

OAK TREE HOUSING ASSOCIATION LTD GUIDE TO INFORMATION

LAST REVIEWED: 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.

Oak Tree Housing Association Ltd 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	£0.50per disc
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:

Kirsty Davis - Office Manager – info@oaktreeha.org.uk Tel 01475 807000

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:

Anne Culley
Depute Chief Executive Officer
Oak Tree Housing Association Ltd
41 High Street
Greenock
PA15 1NR

Email: Info@oaktreeha.org.uk
Tel: 01475 807000

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 Oak Tree Housing Association Ltd	
<i>Information about 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	
Vision and Values	https://www.oaktreeha.org.uk/vision-values/
Aims and Objectives	https://www.oaktreeha.org.uk/aims-objectives/
Area(s) of operation	https://www.oaktreeha.org.uk/about-us/
Business Plan	https://www.oaktreeha.org.uk/business-plan/
Customer Care Charter	www.oaktreeha.org.uk/documents/#governanceandhr
Location and opening arrangements	
Address	https://www.oaktreeha.org.uk/contact-us/
Telephone number and e-mail address for general enquiries	https://www.oaktreeha.org.uk/contact-us/
opening times	https://www.oaktreeha.org.uk/contact-us/
General contact arrangements	https://www.oaktreeha.org.uk/contact-us/
Contact details for making a complaint	https://www.oaktreeha.org.uk/make-a-complaint/
Information relating to Freedom of Information	
Publication Scheme and Guide to Information	https://www.oaktreeha.org.uk/freedom-of-information/
Charging Schedule for Published Information	https://www.oaktreeha.org.uk/freedom-of-information-environmental-info-charging-statement/
Contact details and advice on making an FOI request	https://www.oaktreeha.org.uk/freedom-of-information/
Freedom of Information policies and procedures	https://www.oaktreeha.org.uk/foi-policy/
Charging Schedule for environmental information provided in response to requests made under EIRs	https://www.oaktreeha.org.uk/freedom-of-information-environmental-info-charging-statement/
About our Governing Body	

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

Information	Where to access
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 	https://www.oaktreeha.org.uk/committee-and-staff/ Available on request
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 	https://www.oaktreeha.org.uk/committee-and-staff/
How to become part of the governing body	https://www.oaktreeha.org.uk/management-committee/
About our staff	
Organisational structure	https://www.oaktreeha.org.uk/committee-and-staff/#staffstructure
List of senior management team, including professional biography and contact details	https://www.oaktreeha.org.uk/committee-and-staff/#SeniorManagementTeam Biographical details are available on request
Governance Documents and Corporate Policies	
Rules/Articles	https://www.oaktreeha.org.uk/our-rules/
Standing Orders	https://www.oaktreeha.org.uk/committee-and-staff/#structure
Membership Policy	https://www.oaktreeha.org.uk/share-membership/
Code of Conduct for Staff	https://www.oaktreeha.org.uk/committee-and-staff/
Code of Conduct for Governing Body Members	https://www.oaktreeha.org.uk/governance-policy-documents/
Entitlements Payments and Benefits Policy (or equivalent, including arrangements for payments for expenses and subsistence)	https://www.oaktreeha.org.uk/governance-policy-documents/
Register of Interests	Available on request
Equal Opportunity and Diversity Policy	www.oaktreeha.org.uk/documents/#governanceandhr

Information	Where to access
Health and Safety Policy Statement	www.oaktreeha.org.uk/documents/#governanceandhr
Sustainability Policy Statement	www.oaktreeha.org.uk/documents/#governanceandhr
Relationship with Regulators	
Engagement plan with Scottish Housing Regulator	https://www.housingregulator.gov.scot/landlord-performance/landlords/oak-tree-housing-association-ltd/engagement-plan-from-9-april-2021-to-31-march-2022
Assurance Statement	https://www.oaktreeha.org.uk/documents/#scottishhousingregulator
Annual Return on Charter Submission to SHR	https://www.oaktreeha.org.uk/documents/#performance
Financial Returns to SHR	www.oaktreeha.org.uk/documents/#performance
Charter report to tenants	www.oaktreeha.org.uk/documents/#performance
Internal and External Audit arrangements	www.oaktreeha.org.uk/documents/#performance
Group Details	
Details of our subsidiaries Oak Tree Housing Initiatives (development projects and other business activities)	https://www.oaktreeha.org.uk/othi/
Key Partnerships	
Strategic agreements with other organisations	Available on request
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	https://www.oaktreeha.org.uk/
How to report a repair	https://www.oaktreeha.org.uk/reportarepair/
Right to Repair information	https://www.oaktreeha.org.uk/right-to-repair/
How to apply for a house	https://www.oaktreeha.org.uk/apply-for-a-house/
How to get information about tenancy support	https://www.oaktreeha.org.uk/support-for-your-tenancy/
How to make a complaint	https://www.oaktreeha.org.uk/make-a-complaint/
How to speak to a housing officer	https://www.oaktreeha.org.uk/help-advice/

Information	Where to access
How we consult with tenants and other customers to inform and improve service delivery and develop new services	https://www.oaktreeha.org.uk/get-involved/
Policies and Procedures	
Allocations Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Adaptations Policy	Available on Request
Anti-Social Behaviour Policy (Estate Management Policy)	www.oaktreeha.org.uk/documents/#governanceandhr
Asbestos Management Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Arrears Management Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Asset Management Policy (including stock condition information)	www.oaktreeha.org.uk/documents/#governanceandhr
Customer Care Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Data Protection Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Equality and Diversity Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Estate Management Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Health and Safety Policy and procedures	www.oaktreeha.org.uk/documents/#governanceandhr
Legionella Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Procurement Policy	https://www.oaktreeha.org.uk/procurement/
Risk Management Policy	Available on Request
Rent Setting Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Repairs Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Sustainability Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Tenant Engagement Policy	www.oaktreeha.org.uk/documents/#governanceandhr
Tenancy Sustainment Policy	Included in Rent Arrears Policy

Information	Where to access
Internal procedures relating to above (where available)	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	www.oaktreeha.org.uk/documents/#governanceandhr
Governing body meeting reports/papers	Available on request
Governing body agendas	Available on request
Consultation and Participation	
Tenant Participation Strategy	www.oaktreeha.org.uk/documents/#governanceandhr
Consultation reports noting the outcome of any recent consultations with tenants/others	Available on request
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://www.oaktreeha.org.uk/finance/
Audited accounts	www.oaktreeha.org.uk/documents/#finance
Budget policies and procedures	https://www.oaktreeha.org.uk/finance/
Budget allocation to key service areas	https://www.oaktreeha.org.uk/finance/
Our programme of work and projects	
Brief details of any project funding and how it's being spent	https://www.oaktreeha.org.uk/finance/
Capital works programme/plans information (annual programme figure)	https://www.oaktreeha.org.uk/finance/
Spending relating to Staff and Governing Body	
Expenses policies and procedures	www.oaktreeha.org.uk/documents/#governanceandhr
Senior staff/governing body member expenses at category level e.g. travel, subsistence and accommodation	www.oaktreeha.org.uk/documents/#governanceandhr

Information	Where to access
Board member remuneration other than expenses	We do not offer remuneration to the Board
Pay and grading structure (levels of pay rather than individual salaries)	www.oaktreeha.org.uk/documents/#governanceandhr
General information about staff pension scheme	https://www.oaktreeha.org.uk/finance/
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	Available on request
Staffing structure	https://www.oaktreeha.org.uk/committee-and-staff/#staffstructure
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 	www.oaktreeha.org.uk/documents/#governanceandhr or available on request.
Internal procedures relating to the above (where available)	Available on request
Trade Union information	Oak Tree is part of an umbrella organisation, EVH and they negotiate on Terms & Condition's and Salary with the Unite the Union
Summary of professional organisations/trade bodies of which we are a member	CIH Scotland Scottish Federation of Housing Associations Employers in Voluntary Housing Tenant Participation Advisory Scheme Quality and Efficiency Forum Glasgow & West of Scotland Forum of HA's Housemark Institute of Clerk of Works Institute of Chartered Accountants of Scotland

Information	Where to access
	Royal Institute of Chartered Surveyors
Physical Resources	
Management of our land and property assets, including environmental/sustainability reports	Available on request
General description of our land and property holdings	https://oaktreeha.org.uk/about-us/
Estate development plans	Available on request
Information Resources	
Records management policy and records management plan, including records retention schedule	www.oaktreeha.org.uk/documents/#governanceandhr
Data protection policy	www.oaktreeha.org.uk/documents/#governanceandhr
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 	Responsive Repairs are carried out by The MacDougall Group Landscape Maintenance is carried out by John O'Conner Planned/Cyclical Maintenance is serviced through the IFLAIR Framework https://www.oaktreeha.org.uk/procurement/
List of suppliers and contractors used by organisation (provided to staff under our Entitlements Payments and Benefits Policy)	www.oaktreeha.org.uk/documents/#governanceandhr
Information about regulated procurement contracts awarded (value, scope, duration)	https://www.oaktreeha.org.uk/procurement/

Information	Where to access
Our Procurement	
Procurement Policy and procedures	https://www.oaktreeha.org.uk/procurement/
Information on how to tender for work and invitations to tender	https://www.oaktreeha.org.uk/procurement/
Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value	https://www.oaktreeha.org.uk/procurement/
Links to procurement information we publish on Public Contracts Scotland website	https://www.oaktreeha.org.uk/procurement/
Framework Agreements	https://www.oaktreeha.org.uk/procurement/
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	www.oaktreeha.org.uk/documents/#performance
ARC report to tenants	www.oaktreeha.org.uk/documents/#performance
Performance Standards/indicators	Available on request
Benchmarking information	Available on request
Complaints policy, guidance and forms	www.oaktreeha.org.uk/documents/#performance
Complaints reports or equivalent to show how complaints are handled and influence service delivery (aggregate reports rather than individual outcomes).	www.oaktreeha.org.uk/documents/#performance
Newsletter	www.oaktreeha.org.uk/documents/#publications
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 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.	
This class does not apply	Not applicable