


# Guide to Information

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If you have difficulty with sight or hearing, or if you require a translated copy of this document, we would be pleased to provide this information in a form that suits your needs.

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	<b>Policy approved on:</b>	23 October 2019
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## **Our Vision, Mission Statement and Values**

Glen Oaks' vision statement '**Where Communities Thrive**' and our mission statement '**Our aim is to provide good quality affordable housing and an excellent service. We will encourage resident participation and work with other agencies to regenerate our community**' provide the foundation for Glen Oaks Housing Association's commitment to its residents and the communities they live in.

This commitment is also demonstrated in the Association's values which were agreed following discussions with the Board and staff. Glen Oaks' values are fundamental to how we carry out our day-to-day activities.

Our values are:

### **respectful**

*we trust and respect our customers and each other*

### **dedicated**

*we will give 100% commitment to our work*

### **transparent**

*we will be open and honest about what we do*

### **aspirational**

*we will strive to achieve the best we can for our communities*

## **Equality & Diversity Statement**

The Association is intent on ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; sex; marriage & civil partnership; race; religion or belief; sexual orientation; gender reassignment; pregnancy & maternity.

This document complies with the Association's Equality & Diversity policy.

The Association will regularly review this document for equal opportunities implications and take the necessary action to address any inequalities that result from the implementation of the policy.

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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 Glen Oaks Housing Association

Glen Oaks Housing Association provides landlord services and community representation in three communities within the south of Glasgow - Arden, Darnley and Pollok. Since the Association was established in 1991, our tenants and the local community have been the driving force behind us providing low cost housing for those in need and, at the same time, being an organisation that cares about the local community. Our vision statement - **Where Communities Thrive** - aims to set the scene for the long-term future of our estates.

We have built up a strong reputation as an innovative community-controlled organisation which places customer service, financial viability and being an excellent employer at its heart.

## Our Board

Our Board provides the strategic direction for Glen Oaks Housing Association and ensures that we try to attain and maintain the highest level of standards and performance. The Board meets a minimum of 6 times per year.

Glen Oaks' Board can have up to 15 members. The Board currently has 14 members consisting of 7 local residents and 7 independent members who are all volunteers. Our Board members share our values and are committed to supporting the Association. The expertise, experience and knowledge of each Board member contributes to the overall effectiveness of our Board.

## Organisational Structure

The Board meets a minimum of 6 times a year with the Corporate Management Team (CMT). Decisions are taken to set the overall strategy for the business as well as to monitor its activities. The CMT is charged with the task of implementing these decisions.

## Introduction to Glen Oaks Housing Association's Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner. They must also 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.

Glen Oaks 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.

Glen Oaks Housing Association has adopted the **Model Publication Scheme 2018 (MPS)** 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 the MPS 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 Glen Oaks Housing Association in relation to each class in the Model Publication Scheme 2018
- 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 FOISA, 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 MPS 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:

Martha Hutcheson, Corporate Services Manager  
Glen Oaks Housing Association  
3 Kilmuir Drive  
Arden  
G46 8BW

T: 0141 620 2705

E: [FOI@glenoaks.org.uk](mailto:FOI@glenoaks.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 Glen Oaks 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 Glen Oaks 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 Glen Oaks 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:

Martha Hutcheson, Corporate Services Manager  
Glen Oaks Housing Association  
3 Kilmuir Drive  
Arden  
G46 8BW

T: 0141 620 2705

E: [FOI@glenoaks.org.uk](mailto:FOI@glenoaks.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 could 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 Martha Hutcheson, Corporate Services Manager, 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**

Glen Oaks Housing Association regards its records as a major asset of the organisation. 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. Glen Oaks Housing Association's 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.

Click to access our online [Guide to Information](#).

### **The classes are:**

- Class 1: About Glen Oaks 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, Glen Oaks Housing Association

Information about Glen Oaks 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 <b>Class 1</b> includes:	How to access it	Last reviewed (date)
Corporate Management Team - professional biographical and contact details	<a href="#">Corporate Management Team</a>	
Our Board - names, when they joined the Board, professional biographical details, Office Bearing responsibilities, when they became an Office Bearer	<a href="#">Our Board</a>	November 2019
Organisational Chart	<a href="#">Organisational Chart</a>	November 2019
Contact Details - address, phone number, email address for general enquiries, opening times	<a href="#">Contact Details</a>	
News	<a href="#">Newsletters</a>	
Model Publication Scheme 2018	<a href="#">Model Publication Scheme 2018</a>	November 2018
Rules Standing Orders Membership Policy	<a href="#">Rules</a> <a href="#">Standing Orders</a> <a href="#">Membership Policy</a>	September 2014 May 2019 May 2019
How to make a request for personal information	<a href="#">SAR Form</a>	
How to make a Freedom of Information request	<a href="#">FOI Request Form</a>	
How to make a request for Environmental Information	<a href="#">EIR Form</a>	
How to complain or make a comment	<a href="#">Guide to our Complaints Handling Procedure</a>	
Guide to Information	<a href="#">Guide to Information</a>	November 2019
Glen Oaks Housing Association's Mission, Vision & Values	<a href="#">Mission, Vision &amp; Values</a>	
Glen Oaks Housing Association's Information Charging Guide	<a href="#">Information Charging Guide</a>	November 2019
Annual Report	<a href="#">Annual Report</a>	October 2019

Financial Statements	<a href="#">Financial Statements</a>	September 2019
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## **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.

<b>The information we publish under Class 2 includes:</b>	<b>How to access it</b>	<b>Last reviewed (date)</b>
List of services provided	<a href="#">Our Staff and Services</a>	
How to report a repair	<a href="#">Guide to repairs and maintenance</a>	
Right to Repair information	<a href="#">Right to Repair</a>	
How to apply for a house	<a href="#">Applying for a Home and our Allocation Process</a>	
How to get information about tenancy support	<a href="#">Managing your Money</a> <a href="#">Helping you budget</a> <a href="#">Free or Cheap Activity Days Out</a>	
How to speak to a housing officer	<a href="#">Guide to our Customer Service Standards</a>	
How we consult with tenants and other customers to inform and improve service delivery and develop new services	<a href="#">Guide to Getting Involved</a>	
Allocations Policy	<a href="#">Allocations Policy</a>	June 2019
Adaptations Policy	<a href="#">Adaptations Policy</a>	November 2017
Anti-Social Behaviour Policy	<a href="#">Anti-Social Behaviour Policy</a>	March 2019
Asbestos Management Policy	<a href="#">Asbestos Management Policy</a>	June 2019
Arrears Management Policy - Current Rent Arrears		Currently under review
Writing Off Debts & Credits	<a href="#">Writing Off Debts and Credits</a>	December 2018
Asset Management Strategy (including stock condition information)		Currently under review
Customer Service Policy	<a href="#">Customer Service Standards</a>	February 2019
Data Protection Policy	<a href="#">Data Protection Policy</a>	May 2018
Environmental Information Regulations Policy (EIR)	<a href="#">Environmental Information Regulations Policy</a>	October 2019
Equality and Diversity Policy	<a href="#">Equality &amp; Diversity Policy</a>	August 2019

The information we publish under <b>Class 2</b> includes:	How to access it	Last reviewed (date)
Managing our Neighbourhoods and Environments	<a href="#">Managing our Neighbourhoods and Environments</a>	June 2018
Health and Safety Policy Statement	<a href="#">Health and Safety Policy Statement</a>	September 2019
Legionella Management Policy	<a href="#">Legionella Management Policy</a>	June 2019
Procurement Policy	<a href="#">Procurement Policy</a>	June 2019
Risk Management Strategy	<a href="#">Risk Management Strategy</a>	January 2019
Rent Setting Policy	<a href="#">Rent Setting Policy</a>	Currently under review
Repairs & Maintenance Policy	<a href="#">Repairs &amp; Maintenance Policy</a>	March 2019
Customer Engagement Strategy	<a href="#">Customer Engagement Strategy</a>	February 2019
Tenancy Sustainment Policy	<a href="#">Tenancy Sustainment Policy</a>	June 2017
Unacceptable Behaviour Policy	<a href="#">Unacceptable Behaviour Policy</a>	June 2019

### **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 <b>Class 3</b> includes:	How to access it	Last reviewed (date)
Public Consultations - Rent Consultation	<a href="#">Rent Consultation Booklet 2019/20</a>	
Allocations Policy Consultation - Newsletter Spring 2019	<a href="#">Spring 2019 Newsletter</a>	
Approved Board Minutes	<a href="#">Board Minutes</a>	

## 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 <b>Class 4</b> includes:	How to access it	Last reviewed (date)
Senior Staff/Board Member expenses	On Request	
Pension Arrangements	On Request	
Pay & Grading Structure	On Request	
Annual Report	<a href="#">Annual Report 2018/19</a>	October 2019
Audited Accounts	<a href="#">Financial Statements</a>	September 2019

## 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 <b>Class 5</b> includes:	How to access it	Last reviewed (date)
Terms & Conditions of Employment	On Request	
Equality & Diversity Policy	<a href="#">Equality &amp; Diversity Policy</a>	August 2019
Communication Tools policy	On Request	
Recruitment & Selection Policy	On Request	
Travel & Expenses Policy	On Request	
Whistleblowing Policy		March 2017
Retention Schedule	<a href="#">Data Retention Periods</a>	November 2019
Freedom of Information Policy	<a href="#">Freedom of Information Policy</a>	October 2019

## 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 <b>Class 6</b> includes:	How to access it	Last reviewed (date)
Procurement Policy	<a href="#">Procurement Policy</a>	June 2019
List of suppliers and contractors used by our organisation	<a href="#">List of Suppliers and Contractors</a>	August 2019
Information about regulated procurement contracts awarded (value, scope, duration)	<a href="#">Schedule of Regulated Procurement Exercises</a>	August 2019

## 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 <b>Class 7</b> includes:	How to access it	Last reviewed (date)
Annual Report	<a href="#">Annual Report</a>	October 2019
Landlord Report	<a href="#">Landlord Report</a>	August 2019
Performance Standards / KPIs		
Benchmarking information		
Complaints policy, guidance and forms	<a href="#">Guide to our Complaints Handling Procedure</a>	
Complaints reports or equivalent to show how complaints are handled and influence service delivery (aggregate reports rather than individual outcomes).		
Tenant scrutiny reports <ul style="list-style-type: none"> <li>• Customer Service Standards</li> <li>• Void Standard</li> <li>• Estate Management</li> <li>• Allocations</li> </ul>		

## 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 <b>Class 8</b> includes:	How to access it	Last reviewed (date)
Glen Oaks 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 <b>Class 9</b> includes:	How to access it	Last reviewed (date)
Glen Oaks Housing Association does not hold or publish any information under this class.		