

# **West Lothian Housing Partnership**

## **Guide to information available through the Publication Scheme**

Date Updated: 15 November 2019

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.

West Lothian Housing Partnership has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval.

West Lothian Housing Partnership is a subsidiary of the Wheatley Group. Further Information regarding the relationship can be found within the Publication Scheme.

You can see information about the latest scheme on the Commissioner's website at <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx>

Or by contacting us at the address below:

Information Governance  
Wheatley Group  
Wheatley House  
25 Cochrane Street  
Glasgow G1 5HL  
Email: [informationrequests@wheatley-group.com](mailto:informationrequests@wheatley-group.com)

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 publication 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 you in paper copy (although there may be a charge for this). Please contact the Information Governance Team using the above contact details for more information.

## ***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***

Where West Lothian Housing Partnership 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

Where West Lothian Housing Partnership does not hold copyright in information we publish, we will make this clear.

## ***Cost for providing information***

We will provide the following free of charge:

- information where the staff time involved in retrieving it from our systems, copying and sending it is less than £100
- hard copies of our publications which have been printed

However, we will ask you to contribute 10 percent of the cost if the staff time involved in retrieving the information you have requested, copying and sending it to you is more than £100.

We will never charge you more than the cost incurred by us and we'll let you know in advance what we estimate the cost to be.

When we estimate the cost to us will be more than £600 we may refuse to provide the information, but we will write to you setting this out.

The basis on which we calculate costs is:

| How information is provided                               | Detail        | Cost          |
|---|---------------|---------------|
| Printing and photocopying based on black and white copies | A3 paper      | 20p per sheet |
| Printing and photocopying based on black and white copies | A4 paper      | 10p per sheet |
| Information provided on CD-ROM                            | Per CD        | 50p           |
| Postage   | By Royal Mail | First Class   |
| Staff time in preparing information                       | Per hour      | £15           |

## Contact us

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

Information Governance  
Wheatley Group  
Wheatley House  
25 Cochrane Street  
Glasgow G1 5HL  
Email: [informationrequests@wheatley-group.com](mailto:informationrequests@wheatley-group.com)

We will also be pleased to advise you how to request 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 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 are welcome to make a request to us for that information.

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| <b>CLASS 1: ABOUT WEST LOTHIAN HOUSING PARTNERSHIP</b>   |
| <p><b>Class description:</b></p> <p>Information about West Lothian Housing Partnership, who we are, where to find us, how to contact us, how we are managed and our external relations</p> |

| The information we publish under this class  | How to access it  |
|--|---|
| <b>Authority name, address and contact details for headquarters and principal offices:</b>                 |   |
| About West Lothian Housing Partnership   | <a href="https://www.wlhp.org/about-us/who-we-are/about-wlhp">https://www.wlhp.org/about-us/who-we-are/about-wlhp</a>   |
| Name, address and contact details for West Lothian Housing Partnership                                     | <a href="https://www.wlhp.org/about-us/freedom-of-information/publication-scheme#footer">https://www.wlhp.org/about-us/freedom-of-information/publication-scheme#footer</a>                         |
| Organisational structure, roles and responsibilities of senior officers:<br>Wheatley Group Structure Chart | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0026/84275/Organisational-structure-chart.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0026/84275/Organisational-structure-chart.pdf</a> |
| Business opening hours of West Lothian Housing Partnership   | <a href="https://www.wlhp.org/contact-us/my-local-office/wlhp/west-lothian-housing-partnership">https://www.wlhp.org/contact-us/my-local-office/wlhp/west-lothian-housing-partnership</a>           |
| Contact details for customer care and complaints function:<br>Making a complaint or a compliment           | <a href="https://www.wlhp.org/contact-us/compliments-and-complaints">https://www.wlhp.org/contact-us/compliments-and-complaints</a>   |
| Customer codes and charters  | <a href="https://www.wlhp.org/my-home/my-tenancy/customer-service">https://www.wlhp.org/my-home/my-tenancy/customer-service</a>   |
| Publication Scheme and guide to information  | <a href="https://www.wlhp.org/about-us/freedom-of-information">https://www.wlhp.org/about-us/freedom-of-information</a>   |

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| Charging schedule for published information  | <a href="https://www.wlhp.org/about-us/freedom-of-information/a-guide-to-the-information-we-publish">https://www.wlhp.org/about-us/freedom-of-information/a-guide-to-the-information-we-publish</a>   |
| Contact details and advice about how to request information we hold but don't publish  | <a href="https://www.wlhp.org/about-us/freedom-of-information/a-guide-to-the-information-we-publish">https://www.wlhp.org/about-us/freedom-of-information/a-guide-to-the-information-we-publish</a>   |
| Charging schedule for environmental information provided in response to request under the EIRs   | <a href="https://www.wlhp.org/about-us/freedom-of-information/environmental-information-request">https://www.wlhp.org/about-us/freedom-of-information/environmental-information-request</a>   |
| Legal framework for the West Lothian Housing Partnership, including constitution, articles of association or charter<br><br>Personal information redacted under Section 38(1)(b) of the Freedom of Information (Scotland) Act 2002 | <a href="https://www.wlhp.org/_data/assets/pdf_file/0024/87333/WLHP-Articles-of-Association.pdf">https://www.wlhp.org/_data/assets/pdf_file/0024/87333/WLHP-Articles-of-Association.pdf</a>   |
| How we use your information  | <a href="https://www.wlhp.org/home/privacy-notices">https://www.wlhp.org/home/privacy-notices</a>   |
| Charity details for West Lothian Housing Partnership   | <a href="https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=31668">https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=31668</a>   |
| Scottish Housing Regulator details for Wheatley Housing Group Limited and RSL subsidiaries   | <a href="https://directory.scottishhousingregulator.gov.uk/Pages/landlord.aspx?LAtoZNameQS=266DA976-CFA9-E311-93F1-005056B555E6">https://directory.scottishhousingregulator.gov.uk/Pages/landlord.aspx?LAtoZNameQS=266DA976-CFA9-E311-93F1-005056B555E6</a> |
| <b>How West Lothian Housing Partnership is run:</b>  |   |
| Description of governance structure: Board, committee and other decision making structures.  | <a href="https://www.wlhp.org/about-us/governance/board-and-management">https://www.wlhp.org/about-us/governance/board-and-management</a>   |
| Group policies, including standing orders  | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Standing-Orders.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Standing-Orders.pdf</a>   |
| Code of conduct  | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0020/83513/Group-Code-of-Conduct.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0020/83513/Group-Code-of-Conduct.pdf</a>   |

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| Register of interests  | <a href="https://www.wlhp.org/about-us/governance/board-members">https://www.wlhp.org/about-us/governance/board-members</a>   |
| Group Complaints policy and complaints handling procedure  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0025/87271/Group-complaints-policy-and-complaints-handling-procedure.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0025/87271/Group-complaints-policy-and-complaints-handling-procedure.pdf</a> |
| Group Data Protection Policy   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0026/87272/Group-Data-Protection-Policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0026/87272/Group-Data-Protection-Policy.pdf</a>   |
| Group Freedom of Information Policy  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf</a>                           |
| Group Procurement Policy   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0029/87275/Group-Procurement-Policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0029/87275/Group-Procurement-Policy.pdf</a>   |
| Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority – West Lothian Housing Partnership Board | <a href="https://www.wlhp.org/about-us/governance/board-members">https://www.wlhp.org/about-us/governance/board-members</a>   |
| Executive Team   | <a href="https://www.wlhp.org/about-us/governance/executive-team">https://www.wlhp.org/about-us/governance/executive-team</a>   |
| <b>Corporate planning:</b>   |   |
| Mission Statement  | <a href="https://www.wlhp.org/about-us/who-we-are/about-wlhp">https://www.wlhp.org/about-us/who-we-are/about-wlhp</a>   |
| Corporate Strategies e.g., for economic development, etc.:   | <a href="https://www.wheatley-group.com/investor-relations/publications/our-strategy">https://www.wheatley-group.com/investor-relations/publications/our-strategy</a>   |
| <i>Corporate policies:</i>   |   |
| Health and Safety Policy   | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0022/83515/Wheatley-Group-health-and-safety-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0022/83515/Wheatley-Group-health-and-safety-policy.pdf</a>   |
| Equal Opportunities Policy   | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0023/83516/Equal-Opportunities-Policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0023/83516/Equal-Opportunities-Policy.pdf</a>   |

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|---|---|
| Equalities Policy   | <b>No information held in this class</b>  |
| Sustainability Policy   | <b>No information held in this class</b>  |
| Corporate Plan:<br>Investing in the future  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0019/28450/Boghall,-Bathgate,-Broxburn,-Blackburn,-Livingston,-Stoneyburn-and-West-Calder.pdf">https://www.wlhp.org/_data/assets/pdf_file/0019/28450/Boghall,-Bathgate,-Broxburn,-Blackburn,-Livingston,-Stoneyburn-and-West-Calder.pdf</a>                           |
| Strategic planning processes:   | <b>No information held in this class</b>  |
| <b>External relations</b>   |   |
| Accountability relationships, including reports to the regulator:<br>West Lothian Housing Partnership Regulator | <a href="https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LATOZNameQS=1D6DA976-CFA9-E311-93F1-005056B555E6">https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LATOZNameQS=1D6DA976-CFA9-E311-93F1-005056B555E6</a>   |
| OSCR  | <a href="https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=31668">https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=31668</a>   |
| Subsidiary Companies (wholly or part owned) and other significant financial interests                           | <b>No information held in this class. West Lothian Housing Partnership has no subsidiary companies.</b>   |
| Internal Audit arrangements   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page 57) |
| External Audit arrangements   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page 63) |
| Strategic agreements with other bodies  | <b>No information held in this class</b>  |

## **CLASS 2: HOW WEST LOTHIAN HOUSING PARTNERSHIP DELIVER ITS FUNCTIONS AND SERVICES**

### **Class Description:**

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

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| <b>The information we publish under this class</b>  | <b>How to access it</b>   |
|---|---|
| <b>Functions:</b>   |   |
| Description of functions, including statutory basis for them, where applicable:                                 | <a href="https://www.wlhp.org/about-us/freedom-of-information/a-guide-to-the-information-we-publish">https://www.wlhp.org/about-us/freedom-of-information/a-guide-to-the-information-we-publish</a> |
| Strategies, policies and internal staff procedures for performing statutory functions:                          | <b>No information held in this class<br/>There are no statutory functions</b>   |
| Statement of public task required by the Re-use of Public Sector information Regulations 201513 (if applicable) | <b>No information held in this class</b>  |
| How to report concerns to West Lothian Housing Partnership  | <a href="https://www.wlhp.org/contact-us/compliments-and-complaints">https://www.wlhp.org/contact-us/compliments-and-complaints</a>   |
| Reports of West Lothian Housing Partnership's exercise of its statutory functions                               | <b>No Information held in this class</b>  |
| Statutory Registers   | <b>No information held in this class</b>  |
| <b>Services:</b>  |   |
| List of Services, including statutory basis for them, where applicable:   | <a href="https://www.wlhp.org/ways-we-can-help">https://www.wlhp.org/ways-we-can-help</a>   |
| <i>Service policies and internal staff procedures:</i>  |   |
| Data Protection Policy  | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf</a>     |
| Whistleblowing Policy   | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0024/83517/Whistleblowing-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0024/83517/Whistleblowing-policy.pdf</a>                   |
| Service schedules and delivery plans  | <b>No Information held in this class</b>  |
| Information for service users, including how to access the services:  | <a href="https://www.wlhp.org/find-a-home">https://www.wlhp.org/find-a-home</a>   |



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|---|---|
| Service fees and charges, including bursaries | <a href="https://www.wlhp.org/my-home/my-rent">https://www.wlhp.org/my-home/my-rent</a>   |
| Ways we can help                              | <a href="https://www.wlhp.org/ways-we-can-help">https://www.wlhp.org/ways-we-can-help</a> |

**CLASS 3: HOW WEST LOTHIAN HOUSING PARTNERSHIP TAKE DECISIONS AND WHAT WE HAVE DECIDED**

Information about the decisions we take, how we make decisions and how we involve others.

| <b>The information we publish under this class</b>  | <b>How to access it</b>   |
|---|---|
| Decisions taken by West Lothian Housing Partnership Board Minutes and agendas   | <a href="https://www.wlhp.org/about-us/governance/board-minutes">https://www.wlhp.org/about-us/governance/board-minutes</a>   |
| Board Reports- Published from 11 November 2019 onwards  | <a href="https://www.wlhp.org/about-us/governance/board-minutes">https://www.wlhp.org/about-us/governance/board-minutes</a>   |
| Public Consultations and engagement strategies  | <a href="https://www.wlhp.org/about-us/governance/consultations">https://www.wlhp.org/about-us/governance/consultations</a>   |
| Reports of Regulatory Inspections, Audits and Investigations carried out by West Lothian Housing Partnership  | <a href="https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LAtozNameQS=1D6DA976-CFA9-E311-93F1-005056B555E6">https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LAtozNameQS=1D6DA976-CFA9-E311-93F1-005056B555E6</a> |
| Tenant Scrutiny Panel   | <a href="https://www.wlhp.org/about-us/governance/get-involved">https://www.wlhp.org/about-us/governance/get-involved</a>   |
| Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 | <b>No information held in this class</b>  |

**CLASS 4: WHAT WEST LOTHIAN HOUSING PARTNERSHIP SPENDS AND HOW IT SPENDS 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)

| The information we publish under this class  | How to access it   |
|--|--|
| <b>Financial statements</b>  |  |
| 2018-19  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a>  |
| <b>Annual highlights at West Lothian Housing Partnership</b>   |  |
| 2018-19  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0029/85970/Annual-Report-to-Tenants-2018-19-WLHP.pdf">https://www.wlhp.org/_data/assets/pdf_file/0029/85970/Annual-Report-to-Tenants-2018-19-WLHP.pdf</a>  |
| <b>Financial statements required by statute e.g., section 31 and 33 of the Public Services Reform (Scotland) Act 2010, if applicable</b> |  |
| Financial Policies and procedures for budget allocation:   | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Standing-Orders.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Standing-Orders.pdf</a>  |
| Budget allocation to key policy/function/service areas   | <a href="https://www.wheatley-group.com/investor-relations/publications/business-updates">https://www.wheatley-group.com/investor-relations/publications/business-updates</a>  |
| Purchase plans and capital funding plans   | <p>Our strategy for capital funding for 2015-20 is set out on pages 26 and 27 of our Group Strategy, Investing In Our Futures - <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf</a></p> <p>An annual update on our capital funding position is provided in our annual report, for 2018/19 this is set out in pages 38 and 39 - <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a></p> |

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| Financial administration manual/internal financial regulations:  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0021/48054/Group-Standing-Orders.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0021/48054/Group-Standing-Orders.pdf</a>  |
| Expenses policies and procedures   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page86)   |
| Senior staff/board member expenses at category level e.g., travel, subsistence and accommodation                 | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page86)   |
| Board Member remuneration other than expenses  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page85)   |
| Investments, Endowments and Pension Fund   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a>            |
| Delivering Value for Money   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a>            |
| Pay and Grading Structure  | <b>Available on request</b>  |
| Investments, summary information and endowments, investments and West Lothian Housing Partnership's pension fund | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page 104) |
| Funding awards available from West Lothian Housing Partnership, how to apply for them and funding awards made    | <a href="https://www.wlhp.org/about-us/who-we-are/wheatley-foundation">https://www.wlhp.org/about-us/who-we-are/wheatley-foundation</a>  |

**CLASS 5: HOW WEST LOTHIAN HOUSING PARTNERSHIP MANAGE ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**

Class description:

Information about how we manage the human, physical and information resources of West Lothian Housing Partnership

| <b>The information we publish under this class</b>  | <b>How to access it</b>   |
|---|---|
| <b>Human Resources:</b>   |   |
| Strategy and management of human resources  | <b>No Information held in this class</b>  |
| Staffing structure  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0017/84311/Group-staffing-structure.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0017/84311/Group-staffing-structure.pdf</a>                                       |
| <i>Human Resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records</i> |   |
| <i>Policies:</i>  |   |
| Policy on Alcohol, Drug and Gambling Addiction  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0025/87091/Alcohol-Drugs-and-Gambling-Addiction-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0025/87091/Alcohol-Drugs-and-Gambling-Addiction-Policy.pdf</a>                     |
| Code of Practice on the Employment of Disabled People   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0026/87092/Code-of-Practice-on-the-Employment-of-Disabled-People.pdf">https://www.wlhp.org/_data/assets/pdf_file/0026/87092/Code-of-Practice-on-the-Employment-of-Disabled-People.pdf</a> |
| Dignity at Work Policy  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0027/87093/Dignity-at-Work-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0027/87093/Dignity-at-Work-Policy.pdf</a>   |
| Employee Allowance Policy   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0029/87095/Employee-Allowances-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0029/87095/Employee-Allowances-Policy.pdf</a>   |
| Maternity Policy  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0018/87102/Maternity-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0018/87102/Maternity-Policy.pdf</a>   |

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| Employee Leave Policy  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0031/87097/Employee-Leave-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0031/87097/Employee-Leave-Policy.pdf</a>   |
| Equal Opportunities Policy   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0033/87099/Equal-Opportunities-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0033/87099/Equal-Opportunities-Policy.pdf</a>   |
| Shared Parental Leave Policy   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0022/87106/Shared-Parental-Leave-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0022/87106/Shared-Parental-Leave-Policy.pdf</a>   |
| Employee Code of Conduct   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0030/87096/Employee-Code-of-Conduct.pdf">https://www.wlhp.org/_data/assets/pdf_file/0030/87096/Employee-Code-of-Conduct.pdf</a>   |
| Recruitment and Selection Policy   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0021/87105/Recruitment-and-Selection-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0021/87105/Recruitment-and-Selection-Policy.pdf</a>   |
| Employment References Policy   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0032/87098/Employment-References-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0032/87098/Employment-References-Policy.pdf</a>   |
| Policy on Hours of Work, Overtime, Related Allowances and Flexible Working   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0017/87101/Hours-of-Work-Overtime-Related-Allowances-and-Flexible-Working-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0017/87101/Hours-of-Work-Overtime-Related-Allowances-and-Flexible-Working-Policy.pdf</a>             |
| Policy on Redeployment, Redundancy and Early Retirement Linked to Redundancy | <a href="https://www.wlhp.org/_data/assets/pdf_file/0020/87104/Policy-on-Redeployment-Redundancy-and-Early-Retirement-Linked-to-Redundancy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0020/87104/Policy-on-Redeployment-Redundancy-and-Early-Retirement-Linked-to-Redundancy.pdf</a> |
| Disciplinary Policy  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0028/87094/Disciplinary-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0028/87094/Disciplinary-Policy.pdf</a>   |
| Grievance Policy   | <a href="https://www.wlhp.org/_data/assets/pdf_file/0016/87100/Grievance-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0016/87100/Grievance-Policy.pdf</a>   |
| Sickness and Absence Management Policy                                       | <a href="https://www.wlhp.org/_data/assets/pdf_file/0023/87107/Sickness-and-Absence-Management-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0023/87107/Sickness-and-Absence-Management-Policy.pdf</a>   |
| Personal Relationships Policy  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0019/87103/Personal-Relationships-Policy.pdf">https://www.wlhp.org/_data/assets/pdf_file/0019/87103/Personal-Relationships-Policy.pdf</a>   |

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| Employee relations structures  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0017/84311/Group-staffing-structure.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0017/84311/Group-staffing-structure.pdf</a>  |
| Agreements reached with recognised Trade Unions and professional organisations             | <b>No information held in this class</b>   |
| <b>Physical Resources:</b>   |  |
| Management of land and property assets including environmental sustainability reports      | <a href="https://www.wlhp.org/about-us/regeneration">https://www.wlhp.org/about-us/regeneration</a>  |
| Description of West Lothian Housing Partnership's Property and Land Holdings               | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> (Page 4) |
| Estate development plans   | <b>No information held in this class</b>   |
| Maintenance arrangements   | <b>No information held in this class</b>   |
| <b>Information Resources:</b>  |  |
| <i>Records Management policy and record management plan including Retention Schedules:</i> |  |
| Adult Care   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0029/84296/Adult-care-services.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0029/84296/Adult-care-services.pdf</a>  |
| Communications and Marketing   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/84297/Communications-and-marketing-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/84297/Communications-and-marketing-retention-schedule.pdf</a>  |
| Community Safety and Environmental   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0031/84298/Community-safety-and-environment-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0031/84298/Community-safety-and-environment-retention-schedule.pdf</a>  |
| Finance  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0032/84299/Finance-Retention-Schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0032/84299/Finance-Retention-Schedule.pdf</a>  |

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| Governance          | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0015/84300/Governance-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0015/84300/Governance-retention-schedule.pdf</a>               |
| Health and Safety   | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf</a> |
| Housing             | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf</a> |
| Human Resources     | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0018/84303/Human-resources-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0018/84303/Human-resources-retention-schedule.pdf</a>     |
| IT                  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0020/84305/IT-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0020/84305/IT-retention-schedule.pdf</a>                               |
| Legal               | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0021/84306/Legal-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0021/84306/Legal-retention-schedule.pdf</a>                         |
| Management          | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0022/84307/Management-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0022/84307/Management-retention-schedule.pdf</a>               |
| Procurement         | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0023/84308/Procurement-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0023/84308/Procurement-retention-schedule.pdf</a>             |
| Property            | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0024/84309/Property-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0024/84309/Property-retention-schedule.pdf</a>                   |
| Wheatley Foundation | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/84310/Foundation-Retention-Schedules.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/84310/Foundation-Retention-Schedules.pdf</a>             |
| Assurance           | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0026/">https://www.wheatley-group.com/_data/assets/pdf_file/0026/</a>   |

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|   | <a href="#">87281/Assurance-retention-schedule.pdf</a>  |
| <i>Information Governance/asset management policies and procedures, information asset list:</i> |   |
| Data Protection Policy  | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf</a>   |
| Special Category Data Policy  | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/60096/Special-Category-Data-Policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/60096/Special-Category-Data-Policy.pdf</a>   |
| Knowledge management policies and procedures:<br>Records Management Policy                      | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0015/2049/Records-Management-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0015/2049/Records-Management-policy.pdf</a>   |
| List of Statistical Information published by West Lothian Housing Partnership                   | <b>No information held in this class</b>  |
| Freedom of Information policy and procedures  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf</a> |
| Data Protection Policy  | <a href="https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf</a>   |
| Privacy Notices   | <a href="https://www.wlhp.org/home/privacy-notices">https://www.wlhp.org/home/privacy-notices</a>   |

**CLASS 6: HOW WEST LOTHIAN HOUSING PARTNERSHIP PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

**Class Description:**

Information about how we procure goods and services and our contracts with external providers

**The information we publish under this class**

**How to access it**



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| Procurement policies and procedures   | <a href="https://www.wlhp.org/about-us/how-we-do-business/procurement">https://www.wlhp.org/about-us/how-we-do-business/procurement</a>                                       |
| Invitations to tender   | <a href="https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities">https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities</a> |
| Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contact and value  | <a href="https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities">https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities</a> |
| Additional Information which is required to published by applicable procurement legislation and statutory guidance (e.g., the Procurement Reform (Scotland) Act 2014 the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015 | <a href="https://www.publiccontractsscotland.gov.uk/login.aspx">https://www.publiccontractsscotland.gov.uk/login.aspx</a>   |
| Links to Procurement information West Lothian Housing Partnership publishes on the Public Contracts Scotland 16 website   | <a href="https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx">https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx</a>                   |

## **CLASS 7: HOW WEST LOTHIAN HOUSING PARTNERSHIP ARE PERFORMING**

Class description:

Information about how West Lothian Housing Partnership performs as an organisation and how well it delivers its functions and services

| <b>The information we publish under this class</b>  | <b>How to access it</b>   |
|---|---|
| <i>External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Services Reform (Scotland) Act 2010</i> |   |
| Performance indicators and performance against them   | <a href="https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LAtoZNameQS=1D6DA976-CFA9-E311-93F1-005056B555E6">https://directory.scottishhousingregulator.gov.uk/pages/landlord.aspx?LAtoZNameQS=1D6DA976-CFA9-E311-93F1-005056B555E6</a> |

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| Wheatley Housing Group Performance against the Scottish Housing Charter  | <a href="https://directory.scottishhousingregulator.gov.uk/Pages/landlord.aspx?LAtoZNameQS=266DA976-CFA9-E311-93F1-005056B555E6">https://directory.scottishhousingregulator.gov.uk/Pages/landlord.aspx?LAtoZNameQS=266DA976-CFA9-E311-93F1-005056B555E6</a>   |
| Annual Highlights  | <a href="https://www.wlhp.org/_data/assets/pdf_file/0029/85970/Annual-Report-to-Tenants-2018-19-WLHP.pdf">https://www.wlhp.org/_data/assets/pdf_file/0029/85970/Annual-Report-to-Tenants-2018-19-WLHP.pdf</a>   |
| West Lothian Housing Partnership and Wheatley Group financial statement 2018-19  | <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/85854/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2018-2019.pdf</a> |
| Scottish Housing Regulator details for Wheatley Housing Group Limited and RSL subsidiaries   | <a href="https://directory.scottishhousingregulator.gov.uk/Pages/landlord.aspx?LAtoZNameQS=266DA976-CFA9-E311-93F1-005056B555E6">https://directory.scottishhousingregulator.gov.uk/Pages/landlord.aspx?LAtoZNameQS=266DA976-CFA9-E311-93F1-005056B555E6</a>   |
| Tenant Scrutiny Panel  | <a href="https://www.wlhp.org/about-us/governance/get-involved">https://www.wlhp.org/about-us/governance/get-involved</a>   |
| Mainstream Equalities Report produced under the Equality Act 2010 (Special Duties) (Scotland) regulations 2012 as amended                    | <b>No information held in this class</b>  |
| Employee and board equality monitoring reports, produced under the Equality Act 2010 (Special Duties) (Scotland) regulations 2012 as amended | <b>No information held in this class</b>  |

## **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, research journal, retail store.

**We have no publications within this class.**

## **CLASS 9: OUR OPEN DATA**

Class description:

Open data available by authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The Commissioner expects authorities to publish the following information, **as a minimum**:

- The authority's open data publication plan
- Open data set and their metadata, or link to where they are available

**We have no publications within this class.**