

Publication Scheme: Our Guide to Accessing Information February 2022

V1 Approved	October 2019
Updated	February 2022
Review Date:	February 2025

Our Vision, Values & Strategic Objectives

Our Vision

Excellent housing in vibrant communities

Our values

Respect

We see the positive in everyone, especially our tenants. We treat everyone fairly, regardless of age, race, gender, sexuality or background. We ask for opinions even if we know we might not like what we hear. And we address people's concerns in any way we realistically can.

Integrity

What we say in public is the same as what we say behind the scenes. If we say we'll do something, we mean it. Our tenants can count on us to solve their problems and make sound decisions.

Aspiration

We want the best for all our current and future tenants. We're not afraid to strive for things that won't be easy – or try things that haven't been done before. We seek out opportunities and welcome change. If it doesn't turn out as planned, we learn and improve again. And then we try again.

Our Strategic Objectives 2020-2025

- 1. Building and sustaining popular neighbourhoods
- 2. Creating and supporting greater life opportunities for all
- 3. Developing greener spaces and community wellbeing
- 4. Being a dynamic and listening community partner
- 5. Treating people equally and with respect

Contents

Section	Contents	Page
1.	Introduction	1
2.	Accessing environmental information	1
3.	Model publication scheme principles	1
4.	Information we publish under each class	3
5.	How to put in a Freedom of Information request	13
6.	How we respond to a request	13
7.	Right to review/appeal	14
8.	Monitoring and evaluation	15

1. Introduction

- 1.1 The Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019 ("the designation order") requires all registered social landlords (RSLs) to comply with FOI legislation from 11 November 2019. This legislation places three duties on RSLs; to publish information under specific classes, to respond to requests for information, and to advise and assist.
- 1.2 The Order specifically relates to activities within housing services (as defined in section 165 of the Housing (Scotland) Act 2010), and excludes factoring services, and the management of housing accommodation.
- 1.3 Section 23 of the Act requires authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner and publish information in accordance with that scheme. Specifically, the publication scheme must:
 - publish the classes of information that the authority makes routinely available
 - tell the public how to access the information and whether information is available free of charge or on payment
- 1.4 Through this document Queens Cross Housing Association has adopted the **Model Publication Scheme 2018** (MPS) which has been produced and approved by the

 Scottish Information Commissioner. The MPS is a standard framework for authorities
 to publish the information they hold.

2. Accessing environmental Information

- 2.1 Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold.
- 2.2 Environmental Information Regulations (EIR) is concerned with an individual's right of access to environmental information which is held by the Association. The Environmental Information (Scotland) Regulations 2004 came into force in January 2005 and imposed a duty upon Scottish public bodies to make environmental information available on request.
- 2.3 For further information please see our Environmental Information Regulation Policy, which is available on our website.

3. The Model Publication Scheme Principles

- 3.1 The MPS imposes six principles which govern the way we must make our information available through our Guide to Information:
 - Principle 1: Availability and formats
 - Principle 2: Exempt information
 - Principle 3: Copyright and re-use
 - Principle 4: Charges
 - Principle 5: Advice and assistance
 - Principle 6: Duration

3.2 Availability and formats

The information published through the Model Publication Scheme is primarily published on our website.

Those who cannot access information online can access the information at one of our offices. We can also arrange to send information to you in paper copy, although there will be a charge for this.

3.3. Exempt information

We aim to publish all information we hold under each of the specified classes. If a document such as Board minutes contain sensitive personal or commercially sensitive information or a trade secret we will remove or redact (black out) the information before publication and explain why.

3.4 Published information and timescales

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.

3.5 Copyright and re-use

Where the association 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

3.6 Charges

We may charge for providing information to you, the cost will be detailed when the request is received and a full breakdown will show how we have arrived at that cost.

There will be no charge for information requests which cost us £100 or less to process. Where information costs between £100-£600 to provide, the association will ask you to contribute 10% of the cost.

The association will charge a flat rate fee of £15.00 per hour, per member of staff.

The association will charge for paper and printing at 2p per black and white sheet and 4p per colour sheet.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

3.7 Advice and assistance

You can contact us for advice and assistance about any aspect of the QCHA publication scheme at FOI@qcha.org.uk or via the website at https://www.gcha.org.uk/contact-us

3.8 Duration

Once information is published it will be available for the current and the two previous financial years.

Where information has been updated or superseded, only the current version will be available (previous versions may be requested from Queens Cross Housing Association under section (1) of FOISA).

4. Information we publish under each class

- 4.1 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 FOI 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.
- 4.2 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 below.

Class 1: About the Association

Information about Queens Cross Housing Association, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under Class 1	How to access it
Descriptions of who we are	
Our Vision and Values	https://www.qcha.org.uk/about-us
Strategic Objectives	This document or as part of our
	Business Plan – page 12
	QCHA Business Plan 2020-25 -
	low res original.pdf
Area(s) of operation	We have 4 main neighbourhoods:
	Dundasvale
	 Woodside
	 Queens Cross
	 Westercommon
	Find out more here:
	https://www.qcha.org.uk/find-a-home
Business Plan (or summary)	QCHA_Business_Plan_2020-25
	<u>low_res_original.pdf</u>
Customer Service Strategy	Currently under review- see document
	section of the website for updates
	https://www.qcha.org.uk/documents
Location and opening arrangements	
Main Office address	45 Firhill Road
	Glasgow
	G20 7BE
	Tel: 0808 143 2002
	Opening hours Monday to Friday
	9am-5pm
	The Courtyard -
Area offices	Westercommon/Hamiltonhill
	Housing Office
	2 Westercommon Drive
	Glasgow
	G22 5PG
	Tel : 0808 143 2002
	Opening hours - Monday, Tuesday,
	Thursday, Friday 9am-1pm
	Wednesday 1pm-5pm
	Dundasvale Housing Office
	Ground floor, 2 Dundasvale Court
	Glasgow
	G4 0DF
	Tel : 0808 143 2002
	Opening hours - Tuesday 9am-1pm
	and Thursday 1pm-5pm.

	T =
Telephone number and email address for general enquiries	Tel: 0808 143 2002
general enquines	Email: Contactus@qcha.org.uk
Information relating to Freedom of Information	mation
Publication Scheme and Guide to Information	This document
Charging Schedule for Published Information	This document (See Page 3)
Contact details and advice on making an FOI request	FOI@qcha.org.uk
Freedom of Information policies and procedures	https://www.qcha.org.uk/assets/000/0 00/070/Freedom of Information Polic y_2019_original.pdf?1575370325
Charging Schedule for environmental information provided in response to requests made under EIRs	https://www.qcha.org.uk/assets/000/0 00/270/Environmental_Information_R egulations Procedure 2019 - final_original.pdf?1603715724
About our Governing Body	mar originar.par: 10037 13724
List of Governing Body Members Names when they became a governing body member Professional biographical details office-bearing responsibilities	Our Team Members Queens Cross Housing Association (qcha.org.uk)
Description of the role of the Governing Body • governance structure chart (including sub-committees and working groups);	https://www.qcha.org.uk/assets/000/0 00/134/Group Committee Structure original.pdf?1588604076
How to become part of the governing body	Volunteer Opportunities Queens Cross Housing Association (qcha.org.uk)
About our staff	
List of senior management team, including professional biography and contact details	Our Team Members Queens Cross Housing Association (qcha.org.uk)
Organisational structure	Organisational Structure 2019 origin al.pdf (qcha.org.uk)
Governance Documents and Corporate	
Rules/Articles	SIGNED 2020 Rules original.pdf (qcha.org.uk)
Standing Orders	Standing Orders- Board original.pdf (gcha.org.uk)
Membership of the association	Become a Member Queens Cross Housing Association (qcha.org.uk)
Code of Conduct for Staff	Code of Conduct Policy - July 2020 original.pdf (qcha.org.uk)
Code of Conduct for Governing Body Members	Code of Conduct - 2020 version original.pdf (qcha.org.uk)

Entitlements Payments and Benefits	Staff_and_Governing_Body_Member
Policy (or equivalent, including	Expenses Policy (1) original.pdf
arrangements for payments for expenses and subsistence)	(qcha.org.uk)
Register of Interests	Available on request
Equalities Strategy	https://www.qcha.org.uk/assets/000/0
	00/566/Equality Diversity Inclusion
	Strategy 2021-
Lleght and Cofety Delicy statement	25 original.pdf?1639138535
Health and Safety Policy statement	Statement signed annually available in the documents section of our
	website:
	https://www.gcha.org.uk/documents?g
	=
Sustainability Policy	https://www.qcha.org.uk/assets/000/0
	00/142/Sustainable Development Pol
	icy-2019_original.pdf?1588668135
Relationship with Regulators	
Engagement plan with Scottish Housing	https://www.housingregulator.gov.scot
Regulator	/landlord-
, and the second	performance/landlords/queens-cross-
	housing-association-ltd
Assurance Statement	Updated annual, available on the
	Scottish Housing Regulator's website
	2021 version:
	https://www.housingregulator.gov.scot/landlord-
	performance/landlords/queens-cross-
	housing-association-ltd
Annual Return on Charter Submission to	https://www.housingregulator.gov.scot
SHR	<u>/landlord-</u>
	performance/landlords/queens-cross-
5:	housing-association-ltd#panel-4
Financial Returns to SHR	https://www.housingregulator.gov.scot
	/landlord- performance/landlords/queens-cross-
	housing-association-ltd#panel-4
Charter report to tenants	Published annually in the documents
,	Section of our website: 2020-21
	available here:
	https://www.qcha.org.uk/assets/000/0
	00/504/qcha_annual_report_2508-
Internal and External Audit arrangements	FINAL_original.pdf?1630659180 See annual Audited Accounts
Internal and External Audit arrangements	available in the documents section:
	https://www.qcha.org.uk/documents?q
	=
Group Details	
Details of our subsidiaries/parent	Queens Cross Factoring
organisation	45 Firhill Road
	Glasgow, G20 7BE

	Tel: 0141 561 1105 Email: info@qcgroup.co.uk Web: www.qcfactoring.co.uk
	Queens Cross Workspace Ltd 45 Firhill Road Glasgow G20 7BE 0141 576 0210 Email: info@qcgroup.co.uk http://www.qcgroup.co.uk/
	Queens Cross Community Foundation 45 Firhill Road Glasgow, G20 7BE
	0141 589 7435 socialregeneration@qcha.org.uk
Key Partnerships	
Strategic agreements with other organisations	Memorandum of understanding with Maryhill Housing Association https://www.qcha.org.uk/assets/000/0 00/147/03.1.3.2 MARYH00- 725 Memorandum of Understanding Final signed 250817 original.pdf ?1588669794

Class 2: How we deliver our functions and services

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

The information we publish under Class 2	How to access it
How to use our services	
List of services provided	General services My QC Home Managing your Tenancy QCHA QC wellbeing QC Wellbeing Service Queens Cross Housing Association (qcha.org.uk) Welfare, Benefits and Energy advice https://www.qcha.org.uk/my-qc- home/money-welfare-advice
How to report a repair	T: 0808 143 2002 Online: How to Report a Repair Queens Cross Housing Association (qcha.org.uk)

Dight to Popair information	Page 7
Right to Repair information	Page 7 Repairs Maintenance Policy 2020 o
	riginal.pdf (qcha.org.uk)
How to apply for a property	
How to apply for a property	Queens Cross home page Queens Cross (findmyhome.org.uk)
How to get information about tononcy	
How to get information about tenancy	Tel: 0808 143 2002
support	Email: Contactus@qcha.org.uk
	Financial Inclusions Service
	https://www.qcha.org.uk/my-qc-
How to make a complaint	home/money-matters Online: How to Make a Complaint
How to make a complaint	
	Queens Cross Housing Association
	(<u>qcha.org.uk)</u> T : 0808 143 2002
	Via the app
	At any of our offices
How to appeal to a housing officer	At any of our offices or
How to speak to a housing officer	T: 0808 143 2002
	1: 0000 143 2002
How we consult with tenants and other	Tenant Participation Strategy
customers to inform and improve	https://www.gcha.org.uk/assets/000/00
service delivery and develop new	0/597/Tenant Participation Strategy 2
services	022-2025_original.pdf?1644318207
Policies and Procedures	
Allocations Policy	https://www.qcha.org.uk/assets/000/00
,	0/491/QCHA_Allocations_Policy_origin
	al.pdf?1635180373
Aids and Adaptations Policy	Aids_and_Adaptations_Policy
, ,	Oct19 original.pdf (qcha.org.uk)
Anti-Social Behaviour Policy	ASB Policy- April 2019 original.pdf
,	(gcha.org.uk)
Asbestos Management Policy	https://www.qcha.org.uk/assets/000/00
(currently under review)	<u>0/210/Asbestos_Policy_Procedures_A</u>
	<u>ugust 2018 -</u>
	_Approved_original.pdf?1597758558
Arrears Management Policy	Rent_Arrears_Policy_2019_original.pdf
	(qcha.org.uk)
Asset Management Policy (including	Asset_Management_Strategy_2019-
stock condition information)	2024_original.pdf (qcha.org.uk)
Data Protection Policy	GDPR leaflet - FINAL original.pdf
	(qcha.org.uk)
Environmental Information Regulations	Environmental Information Regulation
Policy (EIR)	s Policy 2019 - final original.pdf
	(qcha.org.uk)
Equality and Diversity Policy	https://www.qcha.org.uk/assets/000/00
	0/566/Equality Diversity Inclusion S
	trategy_2021-
	25_original.pdf?1639138535
Estate Management	Estate Caretaking Queens Cross
	Housing Association (qcha.org.uk)
Health and Safety Policy statement	https://www.qcha.org.uk/assets/000/00

	0/598/Signed_HS_policy_2021_orig
	inal.pdf?1644318510
Control of Legionella Policy and	Policy
procedure	https://www.qcha.org.uk/assets/000/00
	0/609/Legionella_Policy_January_2022
	<u>original.pdf?1645458376</u>
	Procedure
	https://www.qcha.org.uk/assets/000/00
	0/608/Legionella_Procedure_January_
	2022 original.pdf?1645458332
Procurement Policy	Updated annually
	https://www.qcha.org.uk/assets/000/00
	0/599/Value_for_MoneyProcureme
	nt_Strategy_2021-
	22_original.pdf?1644318772
Risk Management Policy	https://www.qcha.org.uk/assets/000/00
	0/600/08.2 Appendix 2 Risk Manage
	ment_Policy_%28new_template%29_2
	022_original.pdf?1644325868
Rent Setting Policy	Rent Setting Policy 2019 APPROVE
,	D_original.pdf (qcha.org.uk)
Repairs Policy	Repairs Maintenance Policy 2020 o
, repaired and	riginal.pdf (qcha.org.uk)
Sustainability Policy	Sustainable_Development_Policy-
	2019_original.pdf (qcha.org.uk)
Tenant Engagement Policy	https://www.qcha.org.uk/assets/000/00
	0/597/Tenant_Participation_Strategy_2
	022-2025 original.pdf?1644318207
Tenancy Sustainment Policy	https://www.gcha.org.uk/assets/000/00
	0/602/Tenancy_Sustainment_Strategy_
	2020-25_original.pdf?1644326351
	originalipati to tiozoooi

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.

The information we publish under Class 3	How to access it	
Governing Body Meetings		
Governing body - Agenda - Meeting minutes - Reports	Download Documents Reports, Leaflets & Statements QCHA	
Consultation and Participation		
Tenant Participation Strategy	https://www.qcha.org.uk/assets/000/00 0/597/Tenant Participation Strategy 2 022-2025 original.pdf?1644318207	
Consultation reports noting the outcome of any recent consultations with tenants/others	News (qcha.org.uk)	
Tenant Scrutiny Panel (Residents Task	Residents Task Force Queens Cross	

Force)	Housing Association (qcha.org.uk)
Registered Tenant Organisations	Community Involvement Groups in Glasgow QCHA

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).

The information we publish under	How to access it
Class 4	
Information about our accounts and	
Description of funding sources	See annual Accounts
	https://www.qcha.org.uk/documents?filter
Availtant annualta	<u>=Accounts</u>
Audited accounts	Uploaded annually available on the documents section of the website
	2020 - 21
	https://www.gcha.org.uk/assets/000/000/
	146/Accounts_2018_2019_original.pdf?1
	<u>588669645</u>
	2019 - 20
	https://www.gcha.org.uk/assets/000/000/
	245/FINAL_SIGNED_Annual_Accounts_
	310820_original.pdf?1599640611
	2018-19
	2018 - 19
	https://www.qcha.org.uk/assets/000/000/
	146/Accounts_2018_2019_original.pdf?1
	<u>588669645</u>
Budget policies and procedures	see Audited accounts
	https://www.gcha.org.uk/documents?filter
	=Accounts
Budget allocation to key service	see Audited accounts
areas	https://www.qcha.org.uk/documents?filter
	<u>=Accounts</u>
Our programme of work and projec	
Brief details of any project funding and how it's being spent	See Audited accounts
Capital works programme/plans	https://www.qcha.org.uk/assets/000/000/
information (annual programme	066/5 year investment projection -
figure)	2019-2024 original.pdf?1575368837
Spending relating to Staff and Gove	erning Body
Expenses policies and procedures	Staff_and_Governing_Body_Member_Ex
	penses Policy (1) original.pdf
	(qcha.org.uk)

Senior staff/governing body member	As above
expenses at category level e.g.,	
travel, subsistence, and	
accommodation	
Board member remuneration other	As above
than expenses	
Pay and grading structure (levels of	https://www.qcha.org.uk/assets/000/000/
pay rather than individual salaries)	534/Pay Sheet 2020 -
	Source_original.pdf?1633016940
General information about staff	Available on request
pension scheme	https://www.tpt.org.uk/member

Class 5: How we manage our human, physical and information resources

Information about how we manage the human, physical and information resources of the authority.

The information we publish under Class 5	How to access it
Human resources	
Strategy and management of human resources	https://www.qcha.org.uk/assets/000/000/ 158/People Strategy Action Plan 201 7-2020 original.pdf?1588675833
Staffing structure	Organisational Structure 2019 original. pdf (qcha.org.uk)
Human resources policies, covering:	People Strategy 2017-2020 https://www.qcha.org.uk/assets/000/000/ 158/People Strategy Action Plan 201 7-2020 original.pdf?1588675833 New strategy currently under review- see documents section of the website
Trade Union information	Unite https://unitetheunion.org/
Summary of professional organisations/trade bodies of which we are a member	SFHA https://www.sfha.co.uk/ HouseMark https://www.housemark.co.uk/ GWSF http://gwsf.org.uk/ EFQM https://efqm.org/

	Positive Action in Housing http://www.paih.org/	
Physical Resources		
Management of our land and property assets, including environmental/sustainability reports	See Page 3-4 https://www.qcha.org.uk/assets/000/000/ 151/Asset Management Strategy 2019- 2024_original.pdf?1588671425	
General description of our land and property holdings	https://www.qcha.org.uk/assets/000/000/ 151/Asset Management Strategy 2019- 2024 original.pdf?1588671425	
Information Resources		
Records management policy and records management plan, including records retention schedule	DOCUMENT_RETENTION_POLICY_ori ginal.pdf (qcha.org.uk)	
Data protection or privacy policy	https://www.qcha.org.uk/general-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.

The information we publish under Class 6	How to access it
Our Contractors and suppliers	
Information about our key service delivery contractors who carry out: • responsive repairs • landscape maintenance	See the news section of our website and Focus Magazine for updates on our contractors and suppliers.
planned/cyclical maintenance	P & D Scotland Ltd Suite G4 James McCafferty House 91 Firhill Road Glasgow G20 7BE 0141 336 4666
	Landscape Maintenance Contractor: McDermotts McDermott House Inveralmond Industrial Estate, Perth PH1 3TS 01738 445 222
	Common Area Cleaning Contractors: High Rise/Deck Access Properties Caledonian Ltd 68-70, Bogmoor Place,

	Glasgow
	G51 4SN
	0141 445 7950
	Low Rise Blocks
	Cleansweep
	6 Clova Street
	Thornliebank
	Glasgow
	G46 8NA
	07709 652375
	0.100 0020.0
	Lift Maintenance Contractor:
	City Building
	350 Darnick Street
	Glasgow
	G21 4BA
	0141 287 2200
List of suppliers and contractors used	https://www.qcha.org.uk/assets/000/000/
by organisation (provided to staff	138/Staff and Governing Body Membe
under our Entitlements Payments and	r_Expenses_Policy_%281%29_original.p
Benefits Policy)	df?1588667006
Deficits Folicy)	<u>ui: 1386007000</u>
Information about regulated	https://www.qcha.org.uk/assets/000/000/
procurement contracts awarded	603/Contracts_Register-
(value, scope, duration)	as at February 2022 original.pdf?164
(value, scope, duration)	4326524
	4320324
Our Procurement	
Our Procurement Procurement Policy and procedures	Policy
	Policy https://www.qcha.org.uk/assets/000/000/
	https://www.qcha.org.uk/assets/000/000/
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate_Procurement_Procedures original.pdf?1597764105
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate_Procurement_Procedures original.pdf?1597764105 VFM and procurement
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate_Procurement_Procedures original.pdf?1597764105 VFM and procurement
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/
	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement
Procurement Policy and procedures Information on how to tender for work	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate_Procurement_Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value_for_Money_Procurement Strategy_2021-
Procurement Policy and procedures	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772
Procurement Policy and procedures Information on how to tender for work	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772
Information on how to tender for work and invitations to tender	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22_original.pdf?1644318772 See Procurement Policy above
Information on how to tender for work and invitations to tender Register of contracts awarded which	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/
Information on how to tender for work and invitations to tender Register of contracts awarded which have gone through formal tendering,	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/ 603/Contracts Register-
Information on how to tender for work and invitations to tender Register of contracts awarded which have gone through formal tendering, including name of supplier, period of	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/ 603/Contracts_Register- as_at_February_2022_original.pdf?164
Information on how to tender for work and invitations to tender Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22_original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/ 603/Contracts Register- as_at_February_2022_original.pdf?164 4326524
Information on how to tender for work and invitations to tender Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value Links to procurement information we	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/ 603/Contracts_Register- as_at_February_2022_original.pdf?164 4326524 All available through Public contracts
Information on how to tender for work and invitations to tender Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value Links to procurement information we publish on Public Contracts Scotland	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7_original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/ 603/Contracts_Register- as_at_February_2022_original.pdf?164 4326524 All available through Public contracts
Information on how to tender for work and invitations to tender Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value Links to procurement information we publish on Public Contracts Scotland website	https://www.qcha.org.uk/assets/000/000/ 161/Corporate Procurement Policy 201 7 original.pdf?1588676618 Procedure https://www.qcha.org.uk/assets/000/000/ 215/Corporate Procurement Procedures original.pdf?1597764105 VFM and procurement https://www.qcha.org.uk/assets/000/000/ 599/Value for Money Procurement Strategy 2021- 22 original.pdf?1644318772 See Procurement Policy above https://www.qcha.org.uk/assets/000/000/ 603/Contracts_Register- as at February 2022 original.pdf?164 4326524 All available through Public contracts Scotland

Class 7: How we are performing

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

The information we publish under Class 7	How to access it
Annual Report- ARC report to tenants	Uploaded annually
	https://www.qcha.org.uk/documents?filter= Annual+Reports
	Allitual+Reports
	2020/21
	https://www.qcha.org.uk/assets/000/000/50
	4/qcha annual report 2508-
	FINAL original.pdf?1630659180
	2019/20
	https://www.qcha.org.uk/assets/000/000/27
	8/annual_report_281020-
	FINAL_original.pdf?1603886287
Performance & Benchmarking Information	https://www.qcha.org.uk/assets/000/000/50
	4/qcha_annual_report_2508- FINAL_original.pdf?1630659180
Complaint's policy, guidance and	https://www.qcha.org.uk/assets/000/000/21
forms	6/QCHA-
	CHP part 5 %28customer guide%29 or
Complaints reports or equivalent to	iginal.pdf?1616411868 Updated annual
show how complaints are handled and	https://www.qcha.org.uk/documents?filter=
influence service delivery (aggregate	Annual+Reports
reports rather than individual	
outcomes).	2020-21
	https://www.qcha.org.uk/assets/000/000/52
	9/Annual_complaints_report_20- 21_original.pdf?1632832013
Tenant scrutiny reports	https://www.qcha.org.uk/assets/000/000/16
	4/Scrutiny Report -
	June_2018_original.pdf?1588677076

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.

Queens Cross Housing Association does not create items for sale on a commercial basis; therefore, we do no hold or publish any information under this class.

Class 9: Our Open Data

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

Queens Cross Housing Association does not hold or publish any information under this class.

5. How to put in an FOI request

You can put in a FOI request by using the online form on our website or by writing to us at 45 Firhill Road (see back page for details) or by sending us an email on FOI@qcha.org.uk

6. How we respond to an FOI request

Step 1: Acknowledge your request with a letter

We will send an acknowledgment letter by either post or email, providing an interpretation of the information requested to ensure it is clear that the request has not be misinterpreted. If necessary, we may contact the person requesting the information for clarification.

Step 2: Assess the request

Step 3: Consider response

Step 4: Consult with colleagues

Step 5: Prepare & Issue response

The timescale for responding to an FOI request is twenty working days. The twenty working day timescale commences on the day the association receives the request. There are no extensions for the timescale.

7. Right of Review/Appeal

If an individual is dissatisfied with the initial response to their request provided by the association, they can request a review. The review will be conducted by someone different from the person who made the initial decision and they may decide to overturn, change or uphold the initial response. The association will have twenty working days to provide a response where a review is requested.

If an individual remains dissatisfied following the outcome of any review, then they may appeal to the Scottish Information Commissioner within six months.

Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS

Telephone: 01334 464610

e-mail: enquiries@itspublicknowledge.info

8. Monitoring and Review

8.1 This document will be monitored on an ongoing basis by the Business Strategy Team. New documents and information will be added to the documents section of the website. The next official of the publications scheme review date is February 2025.

Contact Us



45 Firhill Road, Glasgow, G20 7BE

Telephone 0808 143 2002

Email contactus@qcha.org.uk

Visit www.qcha.org.uk

Need another version of this document?

We can provide his document in different formats. If you would like a copy of this document in another language, in large print, in Easy Read, on audio tape, on video in British Sign Language (BSL), on CD or in Braille, please ask us:

Telephone: 0808 143 2002

Mail: contactus@qcha.org.uk

















