



**TO:** Management Committee (29 October 2019)

**DATE:** 24.10.19

**FROM:** Finance and IT Assistant

**REF:** /MMcL

**SUBJECT: FREEDOM OF INFORMATION COMPLIANCE REPORT**

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### **Purpose of Report**

The purpose of the report is to provide an update on the Association's progress towards compliance in relation to the Freedom of Information (Scotland) Act 2002 ("FOISA").

### **Background**

The Freedom of Information (Scotland) Act 2002 ("FOISA") demonstrates a commitment to greater openness in the public sector. It enables members of the public to find out more about the activities and the decisions of public authorities and to ensure that services are delivered properly and efficiently.

From 11 November 2019 the Association will be designated as Scottish Public Authority and will need to make information available in accordance with FOISA and Environmental Information (Scotland) Regulations 2004 ("EIR").

### **Update**

FOISA gives the public the right to request any non-personal of information from Clydebank Housing Association, in particular:

- the right to be told whether the information exists; and
- the right to receive that information.

In order to meet these requirements, the Association has completed the following work:

- Adopted SFHA's 'Open All Hours' model publication scheme
- Informed our tenants of the implications of FOISA on the Association, via newsletter article
- Created Charging Schedule in order to cover costs to the Association of locating, retrieving and providing information to the public.
- Produced a Guide to Information (GTI) document, required by the Scottish Information Commissioner (SIC) to help people access all information the Association makes available. This is published online and sent to SIC for approval.
- In line with GTI, we have updated the layout and content of our website
- Produced FOI/EIR Policy to be approved by Management Committee
- Produced FOI procedure to ensure all staff understand the implications and responsibilities associated with the introduction of FOISA to the Association
- Adopted standard letters to be send as part of FOI request process
- Appointed Data Protection and Compliance Officer responsible for FOI administration.
- Created Information Request Register to log all future information requests in order to document and report upon these.

In the period to 11 November 2019, to ensure full FOISA compliance, the Association will continue to carry out the following tasks:

- Publish approved minutes and reports from Management Committee and Sub-Committee meetings
- Review related policies affected by introduction of FOISA to the Association, in particular Data Protection/Management of Information, and Information Security Policies
- Full staff training session on specific procedure and responsibilities in respect of managing information requests and the provision accessible information by the Association.
- Ensure information being produced in open, transparent and accessible manner in all publications and on an ongoing basis