



Lochaber Housing Association Group Model Publication Scheme and Guide to Information 2024

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1. Terms used

Term Used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
SIC	The Scottish Information Commissioner
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
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)

2. About Lochaber Housing Association Group

Lochaber Housing Association is a Scottish Charity (SCO 30951), registered as a Society under the Co-operative and Community Benefits Act 2014, and is registered with The Scottish Housing Regulator (Registered Social Landlord No. 151).

The Association was established in 1988. Our principal objective since 1988 has been to provide good quality, truly affordable housing opportunities and services for local people in their preferred communities. The Association has achieved this historically by accessing public funding, mainly through the Scottish Government as well as private sector lending facilities, to develop and manage housing, mainly for rent but also through low cost home ownership accommodation and other initiatives. Since our inception, we have provided over



700 new housing opportunities for rent and low-cost home ownership. We also factor 244 other properties and have two subsidiary companies: Lochaber Care and Repair Ltd., and LHA Property Services CIC.

Lochaber Care & Repair and Handyman Service help people in Lochaber who are older or have a disability, by providing free and confidential advice, support and practical assistance so they can continue living in safety and comfort at home within their own communities.

LHA Property Services, a Community Interest Company, provides cost effective, efficient and quality maintenance and improvement services to the homes of tenants of Lochaber Housing Association, as well as providing employment and training opportunities for local people.

Our Mission

"we will facilitate the provision and maintenance of good quality, truly affordable housing opportunities and services for our customers in their preferred communities, thereby helping to sustain and develop thriving communities throughout Lochaber".

Our Values

- **Teamwork** *we listen to and have regard for one another while working together to achieve results*
- **Respect** *we understand and consider the views of others and work collaboratively*
- **Commitment** *we always strive to work with urgency and dedication to deliver services for the LHA Group*
- **Communication** *we communicate with one another effectively, openly and as frequently as necessary to enable us to deliver excellent services.*



Our Board

Responsibility for running the Association lies with a voluntary Board of Management, which is elected from a board membership of local people drawn from a diverse range of backgrounds including tenant members. The Board is responsible for providing strategic leadership and direction for the Association, and leads in the planning, governance, monitoring and control of the delivery of services to our tenants and service users. The Board works closely with the management team to achieve these aims.

Organisational Structure

The Board of Management meets eight times a year with the Senior Management Team. Decisions are taken to set the overall strategy for the Association as well as to monitor its activities. The Senior Management Team are charged with the task of implementing their decisions.

3. Introduction to Lochaber Housing Association Group's Guide to Information

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.

Lochaber Housing Association Group has adopted the Scottish Information Commissioner's (SIC) Model Publication Scheme (MPS), and this Guide has been approved by the SIC.



4. Formats other than online and Charging Schedule

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 and White Photocopying

Size of Paper	Pence per sheet
A4	10p
A3	20p

Colour Photocopying

Size of Paper	Pence per sheet
A4	20p
A3	40p

Alternative Formats

Format	Charge
Computer Discs	£1.00



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 (un-published information)

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:

- 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

The rules for charging for environmental information are slightly different because requests for Environmental Information is provided under the EIRs rather than FOISA. Under the EIRs, we may impose a charge of a reasonable amount for making Environmental Information available to you.

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 Lochaber Housing Association Group of providing the information:

- Photocopying is charged at 10p per A4 and 20p per A3 sheet for black and white copying, 20p per A4 and 40p per A3 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.



Charges for requesting your own personal data (Subject Access Requests)

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

5. Information 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 board 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.

6. 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.

7. 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

8. 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:

Lochaber Housing Association

101 High Street

Fort William

PH33 6DG

Email: foi@lochaberhousing.org.uk

Telephone: 01397 702530

Website: www.lochaberhousing.org.uk

9. Classes of Information

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.

Class 1: About Lochaber Housing Association Group

Information about 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
Lochaber Housing Association Subsidiaries	Online - About us
Who we work with	Online – About us
Our Mission Statement and Corporate Objectives	Online - About us
Our Vision and Values	Online – About us
Corporate Objectives	Online – About us
Area of Operation	Online - About us



Key Activities	LHA - Online - About Us LHAPS - Online - LHAPS LCR - Online - LCR
Business Plan	Online – Documents and Downloads
Customer Charter	Online – Documents and Downloads
Governing Body	LHA Online - Board of Management LHAPS - On request LCR - Online - Management Committee
How to become a part of the Governing Body	Online – Get involved
Contact details and opening hours	Online - Contact
How to make a complaint and contact details	Online – Comments and Complaints
Model Publication Scheme and Guide to Information	This Guide and Online - FOI
Charging Schedule for published information	This Guide and Online - FOI
Freedom of Information (FOI) Policies and Procedures	Online - FOI
How to make a FOI Request	Online - FOI
How to make a Subject Access Request	Online - FOI
How to make an Environmental Information Request (EIR)	Online - FOI
Charging Schedule for providing information under an EIR	This Guide and Online - FOI
Model Rules	Online – About us
Standing Orders	Online – Documents and Downloads
Membership Policy	Online – Documents and Downloads
Code of Conduct for Staff	Online – Documents and Downloads
Code of Conduct for Governing Body Members	Online – Documents and Downloads
Entitlements, Payments and Benefits Policy	Online – Documents and Downloads
Equality, Diversity and Inclusion Policy	Online – Documents and Downloads
Health and Safety Policy Statement	Online – Documents and Downloads
Register of Interests	On request
Engagement Plan with Scottish Housing Regulator	Online - SHR landlord Directory
Assurance Statement	Online - Performance
Annual Return on Charter	Online - SHR landlord Directory
Financial Returns to Scottish Housing Regulator	Online - SHR landlord Directory
Charter Report to Tenants	Online - SHR landlord Directory
Internal and External Audit Arrangements	Online – Documents and Downloads



Class 2: How we deliver our functions and services

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

The information we publish under Class 2 includes:	How to access it
The services we provide	Online - About us
How to report a repair and right to repair	Online – Maintenance and Repairs
How to apply for a tenancy	Online – Find a Home
Tenancy Support	Online – Manage your Home
How to contact Housing Management	Online – Manage you Home
How to make a complaint	Online – Comments and Complaints
How we consult with tenants and other customers to improve and develop new services	Online – Get Involved
Allocations Policy	Online - Highland Housing Register
Anti-Social Behaviour Policy	Online – Documents and Downloads
Asbestos Management Policy	On request
Asset Management Strategy	Online – Documents and Downloads
Customer Charter	Online – Documents and Downloads
Data Protection Policy	Online – Documents and Downloads
Environmental Information Regulations (EIR) Policy	Online – Documents and Downloads
Equality, Diversity and Inclusion Policy	Online – Documents and Downloads
Estate Management Policy	Online – Documents and Downloads
Freedom of Information Policy	Online – Documents and Downloads
Health and Safety Policy Statement	Online – Documents and Downloads
Housing Information and Advice Policy	Online – Documents and Downloads
Keeping of Pets Policy	Online – Documents and Downloads
Mutual Exchange Policy	Online – Documents and Downloads
Recovery of Property (non arrears) Policy	Online – Documents and Downloads
Rent Setting Policy	Online – Documents and Downloads
Rent Arrears Policy	Online – Documents and Downloads
Repairs and Maintenance Policy	Online – Documents and Downloads
Risk Management Policy	Online – Documents and Downloads
Scottish Secure Tenancy Assignations Policy	Online – Documents and Downloads



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
Governing Body agendas	On request
Governing Body meeting minutes	LHA - Online – Documents and Downloads LHAPS and LCR - On request
Governing Body meeting reports	On request
Tenant Communication and Engagement Strategy	Online – Get Involved
Tenant consultation reports	On request
Tenant scrutiny panel	Online – Get Involved
Registered tenant organisations	Online – Get Involved

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
Our sources of funding	LHA - Online - Documents and Downloads LHAPS and LCR N/A
Budget policies and procedures (Financial Regulations)	Online – Documents and Downloads
Audited Accounts	Online – Documents and Downloads LHAPS - On request LCR - On request
Project funding	On request
Capital works programme	On request
Travel and Subsistence Policy	Online – Documents and Downloads
Senior Staff / Governing Body Member expenses	On request
Board member remuneration (other than expenses)	On request
Pay and grading structure	Online - EVH
Pension Scheme	Online - TPT Pensions



Class 5: How we manage our resources

Information about how we manage our human, physical and information resources.

The information we publish under Class 5 includes:	How to access it
Staffing Structure	LHA - Online - Our staff LHAPS - On request LCR - Our staff
Salary and grading	Online - EVH
Pensions	Online - TPT Pensions
Recruitment and Selection Policy	Online – Documents and Downloads
Training and Development Policy	Online – Documents and Downloads
Trade Unions	Online - Unite
Summary of professional organisations/trade bodies	Online – About Us
Records Management Policy	Online – Documents and Downloads
Document Retention Schedule	On request
Data Protection and Privacy Policy	Online – Documents and Downloads
Management of our land and property assets	On request
Land and property holdings	On request
Estate development plans	Online - Development

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.

The information we publish under Class 6 includes:	How to access it
Information on how to tender for work	On request
Public Contracts Scotland Notices	Online - Public Contracts Scotland
Regulated procurement contracts awarded	Online - Public Contracts Scotland
Key service delivery contractors	On request
Suppliers and contractors used by LHA Group	On request
Contracts Register	On request
Framework agreements	Online - Cirrus Purchasing



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	Online - Performance
ARC Report to tenants	Online - SHR landlord page
Performance Reports	Online - Performance
Benchmarking information	Online - Performance
Complaints Policy and guidance	Online – Comments and Complaints
Complaints reports	Online – Comments and Complaints
Tenant Scrutiny reports	On request
Newsletters and Housing Briefs	Online - Documents and Downloads

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.

This class does not apply to Lochaber Housing Association as we do not produce any publications for sale.

Class 9: Our Open Data

Open data made available by us under Scottish Government's Open Data Resource Pack and available under open licence.

This class does not apply to Lochaber Housing Association Group.