

HORIZON HOUSING ASSOCIATION LIMITED	<b>CORPORATE POLICY</b>
TITLE	<b>ACCESS TO INFORMATION POLICY</b>
DATE OF APPROVAL	<b>FEBRUARY 2008</b>
DATE OF REVIEW	<b>FEBRUARY 2013</b>

## **1. INTRODUCTION**

- 1.1** This policy should be read in tandem with the Association's Policies on Data Protection and Dealing with Confidential Information.
- 1.2** The Association is committed to conducting our business openly and ensuring that our tenants, sharing owners, members and other customers have access to all relevant information about our decision making, service standards and business performance. We have to balance this commitment to openness and accountability with the legal requirement for data protection and confidentiality in certain areas of our work.

## **2. AIM OF THE POLICY**

- 2.1** The aim of the Policy is to ensure that all relevant information about the Association and our activities is made freely available, unless there are compelling reasons for not doing so.

## **3. INFORMATION AVAILABLE**

- 3.1** The information outlined in Appendix 1 will be made available on our website. Where applicable, we will also include relevant information in our Annual Report and Quarterly Newsletters.

## **4. REQUESTS FOR INFORMATION IN OTHER FORMATS**

- 4.1** In line with our approved policy, we will make available any of the information contained in Appendix 1 in alternative formats or translate it into another language, should this be requested by one of our tenants, sharing owners or members.

## **5. COST OF COMPLYING WITH THE POLICY**

- 5.1** On an annual basis we will review the cost to the Association of complying with the provisions of the policy.

## **6. REVIEW OF POLICY**

The Policy will be formally reviewed every five years.

## **Appendix 1**

### **A. Decision Making**

1. Reports to the Management Committee and its constituent Sub Committees.
2. Minutes of the Management Committee and its constituent Sub Committees.
3. The names and biographies of the members of the Management Committee.

### **B. Financial Management**

1. Approved Annual Capital and Revenue Budget.
2. Annual Audited Accounts.

### **C. Performance Monitoring**

1. Approved Performance Targets.
2. Quarterly monitoring against Performance Targets

### **D. Other**

1. Policies relevant to tenants.