Registered Social Landlords – Getting ready for FOI

Paul Mutch
Policy Officer
Scottish Information Commissioner
Online Guidance

www.itspublicknowledge.info/rsls
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
## Local authority experience: Requests relating to housing functions

<table>
<thead>
<tr>
<th>Local authority</th>
<th>Year</th>
<th>Housing Stock</th>
<th>Approx. annual requests</th>
<th>Approx. requests per month</th>
<th>Approx. annual requests per 100 properties</th>
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</thead>
<tbody>
<tr>
<td>City of Edinburgh</td>
<td>2018/19</td>
<td>19,791</td>
<td>155</td>
<td>12.9</td>
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<tr>
<td>Aberdeenshire</td>
<td>2018</td>
<td>12,885</td>
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<tr>
<td>Orkney Islands</td>
<td>2014</td>
<td>950</td>
<td>17</td>
<td>1.4</td>
<td>1.7</td>
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<tr>
<td>Perth &amp; Kinross</td>
<td>2016</td>
<td>7,500</td>
<td>65</td>
<td>5.4</td>
<td>0.8</td>
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<tr>
<td>Fife</td>
<td>2014</td>
<td>30,000</td>
<td>141</td>
<td>11.8</td>
<td>0.4</td>
</tr>
</tbody>
</table>
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
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