



Disclosure Log – October 2019 to December 2019

FOI/E/1 – Void Properties and Council Tax

Question:

- 1. Does your housing association pay council tax to Scottish Borders Council in the case of void/un-let housing units?**
- 2. If the answer to question one is in the affirmative please provide details of the number of void properties on which council tax was paid in the financial years 2017/18 and 2018/19, and what was the total amount of money paid in each of the two financial years.**

Response:

1. Yes
2. See table below

Year	No. of void properties	Total amount paid
2017/18	12 Properties	£5,083.44
2018/19	15 Properties	£6,342.79

Please note that this response constitutes full release under the Freedom of Information (Scotland) Act 2002.

Your right to seek a review

If you have made a request and are unhappy with the response from us (or have not had a response), you have the right to request a review from us. You can do this by writing to:

The Resources Director
Berwickshire Housing Association
55 Newtown Street
Duns
Berwickshire
TD11 3AU
Email: data@berwickshirehousing.org.uk

Please note:

Your request must be in a recordable format (email, letter, audio tape etc.)
You have 40 working days upon receipt of this letter to ask for a review.
You will receive a full response to your review request within 20 working days of its receipt.
Please quote the reference number above in any future communications.

Appealing to the Commissioner

If you have already been through the two steps of making your request and requesting a review and are still not happy, you can appeal to the Scottish Information Commissioner

You must submit your complaint to the Commissioner within 6 months of receiving our review response.

You can request an appeal by accessing the **Online Appeal Service** on the Commissioners' website. This is the best way to make an appeal, it provides help in real time and collects exactly what the Commissioner needs so they can investigate your case quickly.

Click [here](#) to access the online appeal service.

www.itspublicknowledge.info/Appeal

If you don't wish to appeal online, you can contact the Commissioner. Your appeal must be in a format that can be kept for future use, e.g. in writing, by email or a recording on an audio or video tape.

Send your appeal by email

If you want to send your appeal by email, you should send your email to enquiries@itspublicknowledge.info

Send your appeal by post

If you want to send your appeal by post, you should send your letter to:

Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

If you need help making an appeal you can contact the Commissioner's Office:

E-mail: enquiries@itspublicknowledge.info

Telephone: 01334 464610

You can find further information on making an appeal on the Commissioner's website. Click [here](#).

Website www.itspublicknowledge.info

Further information about your rights and accessing information is available on our website here: <https://www.berwickshirehousing.org.uk/freedom-of-information/>

Yours sincerely,

Colin Turner
Corporate Services Manager

FOI/E/2 – Electrical Safety Inspections and Testing

Question:

1. ***Do you currently carry out electrical safety inspections across your social housing stock?***

Response: Yes, across all our housing stock (go to question 3)

2. ***Why don't you carry out regular electrical safety inspections?***

3. ***How often do you carry out these inspections?***

Response: Every 5 years introduced in line with best practice

On change of tenancy

During home improvements (e.g. fitting of new kitchens)

4. ***How do you find the electrician that carries out these inspections for you?***

Response: Through a trade or certification body (SELECT, SJIB, NICEIC, NAPIT). Our approved tradesmen are appointed following a Public Contracts Scotland tender exercise and are required to be members of Select and/or NICEIC as well as being Aico approved expert installers for Radio Link alarms

5. ***Do you carry out any form of interim visual inspection for electrical defects on your properties?***

Response: Yes, across all our housing stock (go to question 6)

6. ***How often do you carry out these interim visual inspections?***

Response: On change of tenancy
During home improvements (e.g. fitting of new kitchens)
During many frequent stock surveys

7. ***Do you provide any White Goods (e.g. fridge freezers, washing machines etc) as part of your tenancy agreements?***

Response: Yes (go to question 8)

8. ***Do you have any systems in place for checking whether the White Goods you supply may become subject to a product recall?***

Response: Yes

9. ***Are Residual Current Devices (RCDs) fitted in your properties?***

Response: Yes, across all our housing stock

10. ***Do you provide advice to tenants regarding electrical safety and how to manage electrical risk in their homes?***

Response: Yes (go to question 11)

11. ***Please specify which advice you provide.***

Response: Information provided at start of the tenancy
Leaflets provided or made available
User manuals provided for all appliances included as part of the tenancy

12. ***What, if anything, would you like to see happen with electrical safety regulation in the social housing sector?***

Response: Stay the same

Please note that this response constitutes full release under the Freedom of Information (Scotland) Act 2002.

Your right to seek a review

If you have made a request and are unhappy with the response from us (or have not had a response), you have the right to request a review from us. You can do this by writing to:

The Resources Director
Berwickshire Housing Association
55 Newtown Street
Duns
Berwickshire
TD11 3AU

Email: data@berwickshirehousing.org.uk

Please note:

Your request must be in a recordable format (email, letter, audio tape etc.)
You have 40 working days upon receipt of this letter to ask for a review.
You will receive a full response to your review request within 20 working days of its receipt.
Please quote the reference number above in any future communications.

Appealing to the Commissioner

If you have already been through the two steps of making your request and requesting a review and are still not happy, you can appeal to the Scottish Information Commissioner
You must submit your complaint to the Commissioner within 6 months of receiving our review response.

You can request an appeal by accessing the **Online Appeal Service** on the Commissioners' website. This is the best way to make an appeal, it provides help in real time and collects exactly what the Commissioner needs so they can investigate your case quickly.

Click [here](#) to access the online appeal service.

www.itspublicknowledge.info/Appeal

If you don't wish to appeal online, you can contact the Commissioner. Your appeal must be in a format that can be kept for future use, e.g. in writing, by email or a recording on an audio or video tape.

Send your appeal by email

If you want to send your appeal by email, you should send your email to enquiries@itspublicknowledge.info

Send your appeal by post

If you want to send your appeal by post, you should send your letter to:

Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

If you need help making an appeal you can contact the Commissioner's Office:

E-mail: enquiries@itspublicknowledge.info

Telephone: 01334 464610

You can find further information on making an appeal on the Commissioner's website. Click [here](#).

Website www.itspublicknowledge.info

Further information about your rights and accessing information is available on our website here:

<https://www.berwickshirehousing.org.uk/freedom-of-information/>

Yours sincerely,

Colin Turner
Corporate Services Manager

[END OF DISCLOSURE LOG]