

Model Publication Scheme

Category	Governance
Lead	Data Protection Officer
Committee / Approver	Board of Management
Review Date	October 2025
Review Due	October 2030
Purpose	Review and Approve
Internal/External	External

Background and Overview

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 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.

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

This document uses the following terms:

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

Additional Formats

All 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	Recharged by the Association to the applicant at the cost of sending the information to the applicant by First Class Royal Mail. Packaging to be recharged at cost to the Association.

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: angusdpo@infowlawsolutions.co.uk or telephone 03451 772244 to arrange an appointment.

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 Governing 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.

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:

Angus Housing Association Ltd
93 High Street
Arbroath
Angus
DD11 1DP

Angus Housing Association Ltd
The Square
Ormiston Crescent
Whitfield
Dundee
DD4 0UD

angusdpo@infolawsolutions.co.uk

03451 772244

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 FOISA 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 (Class 8: Commercial Publications, and Class 9: Our Open Data, do not apply to Registered Social Landlords).

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 in the following tables.

Class 1 - About Angus Housing Association

Information about Angus Housing Association Limited:

Who we are, where to find us, how to contact us, how we are managed and our external relations.

Descriptions of who we are

Mission Statement	https://www.angusha.org.uk/
Vision	https://www.angusha.org.uk/
Values	https://www.angusha.org.uk/about-us/
Corporate Objectives	https://www.angusha.org.uk/corporate/
Area(s) of operation	https://www.angusha.org.uk/contact-us/
Key Activities; Strategic/Corporate Plan(s)	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Business Plan (or summary)	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Customer Code/Charter	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/

Location and Opening Times

Address	https://www.angusha.org.uk/contact-us/
Telephone Number and Email address	https://www.angusha.org.uk/contact-us/
Opening times	https://www.angusha.org.uk/contact-us/
General contact arrangements	https://www.angusha.org.uk/contact-us/
Local/area office contact details	https://www.angusha.org.uk/contact-us/
Making a complaint	https://www.angusha.org.uk/complaints-feedback/

Information relating to Freedom of Information

Publication Scheme and Guide to Information

<https://www.angusha.org.uk/access-to-information/model-publication-scheme/>

Charging Schedule for Published Information

<https://www.angusha.org.uk/freedom-of-information/>

Contact details and advice on making a FOISA request

<https://www.angusha.org.uk/freedom-of-information/>

Freedom of Information policies and procedures

<https://www.angusha.org.uk/freedom-of-information/>

Charging Schedule for environmental information provided in response to requests made under EIRs

<https://www.angusha.org.uk/freedom-of-information/>

About our Governing Body

List of Governing Body Members:

- Names
- When they became a Governing Body member
- Professional biographical details
- Office-bearing responsibilities

<https://www.angusha.org.uk/about-us/board/>

Description of the role of the Governing Body

- Governance Structure Chart (Including sub-committees and working groups)
- Remits for Governing Body and any sub-committees

<https://www.angusha.org.uk/about-us/organisational-structure/>

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

How to become part of the Governing Body

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

About our Staff

List of Senior Management Team, including professional biography and contact details

<https://www.angusha.org.uk/about-us/senior-management-team/>

Organisational Structure

<https://www.angusha.org.uk/about-us/organisational-structure/>

Governance Documents and Corporate Policies

Rules / Articles	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Standing Orders	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Membership Policy	https://www.angusha.org.uk/about-us/become-a-member/
Code of Conduct for Staff	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Code of Conduct for Governing Body Members	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Entitlements, Payments and Benefits Policy (or equivalent, including arrangements for payments for expenses and subsistence)	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Register of Interests	Available on Request
Equalities Policy	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Health and Safety Policy	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Sustainability Policy	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/

Relationship with Regulators

Engagement plan with Scottish Housing Regulator

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

Assurance Statement

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

Annual Return on Charter Submission to SHR

<https://www.housingregulator.gov.scot/landlord-performance/landlords/angus-housing-association-ltd/>

Financial Returns to SHR

<https://www.housingregulator.gov.scot/landlord-performance/landlords/angus-housing-association-ltd/>

Charter Report to Tenants

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

Internal and External Audit Arrangements

<https://www.angusha.org.uk/corporate/>

Key Partnerships

Strategic agreements with other organisations

Angus HA has entered into data sharing and other agreements with the Police and Councils as part of Angus HA's activities as a registered social landlord in Scotland. Copies of these agreements are available on request.

Class 2 - How we deliver our functions and services

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

How to use our services

How to report a repair

<https://www.angusha.org.uk/repairs/>

Right to Repair Information

<https://www.angusha.org.uk/alterations-improvements/>

How to apply for a house

<https://www.angusha.org.uk/find-a-home/apply-for-a-home/>

How to get information about tenancy support

<https://www.angusha.org.uk/find-a-home/getting-ready-for-your-new-home/>

How to make a complaint

<https://www.angusha.org.uk/complaints-feedback/>

How to speak to a housing officer

<https://www.angusha.org.uk/contact-us/>

How we consult with tenants and other customers to inform and improve service delivery and develop new services

<https://www.angusha.org.uk/ways-to-get-involved-2/>

Policies and Procedures

Anti-social Behaviour

<https://www.angusha.org.uk/corporate/tenant-and-customer-policies/>

Asbestos Management

<https://www.angusha.org.uk/corporate/tenant-and-customer-policies/>

Asset Management

<https://www.angusha.org.uk/corporate/tenant-and-customer-policies/>

Choice Based Lettings

<https://www.angusha.org.uk/corporate/tenant-and-customer-policies/>

Customer Care

<https://www.angusha.org.uk/corporate/tenant-and-customer-policies/>

Policies and Procedures

Data Protection	https://www.angusha.org.uk/access-to-information/data-protection/
Equality and Diversity	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Estate Management	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Health and Safety	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Legionnaires Inspection/Prevention	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Medical Adaptations	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Procurement	https://www.angusha.org.uk/corporate/corporate-governance-policies/
Rent Management	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Risk Management	Available on request
Rent Setting	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Repairs	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Sustainability	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Tenant Sustainment	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Tenant Participation	https://www.angusha.org.uk/corporate/tenant-and-customer-policies/
Internal Procedures related to the above	Available on request

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.

Governing Body Meetings

Governing body meeting minutes

<https://www.angusha.org.uk/corporate/minutes/>

Governing body meeting reports / papers

<https://www.angusha.org.uk/corporate/minutes/>

Governing body agendas

<https://www.angusha.org.uk/corporate/minutes/>

Consultation and Participation

Tenant Participation Strategy

<https://www.angusha.org.uk/corporate/tenant-and-customer-policies/>

Consultation reports noting the outcome of any recent consultations with tenants / others

<https://www.angusha.org.uk/ways-to-get-involved-2/>

Registered Tenant Organisations

<https://www.angusha.org.uk/ways-to-get-involved-2/>

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).

Information about our accounts and budgets

Description of funding sources

<https://www.angusha.org.uk/corporate/>

Audited accounts

<https://www.angusha.org.uk/corporate/annual-accounts-and-reports/>

Budget policies and procedures

Available on request

Budget allocation to key service areas

Available on request

Our programme of work and projects

Brief details of any project funding and how it's being spent

Available on request

Capital works programme / plans information (annual programme figure)

Available on request

Spending relating to Staff and Governing Body

Expenses policies and procedures

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

Senior staff / Governing Body member expenses

Available on request

Pay and grading structure (levels of pay rather than individual salaries)

Available on request

General information about staff pension scheme

Available on request

Class 5 - How we manage our resources

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

Human Resources

Staffing structure

<https://www.angusha.org.uk/about-us/organisational-structure/>

Human resources policies covering:

- Recruitment
- Performance Management
- Salary and Grading
- Promotion
- Pensions
- Discipline
- Grievance
- Staff Development
- Maintenance and Retention of Staff Records

Available on request

Internal procedures relating to the above

Available on request

Trade Union Information

<https://unitetheunion.org>

Summary of professional organisations / trade bodies of which we are a member

<https://www.sfha.co.uk/>

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://www.angusha.org.uk/find-a-home/our-properties/>

Information Resources

Records management policy, records management plan including records retention schedule

<https://www.angusha.org.uk/access-to-information/data-protection/>

<https://www.angusha.org.uk/freedom-of-information/>

Data protection or privacy policy

<https://www.angusha.org.uk/access-to-information/data-protection/>

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:

- Responsive Repairs
- Landscape Maintenance
- Planned / Cyclical Maintenance

<https://www.angusha.org.uk/owner-occupiers/>

<https://www.angusha.org.uk/repairs/>

List of suppliers and contractors used by the organisation (provided to staff under our Entitlements Payments and Benefits Policy)

Available on request

Information about regulated procurement contracts awarded (value, scope, duration)

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15743

Our Procurement

Procurement Policy and Procedures

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

Information on how to tender for work and invitations to tender

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15743

Register of contacts awarded which have gone through formal tendering including name of supplier, period of contact and value

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15743

Links to procurement information we publish on Public Contracts Scotland website

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15743

Framework Agreements

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15743

Class 7 - How we are performing

Information about how we perform as an organisation, and how well we deliver our functions and services

ARC Report to Tenants

<https://www.housingregulator.gov.scot/landlord-performance/landlords/angus-housing-association-ltd/>

<https://www.angusha.org.uk/corporate/corporate-governance-policies/>

Performance Standards / Indicators

<https://www.angusha.org.uk/corporate/annual-accounts-and-reports/>

Complaints Policy, guidance and forms

<https://www.angusha.org.uk/complaints-feedback/>

Complaints reports or equivalent to show how complaints are handled and influence service delivery (aggregate reports rather than individual outcomes)

<https://www.angusha.org.uk/corporate/annual-accounts-and-reports/>

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 Angus Housing Association Limited 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 Angus Housing Association Limited.



FSA - 1665R(S)

Scottish Housing Regulator - HAL 65

Scottish Charity - SC020981

Property Factor ID - PF000129