

GUIDE TO INFORMATION

Produced by: **Abronhill Housing Association**

Available through the
OFFICE OF THE INFORMATION COMMISSIONER, SCOTLAND (OSIC)
MODEL PUBLICATION SCHEME 2018



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Terms Used

Term Used	Explanation
FOISA	The Freedom Of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)

About Abronhill Housing Association

Abronhill Housing Association Ltd is a community based organisation and social landlord operating 222 general needs houses and flats in the Abronhill area of Cumbernauld.

Abronhill Housing Association Ltd is managed by a voluntary management committee of local residents. Abronhill Housing Association is a recognised Scottish Charity, Charity No. SC033116.

Abronhill Housing Association Ltd aim to provide a high quality locally based landlord service, which is locally controlled, consulting with and involving the community in key policy and other decisions. At the same time we will manage our tenants' money with care, taking all steps to ensure that the association provides a value for money service in all aspects of its business.

Our Mission

We aim to provide good quality affordable housing for people who want to live in Abronhill by giving a high quality housing service controlled by local people.

Our Vision

We will be the landlord of choice in our neighbourhood, working with our customers, communities and local stakeholders to create an environment where people choose and are happy to live. Excellent service and value for money will be at our core and we will strive relentlessly to balance both for our tenants

Our Management Committee

Our Management Committee provides the strategic direction for Abronhill Housing Association and ensures that we try to attain and maintain the highest level of standards and performance. The Management Committee meet at least 6 times per year. Copies of previous Board Meeting Minutes can be found [here](#)

The Management Committee consists of 9 members, all of the members are local tenants/residents within Abronhill. One Member is a professional working in the field of IT and one is a retired qualified Architect having worked for 40 years in the housing sector.

Organisation Structure

The Management Committee meets at least six times a year with the Director. Decisions are taken to set the overall strategy for the business as well as to monitor its activities. The Director is charged with the task of implementing these decisions.

Introduction to Abronhill Housing Association's Guide to Information

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment

Abronhill Housing Association has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

Abronhill Housing Association has adopted the **Model Publication Scheme 2018** which has been produced and approved by the Scottish Information Commissioner. The MPS is a standard framework for Scottish public authorities to publish the information they hold.

You can see this scheme on our website at: Click [here](#) to access or by contacting us at the address in the Contact Us section if you prefer a copy to be provided to you in another format.

It is also available on the Scottish Information Commissioner's website. Click [here](#) to access.

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for Abronhill Housing Association in relation to each class in the Model Publication Scheme 2019
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

The Model Publication Scheme Principles

The MPS imposes six principles which govern the way we must make our information available through our Guide to Information:

- Principle 1: Availability and formats
- Principle 2: Exempt information
- Principle 3: Copyright and re-use
- Principle 4: Charges
- Principle 5: Advice and assistance
- Principle 6: Duration

Principle One: Availability and formats

The information published through the Model Publication Scheme is, wherever possible, available on our website. In the Classes of Information section, select the class required.

We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see “Principle 4: Charges”).

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Jackie Daisley, Finance & Administration Officer

Abronhill Housing Association Ltd

Unit 10, Abronhill Shopping Centre

Cumbernauld

G67 3AZ

T: 01236 457948

E: admin@abronhillha.org.uk

Principle Two: Exempt information

We will publish all the information we hold that falls within the classes of information. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact (black out) the information before publication and explain why.

Principle Three: Copyright and re-use

Where Abronhill Housing Association 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 in a misleading context, and
- The source of the material is identified

Where Abronhill Housing Association does not hold copyright in information we publish, we will make this clear.

Principle Four: Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises.

We may charge for providing information to you, but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per side of paper is shown in the tables below:

Black & White Photocopying

Size of Paper	Pence per sheet
A4	15p
A3	25p

Colour Photocopying

Size of Paper	Pence per sheet
A4	25p
A3	40p

Alternative Formats

Format	Charge
Computer Discs	£1.00 per CD-ROM
Memory Stick	£8.00 per Memory Stick

Postage Costs

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

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

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

Charges for information which is not available under the scheme:

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests

- There will be no charge for information requests which cost us £100 or less to process
- Where information costs between £100 and £600 to provide 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 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 which will cost us over £600 to process
- 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.

Charges for Environmental Information

Environmental information is provided under the EIRs rather than FOISA. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you

e.g. photocopying and postage. If we decide to impose a charge, we will issue you with notification of the charge and how it has been calculated. 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.

Charges are calculated based on the actual cost to Abrohill Housing Association of providing the information.

- Photocopying is charged at 15p per A4 sheet for black and white copying, 25p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will 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, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data

There is no charge* for requesting your own personal data under the General Data Protection Regulation (GDPR) Subject Access Request.

We must provide a copy of the information **free of charge**. *However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

We may also charge a reasonable fee to comply with requests for further copies of the same information. This does not mean that we can charge for all subsequent access requests.

The fee must be based on the administrative cost of providing the information.

Further information on GDPR can be found on the Information Commissioner's Office website. Click [here](#) to access.

Principle 5: Advice and Assistance

Contact Details

You can contact us for assistance about any aspect of this publication scheme or help to find and request information:

Jackie Daisley, Finance & Administration Officer

Abronhill Housing Association Ltd

Unit 10, Abronhill Shopping Centre

Cumbernauld

G67 3AZ

T: 01236 457948

E: admin@abronhillha.org.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, you can also click on this link and complete our online [FOI Request Form](#)

Principle 6: Duration

Once published through the Guide to Information, the Information will be available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available (previous versions may be requested from Abronhill Housing Association under section 1(1) of FOISA).

Our Guide to Information will contain a 'last reviewed' date showing when the document was last reviewed, to ensure it contains the most up to date information.

Records Management Policy

Abronhill Housing Association regards its records as a major asset of the Company. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. Abronhill Housing Association Records Management Policy can be found in Classes of Information - Class 5.

Classes of Information

The classes of information that we publish

We publish all the 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 Abronhill Housing Association

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications

Class 9: Our open data

Class 1: About Our Organisation, Abronhill Housing Association

Information about Abronhill Housing Association, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under Class 1 includes:	How to access it
Our Staff Team	Our Staff
Our Management Committee	Management Committee
Contact Details	Contact Us
News	Newsletters
Model Publication Scheme 2018	Model Publication Scheme
Association Rules	Rules of the Association
How to make a request for personal information	Subject Access Form
How to make a freedom of information request	FOI Request Form
How to make a complaint	Make a Complaint
Guide to Information	Guide to Information
Abronhill Housing Association's Purpose, Vision & Values	Mission Statement Vision & Values

Information Charging Guide	Charging Schedule
Annual Report & Annual Accounts	Annual Report

Class 2: How We Deliver Our Functions And Services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under Class 2 includes:	How to access it
List of Services Provided	Our Services
How to Report a Repair	How to Report a Repair
Right to Repair information	Right to Repair
How to apply for a house	Apply for a House
Health & Safety Policies	Available on Request
Allocations Policy	Allocations Policy
Arrears Management Policy	Arrears Prevention and Recovery Policy
Privacy Policy Privacy Notices	Privacy Policy Privacy Notices
Environmental Information Regulations Policy (EIR)	EIR Policy

Equality & Diversity Policy	Equality & Diversity Policy
Procurement Policy	Procurement Policy
Risk Management Policy	Risk Management Policy
Notifiable Events Policy	Notifiable Events Policy

Class 3: How We Take Decisions And What We Have Decided

Information about the decisions we take how we make decisions and how we involve others.

The information we publish under Class 3 includes:	How to access it
Management Committee Agendas and Reports	On request
Approved Management Committee Minutes	Management Committee Minutes

Class 4: What We Spend And How We Spend It

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).

The information we publish under Class 4 includes:	How to access it
Management Committee Member expenses	Committee Member Expenses
Pension Arrangements	On Request
Pay & Grading Structure	Pay & Grading Structure
Financial management and administration policies and procedures	Financial Regulations & Procedures
Annual Report	Annual Reports
Audited Accounts	Annual Accounts

Class 5: How We Manage Our Human, Physical And Information Resources

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

The information we publish under Class 5 includes:	How to access it
Code of Conduct for committee members	Code of Conduct for Committee Members
Code of Conduct for staff	Code of Conduct for Staff
Payments & Benefits to Committee & Staff Policy	Payment & Benefits to Committee & Staff Policy
Staff Severance Policy	Staff Severance Policy
Equal Opportunities Policy	Currently under review and will be made available Jan 2021
Whistleblowing Policy	Whistleblowing Policy
Stress Policy	Available on Request
Vehicle and Driving Policy see H&S manual	Available on Request
Accident Statistics	On Request

Class 6: How We Procure Goods And Services From External Providers

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

The information we publish under Class 6 includes:	How to access it
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Procurement Policies & Procedures	Procurement Policy
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Class 7: How We Are Performing

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

The information we publish under Class 7 includes:	How to access it
Annual Report to the Charter	Annual Return on the Charter
Landlord Report to Tenants	Landlord Performance
Annual Performance Report for Tenants	Annual Report
Benchmarking information	Abronhill Performance Analysis Report 2020-21
Complaints policy, guidance and forms	Make a Complaint

Class 8: Our Commercial Publications

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.

The information we publish under Class 8 includes:	How to access it
Abronhill Housing Association does not hold or publish any information under this class.	

Class 9: Our Open Data

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The information we publish under Class 9 includes:	How to access it

Abronhill Housing Association does not hold or publish any information under this class.	
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