

## Fife Housing Group Publication Framework

### For how long will information be published?

We aim, where possible, to publish information for at least the current and previous two financial years from this point onwards. When we review any document – e.g. our policies – to avoid confusion we will only publish the current version once it has been updated.

Information	Where to access
<b>Class 1 - About Fife Housing Group</b>	
<b>1.1 Descriptions of who we are</b>	
Vision and values	Available on website
Strategic objectives	Available on website
<b>1.2 Location and opening arrangements</b>	
Contact details and opening times	Available on website
<b>1.3 Information relating to Freedom of Information</b>	
Publication Framework	Available on website
Freedom of Information Policy including: <ul style="list-style-type: none"> <li>• Charging Schedule for Published Information</li> <li>• Details and advice on making an FOI request</li> </ul>	Available on website
<b>1.4 About our Board</b>	
Board of Management	Available on website
Governance structure	Available on website
<b>1.5 About our Colleagues</b>	
Business Leadership Team	Available on website
Organisational structure	Available on website
<b>1.6 Policies</b>	
Standing Orders and Financial Rules	Policy section of website
Membership Policy	Policy section of website
Code of Conduct for Employees	Within the Colleague Handbook
Procurement Policy	Policy section of website
Safeguarding Policy	Policy section of website
Governance Expenses Policy	Policy section of website
CDM Regulations Policy	Policy section of website
Housing Policy	Policy section of website
Colleague Handbook	Policy section of website
Former Tenant Arrears Policy	Policy section of website

Asbestos Policy	Policy section of website
Document Retention Policy	Within the GDPR Privacy Policy
Openness and Confidentiality Policy	Within the GDPR Privacy Policy
Complaints Policy	Policy section of website
Legionella Control Policy	Policy section of website
Gas Policy	Policy section of website
Health and Safety Policy	Policy section of website
Rent-setting Policy	Policy section of website
GDPR Privacy Policy	Policy section of website
Factoring Policy	Policy section of website
Repairs and Maintenance Policy	Policy section of website
Anti-Fraud Policy	Policy section of website
Service Charge Policy	Policy section of website
Corporate Social Responsibility Statement	Policy section of website
Fixed Asset Policy	Policy section of website
Allocations Policy	Policy section of website
Anti-Money Laundering Policy	Policy section of website
Treasury Management Policy	Policy section of website
Tenant Handbook	Policy section of website
Freedom of Information Policy	Policy section of website
<b>1.7 Relationship with Regulators</b>	
Relationship with the Scottish Housing Regulator (SHR)	SHR website - Landlord details
Internal and External Audit arrangements	Available on website
<b>1.8 Group Details</b>	
Details of our parent and subsidiary organisations	Available on website
<b>Class 2 – How we deliver our functions and services</b>	
<b>2.1 How to use our services</b>	
How to report a repair	Available on website
How to apply for a house	Available on website
How to get information about tenancy support	Available on website
How to make a complaint	Available on website
How to speak to a housing officer	Available on website
How we consult with tenants and other customers	Available on website
<b>Class 3 – How we make decisions</b>	
<b>3.1 Board Meetings</b>	
Board meeting minutes	Available on website
Board agendas	Available on website

<b>3.2 Consultation and Participation</b>	
Engagement Strategy	Available on website
How we engage with tenants	Available on website
<b>Class 4 – What we spend and how we spend it</b>	
<b>4.1 Information about our accounts and budgets</b>	
Description of funding sources	Available on website
Audited accounts	Available on website
Budget policies	Available on request
Budget allocation to key service areas	Available on website
<b>4.2 Our programme of work and projects</b>	
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 website
<b>4.3 Spending relating to Colleagues and Board</b>	
Colleague expenses	Available on website
Code of conduct for colleagues	Available on website
Code of conduct for Board and Committee Members	Available on website
Board member expenses	Available on website
Pay and grading structure	Available on website
General information about colleague pension scheme	Available on website
<b>Class 5 – How we manage our resources</b>	
<b>5.1 Human Resources</b>	
Human resources policies, covering: <ul style="list-style-type: none"> <li>• recruitment</li> <li>• performance management</li> <li>• discipline and grievance</li> </ul>	Available on website
Summary of professional organisations	Available on website
<b>5.2 Information Resources</b>	
Document Retention Policy	Policy section of website
Data Protection Policy	Policy section of website
<b>Class 6: How we procure goods and services from external providers</b>	
<b>6.1 Our Contractors and suppliers</b>	
Information about our public contracts	Available on Public Contracts Scotland (PCS)
<b>6.2 Our Procurement</b>	

Procurement Policy	Policy section of website
Register of regulated procurement contracts awarded	Available on Public Contracts Scotland (PCS)
<b>Class 7 – How we are performing</b>	
Annual Report and Return on the Charter (including performance standards information)	Available on website
Complaints Policy	Policy section of website
Tenant consultation reports	Available on request
<b>Class 8 – Our commercial publications</b>	
This class does not apply to Fife Housing Group as we do not produce any publications for sale.	Not applicable
<b>Class 9 – Our open data</b>	
This class does not apply to Fife Housing Group	Not applicable