



Registered Social Landlords – Getting ready for FOI

Paul Mutch
Policy Officer
Scottish Information Commissioner

Online Guidance



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Registered Social Landlords Designation Order



FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019

Made - - - -

2019

Coming into force - -

11th November 2019

The Scottish Ministers make the following Order in exercise of the powers conferred by section 5(1) of the Freedom of Information (Scotland) Act 2002(a) and all other powers enabling them to do so.

In accordance with section 72(2)(b) of that Act a draft of this instrument has been laid before and approved by resolution of the Scottish Parliament.

In accordance with section 5(5) of that Act the Scottish Ministers have consulted every person to whom the Order relates or persons appearing to them to represent such persons and such other persons as they consider appropriate.

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019 and comes into force on 11 November 2019.

(2) In this Order, “the 2010 Act” means the Housing (Scotland) Act 2010(b).

Who's covered?



**Registered
Social
Landlords
&
Subsidiaries**

What's covered?



Information on:

Prevention and alleviation of homelessness

Management of **social housing** accommodation

Provision and management of sites for gypsies and travellers

Information supplied to the SHR about finance and governance

The definition of “housing services” does not include:

The provision of services for owners and occupiers of houses

Management of **non-social housing** accommodation

From when?



**11
November
2019**

FOI - the three duties



1

Duty to
publish
information

(s.23)



2

Duty to
respond to
requests

(s.1)



3

Duty to
advise and
assist

(s.15)



FOI - the three duties



1

Duty to
publish
information

(s.23)



What to do:



1

Duty to publish information

(s.23)



Read the Model Publication Scheme Guidance



Identify the relevant information you hold



Review the template Guide to Information
(coming soon)



Create your own Guide to Information



Brief staff



Create for publication

FOI - the three duties



2

Duty to
respond to
requests

(s.1)





What to do:

2

Duty to respond to requests

(s.1)



Get to know the guidance:
www.itspublicknowledge.info/rsIs



Understand the statutory requirement



Review the s.60 Code of Practice



Develop your procedures



Develop template letters



Train staff

FOI - the three duties



3

Duty to
advise and
assist

(s.15)



What to do:



3

Duty to advise and assist

(s.15)



Get to know the guidance:
www.itspublicknowledge.info/rsls



Read the s.60 Code of Practice



Build it into your procedures



Train your staff

Online Guidance



www.itspublicknowledge.info/rsls

FOI impact



Local authority experience: Requests relating to housing functions



Local authority	Year	Housing Stock	Approx. annual requests	Approx. requests per month	Approx. annual requests per 100 properties
City of Edinburgh	2018/19	19,791	155	12.9	0.7
Aberdeenshire	2018	12,885	120	10	0.9
Orkney Islands	2014	950	17	1.4	1.7
Perth & Kinross	2016	7,500	65	5.4	0.8
Fife	2014	30,000	141	11.8	0.4

What's covered?



Information on:

Prevention and alleviation of homelessness

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Provision and management of sites for gypsies and travellers

Information supplied to the SHR about finance and governance

Local authority experience



Information on:

Prevention and alleviation of homelessness

Management of **social housing** accommodation

Provision and management of sites for gypsies and travellers

Information supplied to the SHR about finance and governance

- Number of lets to homeless
- Properties provided as temporary accommodation
- Evictions



Local authority experience

Information on:

Prevention and alleviation of homelessness

Management of social housing accommodation

Provision and management of sites for gypsies and travellers

Information supplied to the SHR about finance and governance

- Vacant properties
- Waiting lists
- Work being undertaken and length of time to complete
- Neighbour disputes
- Repairs
- Safety inspections
- Fire testing
- Accessibility / adjustments



Local authority experience

Information on:

Prevention and alleviation of homelessness

Management of social housing accommodation

Provision and management of sites for gypsies and travellers

Information supplied to the SHR about finance and governance

- Cost
- Number and location of sites
- Inspections
- Clean up costs

Preparing for FOI

