



Gardeen Housing Association Ltd
Building a Better Future

Gardeen Housing Association

Guide to Information

Implemented	2019
Next Review	2020 Annual Review

Gardeen Housing Association
Guide to Information
Implemented 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>

Term Used	Explanation
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.

Gardeen 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	5p per A4 sheet
Print in colour	10p per A4 sheet
Memory stick	£1
Posted document	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 a member of staff at the office.

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:

Gardeen Housing Association
32 Garlieston Road
G33 4UD
0141 771 9590
info@gardeen.org.uk

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.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 Gardeen Housing Association	
<i>Information about Gardeen 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	https://gardeen.org.uk/mission-statement/
Vision	https://gardeen.org.uk/vision-and-strategic-objectives/
Values	https://gardeen.org.uk/management-behaviours/
Objectives	https://gardeen.org.uk/vision-and-strategic-objectives/
Area of operation	https://gardeen.org.uk/apply-to-gardeen/
Key activities; strategic/corporate plan(s)	https://gardeen.org.uk/vision-and-strategic-objectives/
Business Plan Summary	https://gardeen.org.uk/executive-summary/
Location and opening arrangements	
Address	https://gardeen.org.uk/
Telephone number and e-mail address for general enquiries	https://gardeen.org.uk/
Opening times	https://gardeen.org.uk/
General contact	https://gardeen.org.uk/

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

Information	Where to access
arrangements	
Office contact details	https://gardeen.org.uk/
Contact details for making a complaint	https://gardeen.org.uk/compliments-and-complaints/
Information relating to Freedom of Information	
Publication Scheme and Guide to Information	https://gardeen.org.uk/foi/1
Charging Schedule for Published Information	https://gardeen.org.uk/foi/1
Contact details and advice on making an FOI request	https://gardeen.org.uk/foi/1
Freedom of Information policies and procedures	https://gardeen.org.uk/foi/1
Charging Schedule for environmental information provided in response to requests made under EIRs	https://gardeen.org.uk/foi/1
About our Committee	
<p>List of Committee</p> <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 	https://gardeen.org.uk/our-management-committee
<p>Description of the role of the Committee</p> <ul style="list-style-type: none"> • governance structure chart working groups; • remits for management committee • 	https://gardeen.org.uk/role-of-committee/
How to become part of the	https://gardeen.org.uk/role-of-committee/

Information	Where to access
management committee	
About our staff	
List of senior management team, including professional biography and contact details	https://gardeen.org.uk/our-staff
Organisational structure	https://gardeen.org.uk/staff-structure/
Governance Documents and Corporate Policies	
Rules/Articles	https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LAttoZNameQS=DA37885E-CFA9-E311-93F1-005056B555E6
Standing Orders	https://gardeen.org.uk/policies2
Membership Policy	https://gardeen.org.uk/policies2
Code of Conduct for Staff	https://gardeen.org.uk/governance2/
Code of Conduct for Governing Body Members	https://gardeen.org.uk/governance2/
Entitlements Payments and Benefits Policy (including arrangements for payments for expenses and subsistence)	https://gardeen.org.uk/policies2
Register of Interests	On request
Equalities Policy	https://gardeen.org.uk/policies2
Health and Safety Policy	https://gardeen.org.uk/health-and-safety/
Relationship with Regulators	
Engagement plan with Scottish Housing Regulator	https://gardeen.org.uk/scottish-housing-regulator-reports-/
Assurance Statement	https://gardeen.org.uk/annual-assurance-statement-2019/
Annual Return on Charter Submission to SHR	https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LAttoZNameQS=DA37885E-CFA9-E311-93F1-005056B555E6
Financial Returns to SHR	https://gardeen.org.uk/financial-information/

Information	Where to access
Charter report to tenants	https://gardeen.org.uk/performance-reports
Internal and External Audit arrangements	https://gardeen.org.uk/internal-audit-and-external-audit/
Key Partnerships	
Strategic agreements with other organisations	https://gardeen.org.uk/who-we-work-with/
<p>Class 2 – How we deliver our functions and services</p> <p><i>Information about our work, our strategy and policies for delivering services and information for our service users.</i></p>	
How to use our services	
List of services provided	https://gardeen.org.uk/about-gardeen
How to report a repair	https://gardeen.org.uk/report-a-repair
Right to Repair information	https://gardeen.org.uk/your-repairs-service
How to apply for a house	https://gardeen.org.uk/apply-to-gardeen
How to get information about tenancy support	https://gardeen.org.uk/your-tenancy1
How to make a complaint	https://gardeen.org.uk/compliments-and-complaints
How to speak to a housing officer	https://gardeen.org.uk/about-gardeen/
How we consult with tenants and other customers to inform and improve service delivery and develop new services	https://gardeen.org.uk/policies2
Policies and Procedures	

Information	Where to access
Allocations Policy	https://gardeen.org.uk/policies2/
Adaptations Policy	https://gardeen.org.uk/policies2/
Anti-Social Behaviour Policy	https://gardeen.org.uk/policies2/
Asbestos Management Policy	Available on request
Arrears Management Policy	https://gardeen.org.uk/policies2/
Asset Management Policy (including stock condition information)	Available on request
Customer Care Policy	https://gardeen.org.uk/policies2/
Data Protection Policy	https://gardeen.org.uk/policies2/
FOI Policy (Inc. Environmental Information Regulations]	https://gardeen.org.uk/foi/1/
Equality and Diversity Policy	https://gardeen.org.uk/policies2/
Estate Management Policy	https://gardeen.org.uk/policies2/
Health and Safety Policy and procedures	https://www.evh.org.uk/health-and-safety/control-manual
Legionnaires Inspection/Prevention Policy	https://gardeen.org.uk/health-and-safety/
Procurement Policy	https://gardeen.org.uk/policies2/

Information	Where to access
Risk Management Policy	https://gardeen.org.uk/policies2
Rent Setting Policy	https://gardeen.org.uk/policies2
Repairs Policy	https://gardeen.org.uk/policies2
Sustainability Policy	Policy available on request
Customer Engagement Policy	https://gardeen.org.uk/policies2
Tenancy Sustainment Policy	Available on request
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	https://gardeen.org.uk/our-management-committee
Governing body reports and papers	Available on request
Governing body agendas	https://gardeen.org.uk/our-management-committee
Consultation and Participation	
Customer Engagement Strategy	https://gardeen.org.uk/policies2/
Consultation reports noting the outcome of any recent consultations with tenants/others	https://gardeen.org.uk/your-tenancy1/
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	https://gardeen.org.uk/financial-information/
Audited accounts	https://gardeen.org.uk/financial-information/
Budget policies and	https://gardeen.org.uk/budget-policies-and-

Information	Where to access
procedures	procedures-/
Our programme of work and projects	
Brief details of any project funding and how it's being spent	https://gardeen.org.uk/planned-and-cyclical-maintenance-programme/
Capital works programme/plans information (annual programme figure)	https://gardeen.org.uk/planned-and-cyclical-maintenance-programme/
Spending relating to Staff and Committee	
Expenses policies and procedures	Available on request
Senior staff/committee member expenses	https://gardeen.org.uk/annual-accounts
Pay and grading structure (levels of pay rather than individual salaries)	https://gardeen.org.uk/staff-pay-grading-structure-and-pension-scheme/
General information about staff pension scheme	https://gardeen.org.uk/staff-pay-grading-structure-and-pension-scheme/
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://gardeen.org.uk/our-staff
Staffing structure	https://gardeen.org.uk/our-staff

Information	Where to access
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 	https://gardeen.org.uk/our-staff
Trade Union information	https://unitetheunion.org/
Summary of professional organisations/trade bodies of which we are a member	https://gardeen.org.uk/policies2/ Entitlements and Benefits Policy
Physical Resources	
Management of our land and property assets, including environmental/sustainability reports	https://gardeen.org.uk/about-gardeen
General description of our land and property holdings	https://gardeen.org.uk/about-gardeen
Estate development plans	https://gardeen.org.uk/about-gardeen
Information Resources	
Records management policy and records management plan, including records retention schedule	https://gardeen.org.uk/governance2/

Information	Where to access
Data protection or privacy policy	https://gardeen.org.uk/policies2/
<p>Class 6 - How we procure goods and services from external providers</p> <p>Information about how we procure works, goods and services, and our contracts with external providers.</p>	
<p>Our Contractors and suppliers</p>	
<p>Information about our key service delivery contractors who carry out:</p> <ul style="list-style-type: none"> • responsive repairs • landscape maintenance • planned/cyclical maintenance 	https://gardeen.org.uk/repairs
<p>List of suppliers and contractors used by organisation (provided to staff under our Entitlements Payments and Benefits Policy)</p>	https://gardeen.org.uk/policies2/
<p>Information about regulated procurement contracts awarded (value, scope, duration)</p>	https://gardeen.org.uk/repairs
<p>Our Procurement</p>	
<p>Procurement Policy and procedures</p>	https://gardeen.org.uk/repairs
<p>Information on how to tender for work and invitations to tender</p>	https://gardeen.org.uk/repairs
<p>Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value</p>	https://gardeen.org.uk/repairs

Information	Where to access
Links to procurement information we publish on Public Contracts Scotland website	https://gardeen.org.uk/repairs
Framework Agreements	https://gardeen.org.uk/repairs
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	https://gardeen.org.uk/annual-reports
ARC report to tenants	https://gardeen.org.uk/performance-reports
Performance Standards/indicators	https://gardeen.org.uk/governance2/
Benchmarking information	https://gardeen.org.uk/performance-reports
Complaints policy, guidance and forms	https://gardeen.org.uk/compliments-and-complaints
Complaints reports	https://gardeen.org.uk/performance-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 Gardeen Housing Association as we do not produce any publications for sale.	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.	

Information	Where to access
This class does not apply to Gardeen Housing Association	Not applicable

October 2019

This guide to information will be reviewed on an annual basis.