the Freedom of Information (Scotland) Act 2002, NLMB, by virtue of being wholly owned by North Lanarkshire Council, has a legal duty to maintain a publication scheme. NLMB has adopted the Model Publication Scheme 2015 (MPS),<sup>1</sup> which was updated, November 2018, by the Scottish Information Commissioner. Further information on the MPS can be found at [www.itspublicknowledge.info/mps](http://www.itspublicknowledge.info/mps). The Publication Scheme requires NLMB to publish the classes of information it makes routinely available, explains how to access the information and whether it is free of charge. The purpose of the Publication Scheme is to let you know what information is readily available from NLMB on request.

#### 2. Accessing Information under the Publication Scheme

Information can be accessed under the publication scheme as follows:

##### Online

Information listed in our publication scheme is available from this website [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

##### Email

If the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. When requesting information, please include a telephone number, so that we can clarify any details, if necessary. **Telephone** Information can be requested over the telephone. Please provide full contact details, including a telephone number.

##### Post

Information is also available in paper copy form, however, under current Covid19 restrictions this will not be possible at the moment. When restrictions ease and if a paper copy is required, please address your request to Elaine Kemp, Head of Financial Solutions, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB. . When requesting information, please include the following details: your name, address, telephone number and the information or documents you are requesting.

##### Personal Visits

For some classes of information, it may be necessary to view the information in person within the Council Offices, however, under current Covid19 restrictions this will not be possible at the moment. When restrictions ease, if an appointment to view the information is required, please contact Elaine Kemp, Head of Financial Solutions, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

If you have difficulty determining the information you require, please contact Elaine Kemp, Head of Financial Solutions, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

#### 3. Exemptions

North Lanarkshire Municipal Bank's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where it is considered that the disclosure may fall within one of the exemptions contained in the Act. For example, the bank may withhold information if its disclosure would breach the law of confidentiality, or seriously prejudice the commercial interests of any person or organisation. Information may also be withheld which is personal data under the General Data Protection Regulation (GDPR), effective since May 2018.<sup>2</sup> In these cases the bank will withhold the information and indicate why it is being withheld. Even where an exemption exists, it may nevertheless be

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<sup>1</sup> <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

<sup>2</sup> <http://www.legislation.gov.uk/ukpga/2018/12/contents>

possible to provide copies with the exempted information edited out. If you wish to complain about information which is being withheld from you, please read the “complaints” section below.

#### 4. Copyright

Information obtained from this publication scheme can be copied or reproduced without formal permission, provided that, it is copied or reproduced accurately, it is not used in a misleading context, 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.

#### 5. Charging Policy

Unless otherwise specified within the publication scheme in relation to a particular class of information, all information covered by this publication scheme is available free of charge. The purpose of our publication scheme is to inform what information is readily available from us and can be obtained on request.

#### 6. The Classes of information to be published

The following class of information will be published

<b>Class 1: About North Lanarkshire Municipal Bank Ltd</b>
<b>Description:</b> Information about North Lanarkshire Municipal Bank, who we are, where to find us, how to contact us, how we are managed and our external relations.  This will include the bank’s memorandum and articles of association, address of the registered office, internal and external audit arrangements and a guide to the publication scheme.  <b>Format(s):</b> Availability detailed on <a href="http://www.northlanarkshire.gov.uk">www.northlanarkshire.gov.uk</a>  <b>Contact:</b> Elaine Kemp Head of Financial Solutions Civic Centre, Windmillhill Street, Motherwell, ML1 1AB  <b>Timescale of availability:</b> Amendments are available 4 weeks after approval. <b>Fee:</b> Information in this class is made available free of charge
<b>Class 2: How North Lanarkshire Municipal Bank Ltd delivers its functions and services</b>
<b>Description</b> Information about our work our strategy and policies for delivering functions and services and information for our service users.  The bank delivers its functions and services under a contractual arrangement with a third party with an appropriate recharging mechanism in place.  <b>Format(s):</b> n/a <b>Contact:</b> n/a <b>Timescale of availability:</b> n/a <b>Fee:</b> n/a

**Class 3: How the North Lanarkshire Municipal Bank Ltd takes the decisions and what it has decided.**

**Description**

Information about the decisions taken, how we make decisions and how we involve others

This will include notices, agenda and papers/reports issued at meetings of the board of directors and the shareholders annual general meeting

**Format(s):** Availability detailed on [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

**Contact:** Elaine Kemp  
Head of Financial Solutions  
Civic Centre, Windmillhill Street  
Motherwell  
ML1 1AB

**Timescale of availability:** Amendments are available 4 weeks after approval.

**Fee:** Information in this class is made available free of charge

**Class 4: What North Lanarkshire Municipal Bank Ltd spends and how it spends it.**

**Description**

Information about our strategy and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.)

The latest financial statements will be available which incorporate the director's statement, profit and loss account, balance sheet and cashflow statement and the signed auditor's report.

**Format(s):** Availability detailed on [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

**Contact:** Elaine Kemp  
Head of Financial Solutions  
Civic Centre, Windmillhill Street  
Motherwell  
ML1 1AB

**Timescale of availability:** Amendments are available 4 weeks after approval.

**Fee:** Information in this class is made available free of charge

**Class 5: How the North Lanarkshire Municipal Bank Ltd manages its human physical and information resources.**

**Description**

Information about how we manage the human, physical and information resources of the bank.

The bank manages its human physical and information resources under a contractual arrangement with a third party with an appropriate recharging mechanism in place.

**Format(s):** n/a

**Contact:** n/a

**Timescale of availability:** n/a

**Fee:** n/a

**Class 6: How North Lanarkshire Municipal Bank Ltd procures goods and services from external providers.****Description**

Information about how we procure works, goods and services and our contracts with external providers

The bank manages procures goods and services under a contractual arrangement with a third party with an appropriate recharging mechanism in place.

**Format(s):** n/a

**Contact:** n/a

**Timescale of availability:** n/a

**Fee:** n/a

**Class 7: How the North Lanarkshire Municipal Bank Ltd is performing.****Description**

Information about how we as an organisation and how well we deliver our functions and services.

The latest financial statements will be available which incorporate the director's statement, profit and loss account, balance sheet and cashflow statement and the signed auditors report.

**Format(s):** Availability detailed on [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

**Contact:** Elaine Kemp  
Head of Financial Solutions  
Civic Centre, Windmillhill Street  
Motherwell  
ML1 1AB

**Timescale of availability:** Amendments are available 4 weeks after approval.

**Fee:** Information in this class is made available free of charge

**Class 8: North Lanarkshire Municipal Bank Ltd Commercial Publications****Description**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal  
Not applicable

**Format(s):** n/a

**Contact:** n/a

**Timescale of availability:** n/a

**Fee:** n/a

## **Class 9: North Lanarkshire Municipal Bank Ltd Open Data**

### **Description**

The open data made available as described by the Scottish Government's Open Data Strategy and Resource Pack,<sup>3</sup> available under an open licence.

Not applicable

**Format(s):** n/a

**Contact:** n/a

**Timescale of availability:** n/a

**Fee:** n/a

## **CONTACT US**

If you have difficulty determining the information you require, or any other aspect of the publication scheme, please contact:-

Elaine Kemp  
Head of Financial Solutions  
Civic Centre, Windmillhill Street,  
Motherwell,  
ML1 1AB

E-mail Address: [KempE@northlan.gov.uk](mailto:KempE@northlan.gov.uk)

As part of our statutory duty we are required to review our publication scheme periodically. North Lanarkshire Municipal Bank welcomes feedback on how we can develop our scheme further. If you want to make any comments about the publication then do not hesitate to contact us per the details above.

## **COMPLAINTS**

If you are unhappy with any aspect of this publication scheme, please contact us using the details provided above.

Should we be unable to resolve any matter, please forward your complaint to the Scottish Information Commissioner, who oversees the Act and whose contact details are shown below:-

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

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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<sup>3</sup> [Beta.gov.scot/publications/open-data-resource-pack-9781786524034/](https://beta.gov.scot/publications/open-data-resource-pack-9781786524034/)