Wheatley Group
Guide to information available through the Publication Scheme

Date Updated: September 2025

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish the classes of information that they make routinely available

- Tell the public how to access the information and what it might cost.

Wheatley Group has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval.

Wheatley Group is a subsidiary of the Wheatley Group. Further Information regarding the relationship can be found within the Publication Scheme.

You can see information about the latest scheme on the Commissioner's website at http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx
Or by contacting us at the address below:

Information Governance
Wheatley Group
Wheatley House
25 Cochrane Street
Glasgow G1 1HL
Email: informationrequests@wheatley-group.com

The purpose of this Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class

- State what charges may be applied

- Explain how you can find the information easily

- Provide contact details for enquiries and to get help with accessing the information

- Explain how to request information we hold that has not been published

Availability and formats

The information we publish through the publication scheme is, wherever possible, available on our website. 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 you in paper copy (although there may be a charge for this). Please contact the Information Governance Team using the above contact details for more information.

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove of redact the information before publication but we will explain why.

Copyright

Where Wheatley Group 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

Where Wheatley Group does not hold copyright in information we publish, we will make this clear.

Cost for providing information

We will provide the following free of charge:

- information where the staff time involved in retrieving it from our systems, copying and sending it is less than £100

- hard copies of our publications which have been printed

However, we will ask you to contribute 10 percent of the cost if the staff time involved in retrieving the information you have requested, copying and sending it to you is more than £100.

We will never charge you more that the cost incurred by us and we'll let you know in advance what we estimate the cost to be.

When we estimate the cost to us will be more than £600 we may refuse to provide the information, but we will write to you setting this out.

The basis on which we calculate costs is:

How information is provided	Detail	Cost
Printing and photocopying based on black and white copies	A3 paper	20p per sheet
Printing and photocopying based on black and white copies	A4 paper	10p per sheet
Information provided on CD-ROM	Per CD	50p
Postage	By Royal Mail	First Class
Staff time in preparing information	Per hour	£15

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Information Governance
Wheatley Group
Wheatley House
25 Cochrane Street
Glasgow G1 1HL
Email: informationrequests@wheatley-group.com

We will also be pleased to advise you how to request information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information we hold within the following classes. Once information is published under a class, we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: ABOUT WHEATLEY GROUP
Class description: Information about Wheatley Group, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
Authority name, address and contact details for headquarters and principal offices:	
About Wheatley Group	https://www.wheatley-group.com/about-wheatley/about-us
Name, address and contact details for Wheatley Group	https://www.wheatley-group.com/about-wheatley/governance/freedom-of-information/a-guide-to-the-information-we-publish#footer
Organisational structure, roles and responsibilities of senior officers: Wheatley Group Structure Chart	https://www.wheatley-group.com/about-wheatley/our-people/executive-team
Business opening hours of Wheatley Group	Normal business hours: 9.00am -5.00pm
Contact details for customer care and complaints function: Complaints Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0019/215083/Group-Complaints-policy-updated-Jun-24.pdf

Customer codes and charters	https://www.wheatley-group.com/about-wheatley/our-services
Publication Scheme and guide to information	https://www.wheatley-group.com/about-wheatley/governance/freedom-of-information
Charging schedule for published information	https://www.wheatley-group.com/about-wheatley/governance/freedom-of-information/a-guide-to-the-information-we-publish
Contact details and advice about how to request information we hold but don't publish	https://www.wheatley-group.com/about-wheatley/governance/freedom-of-information/a-guide-to-the-information-we-publish
Charging schedule for environmental information provided in response to request under the EIRs	https://www.wheatley-group.com/about-wheatley/governance/freedom-of-information/environmental-information-request
Legal framework for Wheatley Group and Solutions including constitution, articles of association or charter Personal information redacted under section 38(1)(b) of the Freedom of Information (Scotland) Act 2002.	https://www.wheatley-group.com/__data/assets/pdf_file/0017/122165/20230622-WH-Group-Articles.pdf
How we use your information	https://www.wheatley-group.com/home/privacy-notices
Charity details for Wheatley Group	**No information held in this class**
Wheatley Group's Regulator – Scottish Housing Regulator	https://www.housingregulator.gov.scot/landlord-performance/landlords/wheatley-housing-group-ltd
How Wheatley Group is run:	
Description of governance structure: Board, committee and other decision making structures.	https://www.wheatley-group.com/about-wheatley/governance/board-and-management
Group policies, including standing orders	https://www.wheatley-group.com/__data/assets/pdf_file/0021/

	48054/Wheatley-Group-Standing-Orders-2022.pdf
Code of conduct	Group-Code-of-Conduct-20.12.2023.pdf
Register of interests	https://www.wheatley-group.com/about-wheatley/our-people/wheatley-group-board
Group Complaints policy and complaints handling procedure	https://www.wheatley-group.com/__data/assets/pdf_file/0019/215083/Group-Complaints-policy-updated-Jun-24.pd
Group Unacceptable Actions Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0012/131124/Wheatley-Group-Unacceptable-Actions-Policy.pdf
Group Data Protection Policy	Group-Data-Protection-Policy-August-2024.pdf
Group Freedom of Information Policy	Group-Freedom-Of-Information-Policy-August-2024.pdf
Group Procurement Policy	Group-Procurement-Policy-2025.pdf
Group Risk Management Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0014/122360/Group-Risk-Management-Policy.pdf
Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority – Wheatley Group Board	
Wheatley Group Board	https://www.wheatley-group.com/about-wheatley/our-people/wheatley-group-board
Wheatley Group Executive Team	https://www.wheatley-group.com/about-wheatley/our-people/executive-team

Corporate planning:	
Mission Statement	https://www.wheatley-group.com/about-wheatley/about-us
Corporate Strategies e.g., for economic development, etc.:	https://www.wheatley-group.com/investor-relations/publications/our-strategy
Environmental, social and governance statement	https://www.wheatley-group.com/investor-relations/publications/environmental-social-and-governance-statement/_recache
Corporate policies:	
Group Health and Safety Policy	2025-Wheatley-Group-Health-and-Policy-2025.pdf
Fire Prevention and Mitigation Framework	102907_WG_Fire-Prevention-and-Mitigation-Framework.pdf
Environmental, social and governance statement	https://www.wheatley-group.com/investor-relations/publications/environmental-social-and-governance-statement/_recache
Equalities	Group-EDI-and-Human-Rights-Policy-042024-2.pdf
Sustainability Policy	**No information held in this class**
Corporate Plan:	**No information held in this class**
Strategic planning processes:	**No information held in this class**
External relations	
Accountability relationships, including the Scottish Housing Regulator	https://www.housingregulator.gov.scot/landlord-performance/landlords/wheatley-housing-group-ltd
Subsidiary Companies (wholly or part owned) and other significant financial interests	https://www.wheatley-group.com/about-wheatley/about-us/group-partners

Internal Audit arrangements	102957_WG_Annual-Report-2024.pdf (Page 55)
External Audit arrangements	Audit Committee | Wheatley Group
Strategic agreements with other bodies	**No information held in this class**

CLASS 2: HOW WHEATLEY GROUP DELIVER ITS FUNCTIONS AND SERVICES

Class Description:

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

The information we publish under this class	How to access it
Functions:	
Description of functions, including statutory basis for them, where applicable:	https://www.wheatley-group.com/about-wheatley
Strategies, policies and internal staff procedures for performing statutory functions:	**No information held in this class**
Statement of public task required by the Re-use of Public Sector information Regulations 201513 (if applicable)	**No information held in this class**
How to report concerns to Wheatley Group	Contact us | Wheatley Group
Reports of Wheatley Group's exercise of its statutory functions	**No Information held in this class**
Statutory Registers	**No information held in this class**

Services:	
List of Services including statutory basis for them, where applicable:	https://www.wheatley-group.com/about-wheatley/our-services
Service policies and internal staff procedures:	
Data Protection Policy	Group-Data-Protection-Policy-August-2024.pdf
Whistleblowing Policy	Aug-2024-Group-Whistleblowing-Policy.pdf
Group Advice, Information and Letting Model Policy	Applying for a home | Wheatley Group
Group Homelessness Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0022/122395/Group-Homelessness-Policyv2.pdf
Group Engagement Framework	102987_WG_Customer-engagement-framework.pdf
Group Adult Support and Protection Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0017/122192/Group-Adult-Support-and-Protection-Policy-2022.pdf
Group Domestic Abuse Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0021/122196/Wheatley-Group-Domestic-Abuse-Policy-2022.pdf
Group Child Protection Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0019/122194/Wheatley-Group-Child-Protection-Policy-2022.pdf
Group Multi Agency Public Protection Arrangements Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0019/122185/Wheatley-Group-MAPPA-Policy-2022.pdf
Group Protecting People Framework	https://www.wheatley-group.com/__data/assets/pdf_file/0027/127980/GroupProtectingPeoplePolicyFramework.pdf
Group Managing dampness, mould and condensation Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0025/13

	4755/WheatleyGroupManagingDampness MouldCondensationPolicyMarch2023.pdf
Group Arrears and Debtors Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0027/135585/Group-Arrears-and-Debtors-Policy.pdf
Group Sustainability Framework	https://www.wheatley-group.com/__data/assets/pdf_file/0020/224723/102561_WG_SustainabilityFramework_Shortened_v5.pdf
Group Suicide Prevention Framework	102754_WG_Suicide-prevention-framework.pdf
Service schedules and delivery plans	**No Information held in this class**
Information for service users, including how to access the services:	https://www.wheatley-group.com/about-wheatley/our-services
Service fees and charges, including bursaries	https://www.wheatley-group.com/about-wheatley/governance/freedom-of-information/how-to-make-a-foi-request

CLASS 3: HOW WHEATLEY GROUP 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 this class	**How to access it**
Decisions taken by Wheatley Group Board Minutes and agendas	https://www.wheatley-group.com/about-wheatley/governance/board-papers
Board Reports	https://www.wheatley-group.com/about-wheatley/governance/board-papers/wheatley-group-board
Public Consultations and engagement strategies:	**No information held in this class**

Reports of Regulatory Inspections, Audits and Investigations carried out by Wheatley Group	**No information held in this class**
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	**No information held in this class**
Group Signing Policy	**No information held in this class**

CLASS 4: WHAT WHEATLEY GROUP SPENDS AND HOW IT SPENDS IT
Class description:

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 this class	How to access it
Financial statements	
Wheatley Group Annual Report and Consolidated Financial Statement	102957_WG_Annual-Report-2024.pdf
Financial statements required by statute e.g., section 31 and 33 of the Public Services Reform (Scotland) Act 2010, if applicable	
Financial Policies and procedures for budget allocation: (Group Standing Orders)	https://www.gha.org.uk/__data/assets/pdf_file/0021/83514/Wheatley-Group-Standing-Orders-2022.pdf
Budget allocation to key policy/function/service areas: Business updates	https://www.wheatley-group.com/investor-relations/publications/business-updates
Purchase plans and capital funding plans	Our strategy for capital funding for 2021-26 is set out in our Group Strategy, Investing In Our Futures -

	https://wheatley-group-strategy-2021.webflow.io/ An annual update on our capital funding position is provided in our annual report, for 2021/22 – this is set out in page 31 onwards 102957_WG_Annual-Report-2024.pdf
Financial administration manual/internal financial regulations:	https://www.gha.org.uk/__data/assets/pdf_file/0021/83514/Wheatley-Group-Standing-Orders-2022.pdf
Expenses policies and procedures	102957_WG_Annual-Report-2024.pdf (Page 85)
Senior staff/board member expenses at category level	102957_WG_Annual-Report-2024.pdf (Page 87)
Board Member remuneration other than expenses	102957_WG_Annual-Report-2024.pdf (Page 85)
Group Governing Body Member Remuneration Policy	Governing Body Member Expenses and Allowances Policy.docx
Group Governing Body Member Expenses and Allowances Policy	Governing Body Member Expenses and Allowances Policy.docx
Group Policy on Gifts, Hospitality, Payments and Benefits	https://www.wheatley-group.com/__data/assets/pdf_file/0020/122186/Wheatley-Group-Gift-and-Hospitality-Policy.pdf
Group Anti-Money Laundering and Counter Terrorism Policy	Group-Anti-Money-Laundering-and-Counter-Terrorism-Financing-Policy-2024.pdf
Group Fraud, Corruption and Bribery Policy	Aug-2024-Group-Fraud,-Corruption-and-Bribery-Policy.pdf
Group Treasury Management Policy	2025-Group-Treasury-Management-Policy-2025.pdf
Group Charging Policy	Group-Pricing-and-Charging-Policy.pdf
Investments, Endowments and Pension Fund	102957_WG_Annual-Report-2024.pdf (Page 102)
Delivering Value for Money	102957_WG_Annual-Report-2024.pdf

Pay and Grading Structure	**Available on request**
Settlement Agreement: Wheatley 360	https://www.wheatley-group.com/__data/assets/pdf_file/0022/190426/Use-of-Settlement-Agreements-W360.pdf
Settlement Agreement: Wheatley Solutions	https://www.wheatley-group.com/__data/assets/pdf_file/0023/190427/Use-of-Settlement-Agreements-Wheatley-Solutions.pdf
Investments, summary information and endowments, investments and Wheatley Group's pension fund	102957_WG_Annual-Report-2024.pdf (Page 77)
Funding awards available from Wheatley Group, how to apply for them and funding awards made	https://www.wheatley-group.com/better-lives/wheatley-foundation

CLASS 5: HOW WHEATLEY GROUP MANAGE ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of Wheatley Group

The information we publish under this class	How to access it
Human Resources:	
Strategy and management of human resources	**No information held in this class**
Staffing structure	https://www.wheatley-group.com/about-wheatley/our-people/executive-team
Human Resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	

Policies:	
Equal Opportunities Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0024/87180/Equal-Opportunities-Policy.pdf
Family Friendly Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0025/87181/Family-Friendly-Policy.pdf
Grievance Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0026/87182/Grievance-Policy.pdf
Hours of Secondment, Overtime Allowances & Flexible Secondment Arrangements Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0027/87183/Hours-Overtime-Allowances-Flexible-Secondment-Policy.pdf
No Smoking in the Workplace	https://www.wheatley-group.com/__data/assets/pdf_file/0028/87184/No-Smoking-in-the-Workplace.pdf
Personal Relationships Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0029/87185/Personal-Relationships-Policy.pdf
Secondee Allowances Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0031/87187/Secondee-Allowances-Policy.pdf
Secondee Code of Conduct Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0033/87189/Secondee-Code-of-Conduct-Policy.pdf
Shared Parental Leave Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0032/87188/Shared-Parental-Leave-Policy.pdf
Sickness and Absence Management Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0025/87190/Sickness-and-Absence-Management-Policy.pdf

Group Business Continuity Policy	2025-Business-Continuity-Policy-2025.pdf
Employee relations structures and agreements reached with recognised Trade Unions and professional organisations:	
Unison Personal information redacted under Section38(1)(b) of the Freedom of Information(Scotland) Act 2002	https://www.wheatley-group.com/__data/assets/pdf_file/0022/87241/Unison-recognition-agreement.pdf
Physical Resources:	
Management of land and property assets including environmental sustainability reports	https://www.wheatley-group.com/about-wheatley/our-homes/regeneration
Description of Wheatley Group's Property and Land Holdings	
Supporting document	https://www.wheatley-group.com/__data/assets/pdf_file/0015/229011/Statement-on-reinforced-autoclaved-aerated-concrete-1.pdf
Estate development plans	**No information held in this class**
Maintenance arrangements	**No information held in this class**
Information Resources:	
Records Management policy and record management plan including Retention Schedules	
Adult Care	https://www.wheatley-group.com/__data/assets/pdf_file/0029/84296/Adult-care-services.pdf
Communications and Marketing	https://www.wheatley-group.com/__data/assets/pdf_file/0030/84297/Communications-and-marketing-retention-schedule.pdf
Community Safety and Environmental	https://www.wheatley-group.com/__data/assets/pdf_file/0031/

	84298/Community-safety-and-environment-retention-schedule.pdf
Finance	https://www.wheatley-group.com/__data/assets/pdf_file/0032/84299/Finance-Retention-Schedule.pdf
Governance	https://www.wheatley-group.com/__data/assets/pdf_file/0015/84300/Governance-retention-schedule.pdf
Health and Safety	https://www.wheatley-group.com/__data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf
Housing	https://www.wheatley-group.com/__data/assets/pdf_file/0017/84302/Housing-retention-schedule.pdf
Human Resources	https://www.wheatley-group.com/__data/assets/pdf_file/0018/84303/Human-resources-retention-schedule.pdf
IT	https://www.wheatley-group.com/__data/assets/pdf_file/0020/84305/IT-retention-schedule.pdf
Legal	https://www.wheatley-group.com/__data/assets/pdf_file/0021/84306/Legal-retention-schedule.pdf
Management	
Procurement	https://www.wheatley-group.com/__data/assets/pdf_file/0023/84308/Procurement-retention-schedule.pdf
Property	https://www.wheatley-group.com/__data/assets/pdf_file/0024/84309/Property-retention-schedule.pdf
Wheatley Foundation	https://www.wheatley-group.com/__data/assets/pdf_file/0016/84310/Foundation-Retention-Schedules.pdf

Assurance	https://www.wheatley-group.com/__data/assets/pdf_file/0026/87281/Assurance-retention-schedule.pdf
Information Governance/asset management policies and procedures, information asset list	
Data Protection	Group-Data-Protection-Policy-August-2024.pdf
Special category data Policy	Group-Special-Cat-Data-Policy-Aug-2024.pdf
Record Management Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0015/2049/RecordsManagementPolicy2024.pdf
Knowledge management policies and procedures: Records Management Policy	https://www.wheatley-group.com/__data/assets/pdf_file/0015/2049/RecordsManagementPolicy2024.pdf
Clear Desk Policy	ClearDeskPolicy2024.pdf
List of Statistical Information published by Wheatley Group	**No information held in this class**
Freedom of Information policy and procedures	Group-Freedom-Of-Information-Policy-August-2024.pdf
Data Protection	Group-Data-Protection-Policy-August-2024.pdf
Privacy Notices	https://www.wheatley-group.com/home/privacy-notices
Social Media House Rules	Social media House Rules | Wheatley Group

CLASS 6: HOW WHEATLEY GROUP PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS	
Class Description: Information about how we procure goods and services and our contracts with external providers	

The information we publish under this class	How to access it
Procurement policies and procedures	https://www.wheatley-group.com/procurement
Invitations to tender	https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities
Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contact and value	https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities
Additional Information which is required to published by applicable procurement legislation and statutory guidance (e.g., the Procurement Reform (Scotland) Act 2014 the Procurement (Scotland) Regulations 2016 and Public Contacts (Scotland) regulations 2015	https://www.publiccontractsscotland.gov.uk/Access/Login.aspx
Links to Procurement information Wheatley Group publishes on the Public Contacts Scotland 16 website	https://www.publiccontractsscotland.gov.uk/Access/Login.aspx
Wheatley Group procurement information services	https://www.wheatley-group.com/procurement

CLASS 7: HOW WHEATLEY GROUP ARE PREFORMING	
Class description:	

Information about how the Wheatley Group performs as an organisation and how well it delivers its functions and services

The information we publish under this class	How to access it
External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Services Reform (Scotland) Act 2010	https://www.wheatley-group.com/media/library/_recache
Performance indicators and performance against them	https://www.housingregulator.gov.scot/landlord-performance/landlords/wheatley-housing-group-ltd
Wheatley Housing Group performance against the Scottish Housing Charter	https://www.housingregulator.gov.scot/landlord-performance/landlords/wheatley-housing-group-ltd
Wheatley Group financial statement	https://www.wheatley-group.com/media/library/_recache
Wheatley Group – Scottish Housing Regulator	https://www.housingregulator.gov.scot/landlord-performance/landlords/wheatley-housing-group-ltd
Mainstream Equalities Report produced under the Equality Act 2010 (Special Duties) (Scotland) regulations 2012 as amended	**No information held in this class**
Employee and board equality monitoring reports, produced under the Equality Act 2010 (Special Duties) (Scotland) regulations 2012 as amended	**No information held in this class**

CLASS 8: OUR COMMERCIAL PUBLICATIONS
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, research journal, retail store.

We have no publications within this class.

CLASS 9: OUR OPEN DATA

Class description:

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

The Commissioner expects authorities to publish the following information, **as a minimum:**

— The authority's open data publication plan
— Open data set and their metadata, or link to where they are available

We have no publications within this class.