

# Orkney Housing Association Guide to Information

(Last Reviewed: 29.11.24)

Terms used:

| Term Used              | Explanation   |
|------------------------|---|
| FOISA                  | Freedom of Information (Scotland) Act 2002<br><i>Places a duty on those organisations covered to proactively publish certain types of information; and to respond to requests for information; and to provide advice and assistance to those making requests for information.</i> |
| EIRs                   | Environmental Information Regulations (Scotland) 2004<br><i>Those organisations covered by EIRs have a duty to respond to requests for environmental information.</i>   |
| SIC                    | The Scottish Information Commissioner<br><i>Who is responsible for ensuring that those bodies covered by FOISA and EIRs comply with the terms of the legislation.</i>   |
| MPS                    | Model Publication Scheme<br><i>Produced by the SIC – details the information that those subject to FOISA should publish (if they hold it)</i>   |
| Guide to Information   | <i>A guide that all organisations subject to FOISA and adopting the MPS must produce to help people access the information it makes available.</i>  |
| Classes of Information | <i>Nine broad categories describing the types of information authorities should publish (if they hold it).</i>  |

## About Orkney Housing Association

We are the only Registered Social Landlord in Orkney, founded in 1985, to deliver quality, affordable homes to those in need. We are a Charity Registered in Scotland, (SC031734), registered with the Scottish Housing Regulator (HAL 164) and registered with the Financial Conduct Authority (2201 R(S)).

We have a stock of 975 rented and shared ownership properties located throughout the mainland, rural areas and islands of Orkney. We provide all aspects of housing information and advice and property management for our tenants and carry out regular surveys to ensure we maintain quality and satisfaction levels.

We value our people, and invest in training and development, to ensure that our staff are equipped with the skills and knowledge to provide great customer service within a well-run Association with strong governance and financial management.

Management Committee (MC) are our voluntary, strategic governing body elected from our General Membership consisting of between 7 and 15 members. They are an experienced and skilled group of individuals, committed to our values and overseeing the delivery of our Corporate Outcomes.

## Introduction to our Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all housing associations/co-operatives in Scotland must produce and maintain a Publication Scheme. This must detail all the key information that we publish and how it can be accessed. This Guide to Information is our Publication Scheme and contains links to where the information listed can be found online.

Orkney Housing Association has adopted the Scottish Information Commissioner's (SIC) [Model Publication Scheme \(MPS\)](#), and this Guide has been approved by the SIC.

The purpose of this Guide to Information is to:

- Allow the public to see what information is available (and what is not available) for Orkney Housing Association in relation to each class in the Model Publication Scheme 2018.
- State what charges may be applied.
- Explain how to find the information easily.
- Provide contact details for enquiries and to get help with access to the information.
- Explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

### **The Model Publication Scheme Principles**

The MPS imposes 6 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

#### **Principle One: Availability & Formats**

The information published through the MPS is, wherever possible, available on our website. In the Classes of Information section, select the class required.

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 to you in paper copy (although there may be a charge for this – see “Principle 4: Charges”).

To request published information in a format other than online, or arrange a visit to view information, please contact us as detailed below.

#### **Principle 2: Exempt Information**

Whilst we will endeavour to make all the information detailed available, in rare cases there may be some information that we cannot make available. For example, there may be instances where parts of Management Committee Minutes could reveal personal detail where disclosure would contravene the data protection principles, or information about

contracts where disclosure would damage someone's commercial interests. In such cases, any details would be removed prior to publication, indicating where and why we have done so.

### **Principle 3: Copyright and re-use**

Where we hold the copyright on our published information, the information may be copied or reproduced without formal permission, provided that:

- It is copied accurately
- It is not used in a misleading context
- The source of the material is identified

### **Principle 4: Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated.

We may charge for providing information to you, but we will charge no more than it costs us to do so. We will always tell you what the cost is before providing the information to you. Charges for providing any information detailed in this guide are summarised below:

| <b>Format</b>            | <b>Charge</b>   |
|--------------------------|---|
| Online                   | Free  |
| View at our office       | Free  |
| Print in black and white | 2p per A4 sheet; 4p per A3 sheet  |
| Print in colour          | 4p per A4 sheet; 6p per A3 sheet  |
| Computer Discs           | 50p per CD-ROM  |
| Postage Costs            | Actual cost of postage incurred – Royal Mail 1 <sup>st</sup> or 2 <sup>nd</sup> Class |

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass on any other costs to you in relation to our published information.

#### **Charges for information which is not available under the scheme:**

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

#### **General information requests**

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be

released. Charges may be made for locating, retrieving and providing information to you.

- In the event that we decide to impose a charge, we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 3 months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request, there will be no charge to you.

### **Charges for Environmental Information**

Environmental information is provided under the EIRs rather than FOISA. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you eg photocopying and postage. If we decide to impose a charge, we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request, there will be no charge to you.

Charges are calculated based on the actual cost to the Association of providing the information as detailed above except where it would cost more than £600 to provide the information to you. In this instance we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

### **Charge for request for your own personal data**

There is no charge for requesting your own personal data under the Data Protection Act 2018 or UK (GDPR) Subject Access Request. We must provide a copy of the information free of charge. However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. This does not mean that we can charge for all subsequent access requests. The fee must be based on the administrative cost of providing the information. Further information on this can be found on the Information Commissioner's Office website.

### **Principle 5: Advice & Assistance**

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

**Mhairi Hughes, Head of Corporate Governance**  
**Orkney Housing Association, 39a Victoria Street, Kirkwall, KW15 1DN**  
**T: 01856 875253 ext 201**  
**E: [foi@ohal.org.uk](mailto:foi@ohal.org.uk)**

### **Principle 6: Duration**

We aim, where possible, to publish information for at least the current and previous 2 financial years. Only the current version of documents will be listed.

## The Information that we make available to you – "Classes of Information"

Under the MPS, the information we provide must be listed under certain "classes" of information - these are the categories of information detailed below. As FOI applies to other bodies and sectors across Scotland, eg the Scottish Government and Local Authorities, not all of the categories apply to housing associations/co-operatives.<sup>1</sup> The classes are:

Class 1: About Orkney Housing Association Limited

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

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

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

*Class 8: Our commercial publications - not applicable*

*Class 9: Our open data - not applicable*

Details of the information held within each of the classes, applicable to our organisation, and hyperlinks to access this information where available, are outlined below:

| <b>Class 1 - About Orkney Housing Association</b>  |   |
|--|---|
| <i>Information about Orkney Housing Association, who we are, where to find us, how to contact us, how we are managed and our external relations.</i> |   |
| <b>Information</b>   | <b>Where to access</b>  |
| <b>Descriptions of who we are</b>  |   |
| Mission Statement  | Website - <a href="#">Business Plan 2022-25</a>   |
| Vision   | Website - <a href="#">Business Plan 2022-25</a>   |
| Values   | Website - <a href="#">Business Plan 2022-25</a>   |
| Corporate Objectives   | Website - <a href="#">Business Plan 2022-25</a>   |
| Area(s) of operation   | Website - <a href="#">Business Plan 2022-25</a><br>Website - <a href="#">Property Map</a><br>Website - <a href="#">Housing Map 2022</a> |
| Key activities; strategic/ corporate plan(s)   | Website - <a href="#">Business Plan 2022-25</a>   |
| Business Plan  | Website - <a href="#">Business Plan 2022-25</a>   |
| <b>Location and opening arrangements</b>   |   |
| Address  | Website - <a href="#">Contact Details</a>   |
| Telephone number and e-mail address for general enquiries  | Website - <a href="#">Contact Details</a>   |
| Opening times  | Website - <a href="#">Contact Details</a>   |
| General contact arrangements   | Website - <a href="#">Contact Details</a>   |
| How to make a complaint  | Website - <a href="#">Make a complaint</a>  |

<sup>1</sup> In the MPS Class 8: Commercial Publications, and Class 9: Our Open Data, do not apply to RSLs.

| <b>Information relating to Freedom of Information</b>  |   |
|--|---|
| 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  | THIS DOCUMENT (See Page 4)  |
| Freedom of Information policies and procedures   | Website - <a href="#">FOI &amp; EIR Policy</a>  |
| Charging Schedule for environmental information provided in response to requests made under EIRs   | THIS DOCUMENT (See Page 3)  |
| <b>About our Governing Body</b>  |   |
| List of Governing Body Members: <ul style="list-style-type: none"> <li>Names</li> <li>when they became a governing body member</li> <li>Professional biographical details</li> <li>office-bearing responsibilities</li> <li>when they became an office-bearer</li> </ul> | Website - <a href="#">Management Committee</a>  |
| Description of the role of the Governing Body <ul style="list-style-type: none"> <li>governance structure chart (including sub-committees and working groups);</li> <li>remits for governing body and any sub-committees</li> </ul>                                      | Website - <a href="#">Business Plan 2022-25</a><br>Website - <a href="#">Standing Orders for Committee Business</a> |
| How to become part of the governing body   | Website - <a href="#">Getting Involved</a>  |
| <b>About our staff</b>   |   |
| List of senior management team, including professional biography and contact details   | Website - <a href="#">Senior Management Team</a>  |
| Organisational structure   | Website - <a href="#">Business Plan 2022-25</a>   |
| <b>Governance Documents and Corporate Policies</b>   |   |
| Rules/Articles   | Website - <a href="#">OHAL Rules</a>  |
| Standing Orders  | Website - <a href="#">Standing Orders for Committee Business</a>  |
| Membership Policy  | Website - <a href="#">Membership Policy</a>   |
| Code of Conduct for Staff  | Website - <a href="#">Code of Conduct for Staff</a>   |

|   |   |
|---|---|
| Code of Conduct for Governing Body Members      | Website - <a href="#">Code of Conduct for Committee Members</a>   |
| Entitlements Payments and Benefits Policy       | Website - <a href="#">Entitlements, Payments &amp; Benefits Policy</a>  |
| Register of Interests                           | On request  |
| Equality, Diversity & Human Rights Policy       | Website - <a href="#">Equality, Diversity &amp; Human Rights Policy</a>   |
| Health and Safety Statement                     | Website - <a href="#">Health &amp; Safety Statement</a>   |
| Sustainability Policy                           | Website - <a href="#">Sustainability Policy</a>   |
| <b>Relationship with Regulators</b>             |   |
| Engagement Plan with SHR                        | <a href="#">SHR Website</a>   |
| Assurance Statement                             | <a href="#">SHR Website</a>   |
| Annual Return on Charter Submission to SHR      | Published on the SHR website - <a href="#">Annual Return on the Charter   OHAL   Scottish Housing Regulator</a>   |
| Financial Returns to SHR                        | <a href="#">SHR Website</a>   |
| Charter Report to tenants                       | Website - <a href="#">Annual Report</a>   |
| Internal and External Audit arrangements        | Internal Auditor - The Internal Audit Association<br><a href="http://www.tiaa.co.uk">www.tiaa.co.uk</a><br>External Auditor – Wbg (formerly Wylie & Bisset)<br><a href="http://www.wbg.co.uk">www.wbg.co.uk</a> |
| <b>Group Details</b>                            |   |
| Details of our subsidiaries/parent organisation | We have a subsidiary - OHAL Enterprises CIC (Community Interest Company), which is currently dormant so not relevant meantime.  |
| <b>Key Partnerships</b>                         |   |
| Strategic agreements with other organisations   | Protocol for working with Orkney Islands Council for nominated households and homeless households is contained within our Rented Allocations Policy on our website - <a href="#">Rented Allocations Policy</a>  |

|   |  |
|---|--|
| <b>Class 2 – How we deliver our functions and services</b><br><i>Information about our work, our strategy and policies for delivering services and information for our service users.</i> |  |
| <b>Information</b>  | <b>Where to access</b>   |
| <b>How to use our services</b>  |  |
| List of services we provide   | Website - <a href="http://www.ohal.org.uk/">www.ohal.org.uk/</a> (tenants tab) |
| How to report a repair  | Website - <a href="#">Reporting a Repair</a>                                   |

|   |   |
|---|---|
| Right to Repair information   | Website - <a href="#">Right to Repair</a>                                       |
| How to apply for a house  | Website - <a href="#">Apply for Rented Housing</a>                              |
| How to get information about tenancy support  | Website - <a href="#">Maintaining your Tenancy</a>                              |
| How to make a complaint   | Website - <a href="#">How to make a complaint</a>                               |
| How to speak to a housing officer   | Website - <a href="#">Housing Officer Patches</a>                               |
| How we consult with tenants and other customers to inform and improve service delivery and develop new services | Website - <a href="#">Consultations</a>   |
| <b>Policies and Procedures</b>  |   |
| Allocations Policy  | Website - <a href="#">Rented Allocations Policy</a>                             |
| Adaptations Policy  | Website - <a href="#">Adaptations Policy</a>                                    |
| Anti-Social Behaviour Policy  | Website - <a href="#">Anti Social Behaviour Policy</a>                          |
| Asbestos Management Plan  | Website - <a href="#">Asbestos Management Plan</a>                              |
| Arrears Management Policy   | Website - <a href="#">Prevention of Rent Arrears and Debt Collection Policy</a> |
| Asset Management Policy   | Website - <a href="#">Asset Management Strategy</a>                             |
| Customer Engagement Policy  | Website - <a href="#">Customer Engagement Policy</a>                            |
| Data Protection Policy  | Website - <a href="#">Data Protection and Privacy Policy</a>                    |
| Environmental Information Regulations Policy (EIR)  | Website - <a href="#">FOI &amp; EIR Policy</a>                                  |
| Equality, Diversity & Human Rights Policy   | Website - <a href="#">Equality, Diversity &amp; Human Rights Policy</a>         |
| Estate Management Policy  | Website - <a href="#">Estate Management Policy</a>                              |
| Health and Safety Policy and Procedures   | Statement on website - <a href="#">Health &amp; Safety Policy Statement</a>     |
| Legionnaires Inspection/Prevention Policy   | Website - <a href="#">Water Systems &amp; Legionella Policy</a>                 |
| Procurement Policy  | Website - <a href="#">Procurement Policy</a>                                    |
| Risk Management Policy  | Website - <a href="#">Risk Management Policy</a>                                |
| Rent Setting Policy   | Website - <a href="#">Rent Setting Policy</a>                                   |
| Repairs Policy  | Website - <a href="#">Responsive Repairs Policy</a>                             |
| Sustainability Policy   | Website - <a href="#">Sustainability Policy</a>                                 |
| Customer Engagement Policy  | Website - <a href="#">Customer Engagement Policy</a>                            |
| Tenancy Sustainment Policy  | Not applicable  |
| Internal procedures relating to above (where available)   | On request  |



### 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.*

| Information   | Where to access   |
|---|---|
| <b>Management Committee Meetings</b>  |   |
| Approved Management Committee meeting minutes   | Website - <a href="#">Orkney Housing Association Limited (OHAL) - Downloads</a> |
| Management Committee meeting reports/papers   | On request  |
| Management Committee agendas  | On request  |
| <b>Consultation and Participation</b>   |   |
| Tenant Participation Strategy   | Website - <a href="#">OHAL Tenant Participation Strategy 2021-2026</a>          |
| Consultation reports noting the outcome of any recent consultations with tenants/ others. | Website - <a href="#">Consultations and Feedback</a>                            |
| Resident Panel Information  | Website - <a href="#">Getting Involved</a>                                      |

### 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).*

| Information   | Where to access  |
|---|--|
| <b>Information about our accounts and budgets</b>                   |  |
| Description of funding sources                                      | Website - <a href="#">Annual Accounts 2023/24</a>  |
| Audited accounts  | Website - <a href="#">Annual Accounts 2023/24</a>  |
| Budget policies and procedures                                      | Website - <a href="#">Finance Policy</a>   |
| Budget allocation to key service areas                              | Not applicable   |
| <b>Our programme of work and projects</b>                           |  |
| Brief details of any project funding and how it's being spent       | Website - <a href="#">Annual Accounts 2023/24</a><br>Website - <a href="#">Business Plan 2022-25</a><br>Website - <a href="#">Annual Report</a>      |
| Capital works programme/plans information (annual programme figure) | Website - <a href="#">Business Plan 2022-25</a><br>Website - <a href="#">Maintenance Schedules</a><br>Website - <a href="#">Current Developments</a> |
| <b>Spending relating to Staff and Governing Body</b>                |  |
| Expenses Policy   | Website - <a href="#">Expenses Policy</a>  |
| Board member remuneration other than expenses                       | Not applicable   |

|   |   |
|---|---|
| Pay and grading structure (levels of pay rather than individual salaries) | On request  |
| General information about staff pension scheme                            | We offer a Defined Contribution Pension Scheme to all our staff, run by The Pensions Trust:<br><a href="http://www.tpt.org.uk">www.tpt.org.uk</a> |

## Class 5 – How we manage our resources

*Information about how we manage our human, physical and information resources.*

| Information  | Where to access  |
|--|--|
| <b>Human resources</b>   |  |
| Strategy and management of human resources   | Website - <a href="#">Business Plan 2022-25</a>  |
| Organisational Chart   | Website - <a href="#">Business Plan 2022-25</a>  |
| Human resources policies, covering: <ul style="list-style-type: none"> <li>• recruitment</li> <li>• performance management</li> <li>• salary and grading</li> <li>• promotion</li> <li>• pensions</li> <li>• discipline</li> <li>• grievance</li> <li>• staff development</li> <li>• Maintenance and retention of staff records</li> </ul> | On request   |
| Internal procedures relating to the above (where available)  | On request   |
| Trade Union information  | On request   |
| Summary of professional organisations/trade bodies of which we are a member  | On request   |
| <b>Physical Resources</b>  |  |
| Management of our land and property assets, including environmental/ sustainability reports  | Website - <a href="#">Asset Management Strategy</a>  |
| General description of our land and property holdings  | Website - <a href="#">Business Plan 2022-25</a>  |
| Estate development plans   | Website - <a href="#">Business Plan 2022-25</a><br>Website - New Build Development Plans:<br><a href="#">Maintenance Schedules</a> |

| Information Resources   |  |
|---|--|
| Records management policy and records management plan, including records retention schedule | Website - <a href="#">Data Protection and Privacy Policy</a> |
| Data protection or privacy policy   | Website - <a href="#">Data Protection and Privacy Policy</a> |

**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.*

| Information   | Where to access  |
|---|--|
| <b>Our Contractors and suppliers</b>  |  |
| Information about our key service delivery contractors who carry out: <ul style="list-style-type: none"> <li>responsive repairs</li> <li>landscape maintenance</li> <li>planned/cyclical maintenance</li> </ul> | Right to Repair and Renewals & Replacements Information in Rooftops - Website - Newsletters<br><a href="#">Orkney Housing Association Limited - Downloads</a><br><br>Website - <a href="#">Maintenance Schedules</a> |
| List of suppliers and contractors used by organisation (provided to staff under our Entitlements Payments and Benefits Policy)  | Website - contained within our <a href="#">Entitlements, Payments &amp; Benefits Policy</a>  |
| Information about regulated procurement contracts awarded   | (see table below)  |

| Award Ref   | Contract Title   | Start Date | End Date   | Extended End Date | Max Extensions (months) |
|-------------|--|------------|------------|-------------------|-------------------------|
| ✘ AUG485049 | <a href="#">External Audit Services Orkney Housing Association</a> | 15/08/2023 | 15/08/2028 | -                 | 24                      |
| ✘ AUG424125 | <a href="#">OHAL Insurance Services Tender 2021</a>                | 01/10/2021 | 01/10/2024 | -                 | 24                      |
| ✘ JUN417026 | <a href="#">Provision of Legal Services</a>                        | 01/07/2021 | 01/07/2024 | -                 | 24                      |

| Our Procurement   |   |
|---|---|
| Procurement Policy and procedures   | Website - <a href="#">Procurement Policy</a>                    |
| Information on how to tender for work and invitations to tender   | Website - Threshold document <a href="#">Threshold Document</a> |
| Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value. | (see table below)   |

| TITLE  | AWARD DATE | START DATE | END DATE   | MAX EXTENSION MONTHS | HIGHEST OFFER | LOWEST OFFER | SUPPLIER NAME       |
|--|------------|------------|------------|----------------------|---------------|--------------|---------------------|
| External Audit Services Orkney Housing Association | 01/08/2023 | 15/08/2023 | 15/08/2028 | 24                   | 0             | 0            | Wylie & Bisset LLP  |
| Award of Internal Audit Services                   | 30/03/2022 | 01/04/2022 | 31/03/2027 | 0                    | 20235         | 19750        | TIAA Ltd            |
| OHAL Insurance Services Tender 2021                | 11/08/2021 | 01/10/2021 | 01/10/2024 | 24                   | 57665         | 47049        | Zurich              |
| Provision of Legal Services                        | 26/05/2021 | 01/07/2021 | 01/07/2024 | 24                   | 116100        | 72017.5      | TC Young Solicitors |

|  |  |
|--|--|
| Links to procurement information we publish on Public Contracts Scotland website | Link to Public Contracts Scotland website:<br><a href="http://www.publiccontractsscotland.gov.uk">www.publiccontractsscotland.gov.uk</a> |
| Framework Agreements   | Not applicable   |

### Class 7 – How we are performing

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

| Information   | Where to access  |
|---|--|
| Annual Report   | Website - <a href="#">Annual Report</a>  |
| ARC report to tenants   | Website - <a href="#">Annual Report</a>  |
| Performance Standards/ indicators   | Website - <a href="#">Annual Report</a>  |
| Benchmarking information  | Website - <a href="#">Annual Report</a>  |
| Complaints policy, guidance and forms   | Website - <a href="#">Make a Complaint</a><br>Website - <a href="#">Significant Performance Failures</a> |
| Complaints reports or equivalent to show how complaints are handled and influence service delivery (aggregate reports rather than individual outcomes). | Website - <a href="#">Annual Report</a>  |
| Tenant scrutiny reports   | Website – <a href="#">Orkney Housing Association Limited - Downloads</a> (Report – Tenants)              |

### 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.*

| Information   | Where to access |
|---|-----------------|
| This class does not apply to Orkney Housing Association as we do not produce any publications for sale. | Not applicable  |

### Class 9 – Our open data

*Open data made available by us under the Scottish Government's [Open Data Resource Pack](#) and available under open licence.*

| Information  | Where to access |
|--|-----------------|
| This class does not apply to Orkney Housing Association. | Not applicable  |