



**Scottish Housing
Regulator**

Freedom of Information

Guide to information available through the Publication Scheme

October 2017

Guide to information available through the Publication Scheme

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

The Scottish Housing Regulator has adopted the [Model Publication Scheme 2017](#) produced by the Scottish Information Commissioner.

You can see this scheme on our website at www.scottishhousingregulator.gov.uk or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. 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).

Exempt information

We will publish the information we hold that falls within the classes of information below. 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 may remove or redact the information before publication but we will explain why.

Copyright and re-use

Where the Scottish Housing Regulator 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

The material on our website is subject to [Crown copyright protection](#) unless otherwise indicated.

Where the Scottish Housing Regulator does not hold the copyright in information we publish, we will make this clear.

We also publish information under The Open Government Licence. You may re-use this information (excluding logos) free of charge in any format or medium under the terms of The Open Government Licence: www.nationalarchives.gov.uk/doc/open-government-licence

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

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 e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Requests for multiple print-outs of material on the web-site or for multiple hard copies may attract a charge for the cost of printing and/or photocopying and the postage costs of sending the information by first class post. Where charges are to be applied for multiple print-outs and/or photocopies, these will be charged at 10p per A4 side of paper.

In the event a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you.

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.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

The Scottish Housing Regulator
Buchanan House
58 Port Dundas Road
GLASGOW G4 0HF

Email: SHR@scottishhousingregulator.gsi.gov.uk
Telephone: 0141 242 5642

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 this publication scheme.

The classes of information that we publish

We publish 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.

CLASS 1: About the Scottish Housing Regulator
Class Description: Information about the Scottish Housing Regulator, who we are, where to find us, how to contact us, how we are managed and our external relations
The Framework Agreement between the Scottish Housing Regulator and the Scottish Government
Details of Board: biographies, register of interests, any special responsibilities, Code of Conduct and register of gifts and hospitality
Details of Executive Team
Contact details
Our Approach to Freedom of Information (FOI)
How to complain about us
How we work with other regulators

CLASS 2: How we deliver our functions and services
Class Description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.
Our Regulatory Framework and Guidance
Our reports and publications e.g. regulatory advice notes, regulatory assessments, speeches, consultations, annual risk assessment, whistleblowing
Our regulation plans
Our Approach to Equalities
Our Corporate plan
Our Annual report



How we monitor and assess the Scottish Social Housing Charter
How to complain about a social landlord
The Register of social landlords
Registering as a social landlord – guidance and forms
Information on significant performance failures
Annual Statement of our Work

CLASS 3: How we take decisions and what we have decided
Class Description: Information about the decisions we take, how we make decisions and how we involve others
Scottish Housing Regulator Board meetings minutes (published in arrears)
Our Consultations and related documents
How we will involve tenants and service users in our work
Directory of social landlords

CLASS 4: What we spend and how we spend it
Class Description: 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).
Our Annual Report
Our annual statement of compliance with the Public Services Reform Act
Pay and grading structure (Scottish Government Salary data)

CLASS 5: How we manage our human, physical and information resources
Class Description: Information about how we manage the human, physical and information resources The Scottish Housing Regulator
Our Annual Report



[Our Environmental Strategy](#)

[The Framework Agreement between the Scottish Housing Regulator and the Scottish Government](#)

[Our Equalities Statement](#)

[Civil Service People Survey Results](#)

CLASS 6: How we procure goods and services from external providers

Class Description: Information about how we procure goods and services, and our contracts with external providers

[SHR Contract Register](#)

[SHR contract information on Public Contracts Scotland](#) (input Scottish Housing Regulator in 'buying organisation' field and check box to include archived notices)

[Collaborative procurement contracts directory](#)

CLASS 7: How we are performing

Class Description: Information about how the Scottish Housing Regulator performs as an organisation, and how well it delivers its functions and services

[Our Annual Report](#)

CLASS 8: Our commercial publications

Class Description: 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.

Not applicable.

CLASS 9: Our open data

Class Description: Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

[Charter data for all social landlords](#)