

Orkney Towage Ltd

Publication Scheme

Introduction

Individuals can ask Orkney Towage to provide any information that we hold and, if it is legal to do so, unlikely to affect the Company's competitive position and practical to do so, we will. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities to produce and maintain a Guide to Information, also known as a publication scheme.

Guide to Information

The purpose of this guide to information is to:

- 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 (for most information, there is no charge);
- explain how to find the information easily;
- provide contact details for enquiries and to get help with access to the information; and
- explain how to request information that has not been published.

The Guidance is split into the following six sections:

- availability and formats;
- exempt information;
- copyright;
- charges;
- contact details; and
- the classes of information that we publish.

Availability and formats

Much of the information will be available on the Marine Services website which host information with regards to towage and the Company. The Company does not operate its own bespoke website. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal data, a trade secret or

information which would compromise the competitive nature of the Company), we will remove or black out the information before publication and explain why.

Copyright

Where Orkney Towage holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used to undermine the competitive nature of the Company
- it is not used in a misleading context; and
- the source of the material is identified.

Where Orkney Towage does not hold the copyright in information we publish, we will make this clear.

Charges

For photocopying, we will charge a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-ROM will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

If providing copies of any pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

Information Not Published Under the Publication Scheme

There will be no charge for information requests which cost us £100 or less to produce.

Where information costs between £100 and £600 to provide to you, you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50. That is calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests for non-environmental information which will cost us over £600 to process.

Where environmental information costs over £600 to provide to you, we may ask you to pay the additional cost over that amount in full. For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated on the basis of a waiver for the first £100 costs of providing

the information, 10% of the next £500 costs, and full cost recovery for cost over £600 (in this example, £200).

In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Contact details and how to request information not included in this guide

You can contact us for assistance with any aspect of this information guide and if you want to ask us for information that is not included in the guide:

Freedom of Information
Orkney Islands Council
Council Offices
School Place
Kirkwall
Orkney
KW15 1NY

Tel 01856 873535

Email foi@orkney.gov.uk.

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme. If you wish to make a request for information not contained in the publication scheme please contact us at foi@orkney.gov.uk. There is detailed guidance on the Orkney Islands Council website [here](#).

The Classes of Information

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

- Class 1: About Orkney Towage
- Class 2: How we deliver our functions and services
- Class 3: How Orkney Towage takes decisions and what it has decided
- Class 4: What Orkney Towage spends and how it spends it
- Class 5: How Orkney Towage manages its human, physical and information services
- Class 6: How Orkney Towage procures goods and services from external providers
- Class 7: How Orkney Towage is performing
- Class 8: Our commercial publications - we do not hold or publish any information under this class

The Classes of Information – Orkney Towage

	Class	Description
1	About Orkney Company Towage Ltd	
1.1	who we are	http://www.orkneyharbours.com/towage_services.asp
1.2	where to find us, how to contact us	<p>Brian Archibald, Head of Marine Services, Harbour Authority Building, Scapa, Orkney, KW15 1SD</p> <p>Tel: +44 (0)1856 873636 Fax: +44 (0)1856 873012</p> <p>Email: brian.archibald@orkney.gov.uk</p>
1.3	how we are managed and our external relations	<p>Orkney Towage Company Ltd (the Company) is a company incorporated in 1976 under the terms of the Companies Acts to operate tugs within and around the Orkney islands.</p> <p>The Company number is: SC059843</p> <p>The registered office is: Council Offices, Kirkwall, Orkney, KW15 1NY.</p> <p>Orkney Islands Council (the Council) is the principle shareholder in the company, holding all 1000 £1 ordinary 'A' shares and all 1000 £1 ordinary 'B' shares, representing 100% of the share issued capital.</p> <p>The Council has a controlling interest in the Company and is therefore included in the group accounts as a subsidiary.</p> <p>Councillors hold all of the seats on the Board of Directors, with each director entitled to one vote.</p> <p>The Directors are:</p> <p>Cllr. A Drever Cllr. J Foubister Cllr. S Heddle Cllr. G Sinclair Cllr. J Stockan</p> <p>There is a Service Level Agreement (SLA) and a 'Contract for the provision of Towage and Ancillary</p>

		<p>Services at Scapa Flow Oil Port and other ports in Orkney' (Contract) in place between the Council and Orkney Towage.</p> <p>The SLA defines the services that the Council will provide to the Company and the Contract defines the services that the Company will provide.</p> <p>The Contract states that the services Orkney Towage will offer are:</p> <ol style="list-style-type: none"> i. Towage of non-self propelled vessels arriving from sea and entering harbour limits. ii. Towage of all vessels within the limits controlled by Marine Services [formerly known as Orkney Islands Council Department of Harbours] as defined in the Orkney Council Act 1974 Chapter 30 and Orkney Islands Council Order Confirmation Act 1978 Chapter 4, where those vessels require towage under the direction of the Harbourmaster, Deputy Harbour Master (Operations) , Pilots or Marine Officers. iii. Provision of fire-fighting floating craft under the direction of the Harbourmaster, Duty Harbour Masters or Marine Officers. iv. Provision of water_borne pollution response and clearance craft under the direction of the Harbourmaster, Duty Harbour Masters, Counter Pollution Officers or Marine Officers. v. Provision of floating craft in response to the requirements laid down in the marine Services Emergency Plan or Oil Spillage Contingencies Plan as required from time to time by the Harbourmaster, Duty Harbour Masters Counter Pollution Officers or Marine Officers. vi. The assistance in the maintenance of AtoN's (aids to navigation) as required by the Deputy Harbour Master (Operations).
2	How we deliver our functions and services	
2.1	our strategies and policies	The Company operates to the Contract, described above, and there are no specific additional policies or strategies.
2.2	Information for service users:	Our work and information for customers is set out on our website:

		http://www.orkneyharbours.com/towage_services.asp
3	How we take decisions and what we have decided	<p>Day-to-day decisions are made by the Deputy Harbour Master (Operations) or the Towage Superintendent an employee of the Council, line managed by the Head of Marine Services.</p> <p>Strategic decisions are made by the Directors or by the Council as owners of the Company.</p>
4	What we spend and how we spend it	A copy of the Company's annual accounts can be found here .
5	How we manage our human, physical and information resources	
5.1	Our human resources	<p>Shore based staff are employed and line managed by the Council and on the same standard terms and conditions as other council staff. The Company uses the human resources policies and procedures used by the Council. The human resources policies will be uploaded to the Council website in the summer of 2015.</p> <p>Sea staff are employed directly by the Company on contracts drawn up in accordance with the Maritime Labour Convention, 2006.</p>
5.2	Our information resources	The Company complies with the Council's Records Management , Data Protection and Freedom of Information policies and procedures. Freedom of Information requests for the Company can be sent via the Council using the contact details on the Council website .
5.3	our physical resources	Two of the ships, the main physical resource operated by Orkney Towage are owned and maintained by Orkney Islands Council. A third ship is owned and operated by the Company.
6	How we procure goods and services from	The Company follows the Council Procedures for procurement and tendering.

	external providers	
7	How we are performing	Please see the Marine Services Annual Report, available on the website .
8	Our commercial publications	The Company does not have any.