



YORKHILL HOUSING ASSOCIATION: GUIDE TO INFORMATION

LAST REVIEWED: OCTOBER 2019

At a glance – terms used in this document

Term Used	Explanation
FOISA	<p>Freedom of Information (Scotland) Act 2002</p> <p><i>Places a duty on those organisations covered to proactively publish certain types of information; and to respond to requests for information; and to provide advice and assistance to those making requests for information.</i></p>
EIRs	<p>Environmental Information Regulations (Scotland) 2004</p> <p><i>Those organisations covered by EIRs have a duty to respond to requests for environmental information</i></p>
SIC	<p>The Scottish Information Commissioner</p> <p><i>Who is responsible for ensuring that those bodies covered by FOISA and EIRs comply with the terms of the legislation.</i></p>
MPS	<p>Model Publication Scheme</p> <p><i>Produced by the SIC – this details all of the information that those subject to FOISA should publish (if they hold it)</i></p>
Guide to Information	<p><i>A guide that all organisations subject to FOISA and adopting the MPS must produce to help people access the information it makes available</i></p>
Classes of Information	<p><i>Nine broad categories describing the types of information authorities should publish (if they hold it).</i></p>

Background

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all housing associations/co-operatives in Scotland must produce and maintain a publication scheme. This must detail all of the key information that we publish and how you can access it. This Guide to Information is our publication scheme, and contains links to where you can find all of the information listed online.

Yorkhill Housing Association has adopted the Scottish Information Commissioner's (SIC) Model Publication Scheme (MPS), and has formal approval from SIC for this Guide.

Formats other than online

All of the information listed is available on our website (unless stated), and completely free to access online. However, we understand that not everyone will have online access and where this is the case you can contact us to view this in our office (where this would be convenient).

If you would like a printed copy of any of the information listed, unfortunately we may have to charge a small fee to provide this. This fee will never exceed the cost of photocopying and postage – and we will let you know any total cost before we forward this to you.

Our charges for providing any information detailed in this guide are summarised below:

Format	Charge
Online	Free
View at our office	Free
Print in black and white	10p per A4 sheet
Print in colour	30p per A4 sheet
CD Rom	£0.50
Posted document/CD Rom	Cost of postage incurred

If you would like to request information that we publish in a format other than online, or arrange a visit to our office to view information, please contact:

Yorkhill Housing Association

Address - 1271 Argyle Street, Glasgow G3 8TH

Email – dpo@yorkhillha.org

Telephone – 0141 285 7910

Information that we cannot publish

Whilst we will try to make all of the information we have detailed available, in rare cases there may be some information that we cannot make available. For example, sometimes if we were to publish certain committee minutes, it could reveal personal details about an individual. This would be a breach of Data Protection legislation if we were to do so. When this is the case, we will remove any personal details before publication and highlight where and why we have done so.

For how long will information be published?

We aim, where possible, to publish information for at least the current and previous two financial years. When we review any document – e.g. our policies – to avoid confusion we will only publish the current version once it has been updated.

Copyright and re-use

Where we hold the copyright on our published information, the information may be copied or reproduced without formal permission, provided that:

- It is copied accurately
- It is not used in a misleading context
- The source of the material is identified

Contact us

If you have any queries about anything contained within this Guide to Information, or if there is some information that you cannot find that you would like to access, please contact:

Yorkhill Housing Association

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Our Data Protection Officer is Stewart Pattison.

The Information that we make available to you

Under the MPS, the information we provide must be listed under certain “classes” of information. These are the categories of information that are detailed below. As FOI applies to other bodies and sectors across Scotland – such as Scottish Government and Councils for example –this means that not all of the categories in the MPS apply to housing associations/co-operatives.¹

The details of all the information we hold under each of the classes that apply to our organisation, and hyperlinks to access this information when available online, are outlined below.

Information	Where to access on website
Class 1 - About Yorkhill Housing Association	
<i>Information about Yorkhill Housing Association, who we are, where to find us, how to contact us, how we are managed and our external relations.</i>	
Descriptions of who we are	
Mission Statement	About YHA / Objectives, Mission and values
Vision	About YHA Objectives, Mission and values
Values	About YHA , Objectives, Mission and values
Corporate Objectives	About YHA – Home Page
Area(s) of operation	About YHA – Home Page
Key activities; strategic/corporate plan(s)	Our Services – Home Page
Location and opening arrangements	
Address	Website Home page
Telephone number and e-mail address for general enquiries (and dedicated lines where appropriate)	Website Home page
opening times	Website Home page
General contact arrangements	Website Home page
Contact details for making a complaint	Make a Complaint
Information relating to Freedom of Information	
Publication Scheme and Guide to Information	THIS DOCUMENT
Charging Schedule for Published Information	THIS DOCUMENT (See Page 3)
Contact details and advice on making an FOI request	Freedom of Information/ Make a Request
Freedom of Information policies and procedures	Policies / Freedom of Information

¹ In the MPS Class 8: Commercial Publications and Class 9: Our Open Data do not apply to RSLs.

Information	Where to access on website
Charging Schedule for environmental information provided in response to requests made under EIRs	Freedom of Information/EIRS/ Requesting Information
About our Governing Body	
List of Governing Body Members <ul style="list-style-type: none"> Names when they became a governing body member Professional biographical details office-bearing responsibilities when they became an office-bearer 	About YHA/Our Governing Body
Description of the role of the Governing Body <ul style="list-style-type: none"> governance structure chart (including sub-committees and working groups); remits for governing body and any sub-committees 	About YHA/Our Governing Body/ Governance Structure
How to become part of the governing body	About YHA/Our Governing Body/ Joining the Governing Body
About our staff	
List of senior management team, including professional biography and contact details	About YHA/Our Staff
Organisational structure	About YHA /Our Staff/Staffing Structure
Governance Documents and Corporate Policies	
Rules/Articles	About YHA/Our Constitution
Standing Orders	About YHA/Our Governing Body/ Roles and Remits
Membership Policy	Policies/ Governance and Corporate Membership Policy
Code of Conduct for Staff	About YHA/Our Staff/ Staff Code of Conduct
Code of Conduct for Governing Body Members	About YHA/Our Governing Body/ Committee Code of Conduct
Entitlements Payments and Benefits Policy (or equivalent, including arrangements for payments for expenses and subsistence)	Policies/ Governance and Corporate/ Entitlements, Payments and Benefits
Register of Interests	About YHA/Our Governing Body
Equalities Policy	Policies/ Governance and Corporate/ Equality and Diversity Strategy
Health and Safety Policy	Policies/ Governance and Corporate/ EVH Health and Safety Manual

Information	Where to access on website
Relationship with Regulators	
Engagement plan with Scottish Housing Regulator	About YHA/Our Regulatory Obligations /Engagement Plan
Assurance Statement	About YHA/Our Regulatory Obligations /Assurance
Annual Return on Charter Submission to SHR	About YHA/Our Regulatory Obligations /2019 ARC
Financial Returns to SHR	About YHA/Our Regulatory Obligations/Financial Returns to SHR
Charter report to tenants	About YHA/Our Regulatory Obligations/ Landlord Report 2018-19
Internal and External Audit arrangements	About YHA/Our Regulatory Obligations
Group Details	
	Not applicable to YHA
Key Partnerships	
Strategic agreements with other organisations	Not applicable to YHA
Class 2 – How we deliver our functions and services <i>Information about our work, our strategy and policies for delivering services and information for our service users.</i>	
How to use our services	
List of services provided	Our Services/ Home Page
How to report a repair	Our Services/ Maintenance / Report a repair
Right to Repair information	Our Services/ Maintenance / Right to repair
How to apply for a house	Our Services/Housing Management /Apply for a house
How to get information about tenancy support	Our Services/Housing Management/ Tenancy Support
How to make a complaint	Complaints /Make a Complaint
How to speak to a housing officer	Our Services/Housing Management/ Home Page
How we consult with tenants and other customers to inform and improve service delivery and develop new services	Our Services/Housing Management / Tenant Engagement
Policies and Procedures	
Allocations Policy	Policies/Tenancy Services/
Adaptations Policy	Policies/Property services
Anti-Social Behaviour Policy	Policies/Tenancy Services/
Asbestos Management Policy	Policies/Property Services

Information	Where to access on website
Arrears Management Policy	Policies/Tenancy Services/
Customer Care Policy	Policies/ Governance and Corporate
Data Protection Policy	Policies/ Governance and Corporate/
Electrical Safety Policy	Policies/Property Services
Equality and Diversity Policy	Policies/ Governance and Corporate/
Gas Safety Policy	Policies/Property Services
Health and Safety Policy and procedures	Policies/ Governance and Corporate/
Legionnaires Inspection/Prevention Policy	Policies/Property Services
Procurement Policy	Policies/Property Services
Risk Management Policy	Policies/ Governance and Corporate/
Rent Setting Policy	Policies/Tenancy Services/
Repairs Policy	Policies/Property Services
Tenant Engagement Policy	Policies/Tenancy Services/
Class 3 – How we take decisions and what we have decided <i>Information about the decisions we take, how we make decisions and how we involve others.</i>	
Governing Body Meetings	
Governing body meeting minutes	About YHA / Our Governing Body /Management Committee Minutes
Governing body meeting reports	About YHA / Our Governing Body /Management Committee Reports
Governing body agendas	About YHA / Our Governing Body /Management Committee Agendas
Consultation and Participation	
Tenant Engagement Strategy	Policies/Tenancy Services/
Consultation reports noting the outcome of any recent consultations with tenants/others	Our Services/Housing Management / Tenant Engagement

Information	Where to access on website
Class 4 – What we spend and how we spend it <i>Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).</i>	
Information about our accounts and budgets	
Description of funding sources	About YHA/Our Money/Home Page
Audited accounts	About YHA/Our Money/Annual Accounts
Budget policies and procedures	Policies/ Finance/Budgets
Budget allocation to key service areas	About YHA/Our Money/ Financial Plans
Our programme of work and projects	
Cyclical works programme 2019-20 Major repairs budget 2019-20	Our Services/Maintenance/Cyclical Plan 2019-20 Our Services/Maintenance/Major Repairs 2019-20
Capital works programme/plans information (annual programme figure)	Our Services/ Maintenance/Investment 2019-20
Spending relating to Staff and Governing Body	
Expenses policies and procedures	Policies / Finance/Financial Regulations
Senior staff/governing body member expenses at category level e.g. travel, subsistence and accommodation	About YHA/Our Governing Body/MC reports
Board member remuneration other than expenses	All Governing Body members of Yorkhill Housing Association Ltd are voluntary. They do not receive any form of remuneration for their services.
Pay and grading structure (levels of pay rather than individual salaries)	About YHA/Our Staff/EVH Salary Grades
General information about staff pension scheme	About YHA/Our Staff/Conditions of Service
Class 5 – How we manage our resources Information about how we manage our human, physical and information resources	
Human resources	
Strategy and management of human resources	
Staffing structure	About YHA/Our Staff/Staffing Structure

Information	Where to access on website
Human resources policies, covering: <ul style="list-style-type: none"> • recruitment • performance management • salary and grading • promotion • pensions • discipline • grievance • staff development • Maintenance and retention of staff files 	Policies/HRM
Trade Union information	The recognised staff union is Unite. Membership is open to all staff.
Summary of professional organisations/trade bodies of which we are a member	CIH CIPFA
Physical Resources	
Management of our land and property assets, including environmental/sustainability reports	Information held in various locations within Our Services and Policies. Contact DPO@yorkhillha.org for specific requests
General description of our land and property holdings	About YHA /Home Page
Information Resources	
Records management policy and records management plan, including records retention schedule	
Data protection or privacy policy	Policies/Corporate and Governance
Class 6 - How we procure goods and services from external providers Information about how we procure works, goods and services, and our contracts with external providers.	
Our Contractors and suppliers	
Information about our key service delivery contractors who carry out: <ul style="list-style-type: none"> • responsive repairs • landscape maintenance • planned/cyclical maintenance 	Our Services/ Maintenance / Contractors
List of suppliers and contractors used by organisation (provided to staff under our Entitlements Payments and Benefits Policy)	Our Services/ Maintenance / Contractors

Information	Where to access on website
Information about regulated procurement contracts awarded (value, scope, duration)	One regulated procurement contract(contract value >£50k) About YHA/Our Regulatory Obligations/Regulated Contracts
Our Procurement	
Procurement Policy and procedures	Policies/ property Services
Information on how to tender for work and invitations to tender	Contact Robert Calvert, Property Services Manager for information. rcalvert@yorkhillha.org
Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value	Our Services/Maintenance/Tender Registers
Links to procurement information we publish on Public Contracts Scotland website	Public Contracts Scotland
Framework Agreements	None
Class 7 – How we are performing Information about how we perform as an organisation, and how well we deliver our functions and services	
Annual Report	Our Regulatory Obligations / SHR /Landlord Report
ARC report	Our Regulatory Obligations / SHR / ARC Report
Performance Standards/indicators	Our Regulatory Obligations / SHR
Complaints policy, guidance and forms	Complaints/ make a complaint
Complaints reports or equivalent to show how complaints are handled and influence service delivery (aggregate reports rather than individual outcomes).	Our Governing Body/ Management Committee Reports
Class 8 – Our commercial publications <i>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</i>	
This class does not apply to Yorkhill Housing Association	Not applicable
Class 9 – Our open data Open data made available by us under the Scottish Government's Open Data Resource Pack and available under open licence.	
This class does not apply to Yorkhill Housing Association	Not applicable