

**ABERTAY HOUSING ASSOCIATION GUIDE TO INFORMATION
LAST REVIEWED: 31 OCTOBER 2019**

At a glance – terms used in this document

Term Used	Explanation
FOISA	Freedom of Information (Scotland) Act 2002 <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>
EIRs	Environmental Information Regulations (Scotland) 2004 <i>Those organisations covered by EIRs have a duty to respond to requests for environmental information</i>
SIC	The Scottish Information Commissioner <i>Who is responsible for ensuring that those bodies covered by FOISA and EIRs comply with the terms of the legislation.</i>
MPS	Model Publication Scheme <i>Produced by the SIC – this details all of the information that those subject to FOISA should publish (if they hold it)</i>
Guide to Information	<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>
Classes of Information	<i>Nine broad categories describing the types of information authorities should publish (if they hold it).</i>

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.

Abertay Housing Association has adopted the Scottish Information Commissioner's (SIC) [Model Publication Scheme \(MPS\)](#), and this Guide has been approved by the SIC.

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	20p 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 our Customer Service Team:

In person at our office, 147 Fintry Drive, Dundee or by phone 01382 903545

Monday – Wednesday 8:30-16:30

Thursday – 10:00-18:00

Friday 8:30-14:00

By e mail: queries@abertayha.co.uk

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:

Abertay Housing Association
147 Fintry Drive
Dundee
DD4 9HE
queries@abertayha.co.uk
01382 903545

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
Class 1 - About Abertay Housing Association	
<i>Information about Abertay 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	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Vision	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Values	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Corporate Objectives	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Area(s) of operation	http://www.abertayha.co.uk/apply-for-a-home/our-property-locations/
Key activities; strategic/corporate plan(s)	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Business Plan (or summary)	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Location and opening arrangements	
Address	http://www.abertayha.co.uk/contact-us/get-in-touch/

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

Information	Where to access
Telephone number and e-mail address for general enquiries (and dedicated lines where appropriate)	http://www.abertayha.co.uk/contact-us/get-in-touch/
Opening times	http://www.abertayha.co.uk/contact-us/get-in-touch/
General contact arrangements	http://www.abertayha.co.uk/contact-us/get-in-touch/
local/area office contact details	http://www.abertayha.co.uk/retirement-housing/sheltered-complexes-location-map/
Contact details for making a complaint	http://www.abertayha.co.uk/contact-us/get-in-touch/
Information relating to Freedom of Information	
Publication Scheme and Guide to Information	This document
Charging Schedule for Published Information	This document (See Page 2)
Contact details and advice on making an FOI request	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/access-to-information/
Freedom of Information policies and procedures	https://www.abertayha.co.uk/wp-content/uploads/2019/10/Freedom-of-Information-and-Environmental-Information-Policy-1.pdf
Charging Schedule for environmental information provided in response to requests made under EIRs	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/access-to-information/
About our Governing Body	
List of Governing Body Members <ul style="list-style-type: none"> • Names • when they 	http://www.abertayha.co.uk/about-us/management-committee/

Information	Where to access
<p>became a governing body member</p> <ul style="list-style-type: none"> • Professional biographical details • office-bearing responsibilities • when they became an office-bearer 	
<p>Description of the role of the Governing Body</p> <ul style="list-style-type: none"> • governance structure chart (including sub-committees and working groups); • remits for governing body and any sub-committees 	<p>http://www.abertayha.co.uk/about-us/management-committee/</p>
<p>How to become part of the governing body</p>	<p>http://www.abertayha.co.uk/about-us/management-committee/</p>
<p>About our staff</p>	
<p>List of senior management team, including professional biography and contact details</p>	<p>http://www.abertayha.co.uk/about-us/management-committee/senior-management/</p>

Information	Where to access
Organisational structure	http://www.abertayha.co.uk/wp-content/uploads/2019/10/Staff-Structure-Oct-19-new-no-names.pdf
Governance Documents and Corporate Policies	
Rules/Articles	http://www.abertayha.co.uk/wp-content/uploads/2016/10/Current-Rules-Signed-Copy.pdf
Standing Orders	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Standing-Orders-1.pdf
Membership Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Membership-Policy.pdf
Code of Conduct for Staff	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Code-of-Conduct-for-Staff.pdf
Code of Conduct for Governing Body Members	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Code-of-Conduct-for-Committee-Members.pdf
Entitlements Payments and Benefits Policy (or equivalent, including arrangements for payments for expenses and subsistence)	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Entitlements-Payments-and-Benefits-Policy.pdf
Register of Interests	https://www.abertayha.co.uk/about-us/management-committee/
Equalities Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Equality-and-Diversity-Policy.pdf
Health and Safety Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Health-and-Safety-Manual-Version-3.pdf
Sustainability Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Sustainability-Policy.pdf
Relationship with Regulators	
Engagement plan with Scottish Housing Regulator	http://www.abertayha.co.uk/wp-content/uploads/2019/04/190401-Regulation-Plan.pdf
Assurance Statement	http://www.abertayha.co.uk/tenants/scottish-housing-regulator/
Annual Return on Charter Submission to SHR	http://www.abertayha.co.uk/tenants/returns-to-scottish-housing-regulator/

Information	Where to access
Financial Returns to SHR	http://www.abertayha.co.uk/tenants/returns-to-scottish-housing-regulator/
Charter report to tenants	http://www.abertayha.co.uk/download_cat/housing-charter-reports/
Internal and External Audit arrangements	http://www.abertayha.co.uk/about-us/finance/
Key Partnerships	
Strategic agreements with other organisations	https://www.abertayha.co.uk/tenants/information-advice/your-housing-officer/
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	http://www.abertayha.co.uk/
How to report a repair	http://www.abertayha.co.uk/tenants/report-a-repair/
Right to Repair information	http://www.abertayha.co.uk/right-to-repair/
How to apply for a house	http://www.abertayha.co.uk/apply-for-a-home/how-to-apply/
How to get information about tenancy support	http://www.abertayha.co.uk/tenants/information-advice/your-housing-officer/
How to make a complaint	http://www.abertayha.co.uk/about-us/tell-us-what-you-think/complaints/
How to speak to a housing officer	http://www.abertayha.co.uk/tenants/information-advice/your-housing-officer/
How we consult with tenants and other customers to inform and improve service delivery and develop new services	http://www.abertayha.co.uk/tenants/get-involved/tenant-involvement/

Information	Where to access
Policies and Procedures	
Allocations Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Common-Allocations-Policy.pdf
Adaptations Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Medical-Adaptations-Policy.pdf
Anti-Social Behaviour Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Antisocial-Behaviour-Policy.pdf
Asbestos Management Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Asbestos-Policy.pdf
Arrears Management Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Rent-Arrears-Policy.pdf
Asset Management Policy (including stock condition information)	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Asset-Management-Strategy.pdf
Customer Care Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Customer-Care-Policy.pdf
Data Protection Policy	http://www.abertayha.co.uk/wp-content/uploads/2018/05/Privacy-and-Data-Protection-Policy.pdf
Environmental Information Regulations Policy (EIR)	http://www.abertayha.co.uk/about-us/about-abertay-housing-association/access-to-information/
Equality and Diversity Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Equality-and-Diversity-Policy.pdf
Estate Management Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Estate-Management-Policy.pdf
Health and Safety Policy and procedures	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Health-and-Safety-Manual-Version-3.pdf
Legionnaires Inspection/Prevention Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Health-and-Safety-Manual-Version-3.pdf s2.13 and Appendix 31
Procurement	http://www.abertayha.co.uk/wp-

Information	Where to access
Policy	content/uploads/2019/08/Procurement-Policy.pdf
Risk Management Policy	https://www.abertayha.co.uk/wp-content/uploads/2019/10/Risk-Management-Policy.pdf
Rent Setting Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Rent-Setting-Policy.pdf
Repairs Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Day-to-Day-Repairs-Policy.pdf
Sustainability Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Sustainability-Policy.pdf
Tenant Engagement Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Tenant-Participation-Policy.pdf
Tenancy Sustainment Policy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Housing-Support-Policy-.pdf
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	http://www.abertayha.co.uk/about-us/management-committee/minutes-of-committee-meetings/
Governing body meeting reports / papers	These are available on request
Governing body agendas	https://www.abertayha.co.uk/about-us/management-committee/agendas-for-management-committee-meetings/
Consultation and Participation	
Tenant Participation Strategy	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Tenant-Participation-Policy.pdf
Consultation reports noting the outcome of any recent consultations with tenants / others	http://www.abertayha.co.uk/download_cat/survey-results/ http://www.abertayha.co.uk/tenants/get-involved/estate-walkabouts/
Tenant Scrutiny Panel composition	Abertay does not currently have a Tenant Scrutiny Panel.

Information	Where to access
Registered Tenant Organisations	There are currently no Registered Tenant Organisations.
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	http://www.abertayha.co.uk/about-us/finance/
Audited accounts	http://www.abertayha.co.uk/about-us/finance/
Budget policies and procedures	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Financial-Regulations.pdf
Budget allocation to key service areas	http://www.abertayha.co.uk/about-us/finance/
Our programme of work and projects	
Brief details of any project funding and how it's being spent	https://www.abertayha.co.uk/about-us/finance/
Capital works programme/plans information (annual programme figure)	http://www.abertayha.co.uk/tenants/information-advice/planned-maintenance-programme/
Spending relating to Staff and Governing Body	
Expenses policies and procedures	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Committee-Expenses-Policy.pdf http://www.abertayha.co.uk/wp-content/uploads/2019/09/Financial-Regulations.pdf
Senior staff/governing body member expenses at category level e.g. travel, subsistence and accommodation	http://www.abertayha.co.uk/about-us/management-committee/ http://www.abertayha.co.uk/about-us/our-staff/
Board member remuneration other than	None

Information	Where to access
expenses	
Pay and grading structure (levels of pay rather than individual salaries)	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Abertay-Salaries.pdf
General information about staff pension scheme	http://www.abertayha.co.uk/about-us/our-staff/
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	https://www.abertayha.co.uk/about-us/our-staff/
Staffing structure	http://www.abertayha.co.uk/wp-content/uploads/2019/10/Staff-Structure-Oct-19-new-no-names.pdf
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 records 	http://www.abertayha.co.uk/wp-content/uploads/2019/09/Recruitment-and-Selection.pdf http://www.abertayha.co.uk/wp-content/uploads/2019/09/Disciplinary-Policy.pdf http://www.abertayha.co.uk/wp-content/uploads/2019/09/Grievance-Policy.pdf http://www.abertayha.co.uk/wp-content/uploads/2019/09/Training-and-Development-Policy.pdf http://www.abertayha.co.uk/wp-content/uploads/2018/05/Data-Retention-Schedule.pdf
Trade Union information	https://www.abertayha.co.uk/about-us/our-staff/

Information	Where to access
Summary of professional organisations/trade bodies of which we are a member	https://www.abertayha.co.uk/about-us/about-abertay-housing-association/
Physical Resources	
Management of our land and property assets, including environmental/sustainability reports	https://www.abertayha.co.uk/tenants/information-advice/planned-maintenance/ https://www.abertayha.co.uk/tenants/information-advice/planned-maintenance-programme/ https://www.abertayha.co.uk/tenants/information-advice/planned-maintenance-programme/ https://www.abertayha.co.uk/owners/grounds-maintenance/
General description of our land and property holdings	https://www.abertayha.co.uk/apply-for-a-home/our-property-locations/ https://www.abertayha.co.uk/owners/grounds-maintenance/
Estate development plans	https://www.abertayha.co.uk/tenants/information-advice/planned-maintenance/ https://www.abertayha.co.uk/tenants/information-advice/planned-maintenance-programme/ https://www.abertayha.co.uk/tenants/information-advice/planned-maintenance-programme/ https://www.abertayha.co.uk/owners/grounds-maintenance/
Information Resources	
Records management policy and records management plan, including records retention schedule	http://www.abertayha.co.uk/wp-content/uploads/2018/05/Data-Retention-Schedule.pdf
Data protection or privacy policy	http://www.abertayha.co.uk/wp-content/uploads/2018/05/Privacy-and-Data-Protection-Policy.pdf
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	https://www.abertayha.co.uk/about-us/procurement/

Information	Where to access
contractors who carry out: <ul style="list-style-type: none"> • responsive repairs • landscape maintenance • planned/cyclical maintenance 	
List of suppliers and contractors used by organisation (provided to staff under our Entitlements Payments and Benefits Policy)	https://www.abertayha.co.uk/about-us/procurement/
Information about regulated procurement contracts awarded (value, scope, duration)	http://www.abertayha.co.uk/wp-content/uploads/2019/06/201819-Annual-Procurement-Report.pdf
Our Procurement	
Procurement Policy and procedures	http://www.abertayha.co.uk/wp-content/uploads/2019/08/Procurement-Policy.pdf
Information on how to tender for work and invitations to tender	http://www.abertayha.co.uk/wp-content/uploads/2019/04/Website-Information-for-Suppliers.pdf
Register of contracts awarded which have gone through formal tendering, including name of supplier,	https://www.abertayha.co.uk/wp-content/uploads/2019/10/Contracts-Register.pdf

Information	Where to access
period of contract and value	
Links to procurement information we publish on Public Contracts Scotland website	https://www.publiccontractsscotland.gov.uk/authority/authority_buyerprofile.aspx
Framework Agreements	https://www.abertayha.co.uk/wp-content/uploads/2019/10/Contracts-Register.pdf
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	http://www.abertayha.co.uk/download_cat/annual-reports-and-accounts/
ARC report to tenants	http://www.abertayha.co.uk/download_cat/annual-reports-and-accounts/
Performance Standards/indicators	http://www.abertayha.co.uk/download_cat/performance/
Benchmarking information	https://directory.scottishhousingregulator.gov.uk/Pages/LandlordSummary.aspx?LATOZNameQS=2A2B074C-CFA9-E311-93F1-005056B555E6
Complaints policy, guidance and forms	http://www.abertayha.co.uk/about-us/tell-us-what-you-think/complaints/
Complaints reports or equivalent to show how complaints are handled and influence service delivery (aggregate reports rather than individual outcomes).	http://www.abertayha.co.uk/wp-content/uploads/2019/09/SPSO-Report-201819.pdf
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 Abertay Housing	Not applicable

Information	Where to access
Association as we do not produce any publications for sale.	
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 Abertay Housing Association	Not applicable