



## **Wheatley Care**

### **Guide to information available through the Publication Scheme**

Date Updated: 11 November 2021

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

Wheatley Care 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 5HL

Email: [informationrequests@wheatley-group.com](mailto: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 or redact the information before publication but we will explain why.

### ***Copyright***

Where Wheatley Care 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 Care 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 than 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 5HL

Email: [informationrequests@wheatley-group.com](mailto: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.

<b>CLASS 1: ABOUT WHEATLEY CARE</b>
<b>Class description:</b>
Information about Wheatley Care, 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
<b>Authority name, address and contact details for headquarters and principal offices:</b>	
About Wheatley Care	<a href="https://www.wheatley-care.com/about-us">https://www.wheatley-care.com/about-us</a>
Name, address and contact details for Wheatley Care	Loretto Care trading as Wheatley Care Lipton House, 170 Crown Street, Glasgow G5 9XD
Organisational structure, roles and responsibilities of senior officers: Wheatley Group Structure Chart	<a href="https://www.wheatley-group.com/stakeholders/key-people/executive-team">https://www.wheatley-group.com/stakeholders/key-people/executive-team</a>
Business opening hours of Wheatley Care	Mon- Fri 9am-5pm
Contact details for customer care and complaints function: Making a complaint or a compliment	<a href="https://www.wheatley-care.com/contact-us/compliments-and-complaints">https://www.wheatley-care.com/contact-us/compliments-and-complaints</a>
Customer codes and charters	<a href="https://www.wheatley-care.com/about-us/who-we-are">https://www.wheatley-care.com/about-us/who-we-are</a>
Publication Scheme and guide to information	<a href="https://www.wheatley-care.com/about-us/freedom-of-information">https://www.wheatley-care.com/about-us/freedom-of-information</a>

Charging schedule for published information	<a href="https://www.wheatley-care.com/about-us/freedom-of-information/a-guide-to-the-information-we-publish">https://www.wheatley-care.com/about-us/freedom-of-information/a-guide-to-the-information-we-publish</a>
Contact details and advice about how to request information we hold but don't publish	<a href="https://www.wheatley-care.com/about-us/freedom-of-information/a-guide-to-the-information-we-publish">https://www.wheatley-care.com/about-us/freedom-of-information/a-guide-to-the-information-we-publish</a>
Charging schedule for environmental information provided in response to request under the EIRs	<a href="https://www.wheatley-care.com/about-us/freedom-of-information/a-guide-to-the-information-we-publish">https://www.wheatley-care.com/about-us/freedom-of-information/a-guide-to-the-information-we-publish</a>
Legal framework for the Wheatley Care, including constitution, articles of association or charter	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0022/93910/Articles-of-Association-of-Loretto-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0022/93910/Articles-of-Association-of-Loretto-Care.pdf</a>
How we use your information	<a href="https://www.wheatley-care.com/home/privacy-notice">https://www.wheatley-care.com/home/privacy-notice</a>
Charity details for Wheatley Care	<a href="https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=34584">https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=34584</a>
Wheatley Care's Regulator – Care Inspector	<a href="https://www.careinspectorate.com/index.php/inspections">https://www.careinspectorate.com/index.php/inspections</a>
<b>How Wheatley Care is run:</b>	
Description of governance structure: Board, committee and other decision making structures.	<a href="https://www.wheatley-care.com/about-us/governance">https://www.wheatley-care.com/about-us/governance</a>
Group policies, including standing orders	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf</a>
Code of conduct	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0020/83513/Group-Code-of-Conduct.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0020/83513/Group-Code-of-Conduct.pdf</a>
Register of interests	<a href="https://www.wheatley-care.com/about-us/governance/board-members">https://www.wheatley-care.com/about-us/governance/board-members</a>
Group Complaints Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0025/87271/Group-complaints-policy-and-complaints-handling-procedure.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0025/87271/Group-complaints-policy-and-complaints-handling-procedure.pdf</a>

Group Data Protection Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0026/87272/Group-Data-Protection-Policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0026/87272/Group-Data-Protection-Policy.pdf</a>
Group Freedom of Information Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf</a>
Group Procurement Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0029/87275/Group-Procurement-Policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0029/87275/Group-Procurement-Policy.pdf</a>
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 Care Board	<a href="https://www.wheatley-care.com/about-us/governance/board-and-management">https://www.wheatley-care.com/about-us/governance/board-and-management</a>
Executive Team	<a href="https://www.wheatley-care.com/about-us/governance/executive-team">https://www.wheatley-care.com/about-us/governance/executive-team</a>
<b>Corporate planning:</b>	
Mission Statement	<b>No information held in this class</b>
Corporate Strategies e.g., for economic development, etc.:	<a href="https://www.wheatley-group.com/investor-relations/publications/our-strategy">https://www.wheatley-group.com/investor-relations/publications/our-strategy</a>
Environmental, social and governance statement	<a href="https://www.wheatley-group.com/investor-relations/publications/environmental-social-and-governance-statement/recache">https://www.wheatley-group.com/investor-relations/publications/environmental-social-and-governance-statement/recache</a>
<i>Corporate policies:</i>	
Health and Safety Policy	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0022/83515/Health-and-Safety-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0022/83515/Health-and-Safety-policy.pdf</a>
Equal Opportunities Policy	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0023/83516/Equal-Opportunities-Policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0023/83516/Equal-Opportunities-Policy.pdf</a>
Equalities Policy	<b>No information held in this class</b>

Complaints Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf</a>
Sustainability Policy	<b>No information held in this class</b>
Corporate Plan: Investing in the future	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf</a>
Wheatley Care's five-year plan	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf</a>
Strategic planning processes:	<b>No information held in this class</b>
<b>External relations</b>	
Accountability relationships, including reports to the regulator: Wheatley Care charity information - OSCAR	<a href="https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=34584">https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=34584</a>
Wheatley Care's Regulator – Care Inspector	<a href="https://www.careinspectorate.com/index.php/inspections">https://www.careinspectorate.com/index.php/inspections</a>
Subsidiary Companies (wholly or part owned) and other significant financial interests	<b>No information held in this class</b>
Internal Audit arrangements	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf</a> (Page 53)
External Audit arrangements	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf</a> (Page 61)
Strategic agreements with other bodies	<b>No information held in this class</b>

**CLASS 2: HOW WHEATLEY CARE 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
<b>Functions:</b>	
Description of functions, including statutory basis for them, where applicable: How can we help you?	<a href="https://www.wheatley-care.com/how-we-care/how-can-we-help-you">https://www.wheatley-care.com/how-we-care/how-can-we-help-you</a>
Strategies, policies and internal staff procedures for performing statutory functions:	<b>No information held in this class There are no statutory functions</b>
Statement of public task required by the Re-use of Public Sector information Regulations 201513 (if applicable)	<b>No information held in this class</b>
How to report concerns to Wheatley Care	<a href="https://www.wheatley-care.com/contact-us/compliments-and-complaints">https://www.wheatley-care.com/contact-us/compliments-and-complaints</a>
Reports of Wheatley Care’s exercise of its statutory functions	<b>No Information held in this class</b>
Statutory Registers	<b>No information held in this class</b>
<b>Services:</b>	
List of Services	<a href="https://www.wheatley-care.com/how-we-care/how-can-we-help-you/interested-in-our-services">https://www.wheatley-care.com/how-we-care/how-can-we-help-you/interested-in-our-services</a>
<i>Service policies and internal staff procedures:</i>	
Data Protection Policy	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf</a>



Whistleblowing Policy	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0024/83517/Whistleblowing-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0024/83517/Whistleblowing-policy.pdf</a>
Records Management Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0015/2049/Records-Management-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0015/2049/Records-Management-policy.pdf</a>
Duty of Candour	<a href="https://www.wheatley-care.com/about-us/governance/duty-of-candour">https://www.wheatley-care.com/about-us/governance/duty-of-candour</a>
Access to Records Policy	<b>Policy available on request</b>
Missing Person Policy	<b>Policy available on request</b>
Medication Policy	<b>Policy available on request</b>
Drug Policy	<b>Policy available on request</b>
Confidentiality & Information Sharing Agreement Policy	<b>Policy available on request</b>
Intimate Care Policy	<b>Policy available on request</b>
Invasive Procedures Policy	<b>Policy available on request</b>
Palliative Care Policy	<b>Policy available on request</b>
Participation & Engagement Policy	<b>Policy available on request</b>
Naloxone Policy	<b>Policy available on request</b>
Nutrition & Menu Planning Policy	<b>Policy available on request</b>
SVQ Awards Plagiarism Policy	<b>Policy available on request</b>
Service schedules and delivery plans	<b>No information held in this class</b>
Information for service users, including how to access the services: How we can help	<a href="https://www.wheatley-care.com/contact-us/online-form">https://www.wheatley-care.com/contact-us/online-form</a>
Service fees and charges, including bursaries	<b>No information held in this class</b>

### **CLASS 3: HOW WHEATLEY CARE TAKE DECISIONS AND WHAT WE HAVE DECIDED**

Information about the decisions we take, how we make decisions and how we involve others.

<b>The information we publish under this class</b>	<b>How to access it</b>
Decisions taken by Wheatley Care Board Minutes and agendas	<b>Published from 1 August 2020 onwards</b>

Board Reports	<b>Published from 1 August 2020 onwards</b>
Public Consultations and engagement strategies:	<b>No information held in this class</b>
Reports of Regulatory Inspections, Audits and Investigations carried out by Wheatley Care	<b>No information held in this class</b>
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	<b>No information held in this class</b>

#### **CLASS 4: WHAT WHEATLEY CARE 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)

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Financial statements</b>	
Wheatley Group Annual Report and Consolidated Financial Statement	<a href="https://www.wheatley-group.com/investor-relations/publications/annual-reports/_recache">https://www.wheatley-group.com/investor-relations/publications/annual-reports/_recache</a>
<b>Annual highlights at Wheatley Care</b>	<b>No information held in this class</b>
<b>Financial statements required by statute e.g., section 31 and 33 of the Public Services Reform (Scotland) Act 2010, if applicable</b>	
Financial Policies and procedures for budget allocation: (Group Standing Orders)	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf</a>

Budget allocation to key policy/function/service areas	<a href="https://www.wheatley-group.com/investor-relations/publications/business-updates">https://www.wheatley-group.com/investor-relations/publications/business-updates</a>
Purchase plans and capital funding plans	<p>Our strategy for capital funding for 2015-20 is set out on pages 26 and 27 of our Group Strategy, Investing In Our Futures - <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/50650/Investing-in-our-futures.pdf</a></p> <p>An annual update on our capital funding position is provided in our annual report, for 2018/19 this is set out in pages 36 and 37 - <a href="https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf</a></p>
Financial administration manual/internal financial regulations:	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf</a>
Expenses policies and procedures	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/83514/Group-Standing-Orders-29.3.2021.pdf</a>
Senior staff/board member expenses at category level e.g., travel, subsistence and accommodation	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf</a> (Page 82 & 83)
Board Member remuneration other than expenses	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-Report-and-Consolidated-Financial-Statements-2020-2021-.pdf</a> (Page 82)
Pay and Grading Structure	Available on request
Investments, summary information and endowments, investments and Wheatley Care's pension fund	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-">https://www.wheatley-group.com/_data/assets/pdf_file/0011/131222/Wheatley-Group-Annual-</a>

	<a href="#">Report-and-Consolidated-Financial-Statements-2020-2021-.pdf</a> (Page 102)
Funding awards available from Wheatley Care, how to apply for them and funding awards made	<a href="https://www.wheatley-care.com/about-us/who-we-are/wheatley-foundation">https://www.wheatley-care.com/about-us/who-we-are/wheatley-foundation</a>

**CLASS 5: HOW WHEATLEY CARE MANAGE ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**

Class description:

Information about how we manage the human, physical and information resources of Wheatley Care

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Human Resources:</b>	
Strategy and management of human resources	No information held in this class
Staffing structure	<a href="https://www.wheatley-group.com/stakeholders/key-people/executive-team">https://www.wheatley-group.com/stakeholders/key-people/executive-team</a>
<i>Human Resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records</i>	
<i>Policies:</i>	
Acting Up Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0030/93855/Acting-up-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0030/93855/Acting-up-policy-Wheatley-Care.pdf</a>
Advance of Salary Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0031/93856/Advance-of-salary-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0031/93856/Advance-of-salary-policy-Wheatley-Care.pdf</a>

Adverse Weather Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/93857/Adverse-weather-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0032/93857/Adverse-weather-policy-Wheatley-Care.pdf</a>
Annual Leave Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0033/93858/Annual-leave-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0033/93858/Annual-leave-policy-Wheatley-Care.pdf</a>
Annualised Hours Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0034/93859/Annualised-hours-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0034/93859/Annualised-hours-policy-Wheatley-Care.pdf</a>
Appraisal Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0026/93860/Appraisal-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0026/93860/Appraisal-policy-Wheatley-Care.pdf</a>
Breastfeeding Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0027/93861/Breastfeeding-policy-and-guidelines-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0027/93861/Breastfeeding-policy-and-guidelines-Wheatley-Care.pdf</a>
Bursary Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0028/93862/Bursary-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0028/93862/Bursary-policy-Wheatley-Care.pdf</a>
Management of Capability Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0030/93864/Capability-policy-management-procedures-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0030/93864/Capability-policy-management-procedures-Wheatley-Care.pdf</a>
Career Break Scheme	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0031/93865/Career-break-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0031/93865/Career-break-policy-Wheatley-Care.pdf</a>
Childcare Voucher Scheme Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/93866/Childcare-voucher-scheme-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0032/93866/Childcare-voucher-scheme-policy-Wheatley-Care.pdf</a>
Confidentiality Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/93866/Childcare-voucher-scheme-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0032/93866/Childcare-voucher-scheme-policy-Wheatley-Care.pdf</a>
Continuous Professional Development Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0034/93868/Continuous-professional-development-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0034/93868/Continuous-professional-development-Wheatley-Care.pdf</a>
Dignity at Work Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0027/93870/Dignity-at-Work-Policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0027/93870/Dignity-at-Work-Policy-Wheatley-Care.pdf</a>
Disciplinary Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0028/93862/Bursary-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0028/93862/Bursary-policy-Wheatley-Care.pdf</a>

	<a href="#">3871/Disciplinary-procedures-Wheatley-Care.pdf</a>
Secure Handling, Use, Storage and Retention Disclosure/PVG Scheme	<b>Policy available on request.</b>
Disclosure/PVG Scheme	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0030/93873/Disclosure-PVG-scheme-process-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0030/93873/Disclosure-PVG-scheme-process-Wheatley-Care.pdf</a>
Drug and Alcohol Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0031/93874/Drugs-and-alcohol-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0031/93874/Drugs-and-alcohol-policy-Wheatley-Care.pdf</a>
Electronic and Telecommunications Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/93875/Electronic-and-telecommunications-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0032/93875/Electronic-and-telecommunications-policy-Wheatley-Care.pdf</a>
Employee References Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0033/93876/Employment-reference-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0033/93876/Employment-reference-policy-Wheatley-Care.pdf</a>
Equality and Diversity Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0034/93877/Equality-and-diversity-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0034/93877/Equality-and-diversity-policy-Wheatley-Care.pdf</a>
Flexibility Working Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0035/93878/Flexible-working-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0035/93878/Flexible-working-policy-Wheatley-Care.pdf</a>
Good Work Practice	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0036/93879/Good-work-practice-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0036/93879/Good-work-practice-policy-Wheatley-Care.pdf</a>
Grievance Procedure	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0036/93879/Good-work-practice-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0036/93879/Good-work-practice-policy-Wheatley-Care.pdf</a>
Internal Transfer Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0029/93881/Internal-transfer-policy.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0029/93881/Internal-transfer-policy.pdf</a>
Learning and Development Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0030/93882/Learning-and-development-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0030/93882/Learning-and-development-policy-Wheatley-Care.pdf</a>
Long Service Award	<b>Policy available on request.</b>
Maternity and Adoption Leave and Benefits Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/9">https://www.wheatley-care.com/_data/assets/pdf_file/0032/9</a>

	<a href="#">3884/Maternity-and-adoption-policy-Wheatley-Care.pdf</a>
Overtime Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0033/93885/Overtime-Policy.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0033/93885/Overtime-Policy.pdf</a>
Parental Leave Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0034/93886/Parental-leave-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0034/93886/Parental-leave-policy-Wheatley-Care.pdf</a>
Paternal Leave and Benefits Policy	<b>Policy available on request</b>
Personal Relationships at Work Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0036/93888/Personal-relationships-at-work-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0036/93888/Personal-relationships-at-work-policy-Wheatley-Care.pdf</a>
Promoting Attendance Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0037/93889/Promoting-attendance-policy-and-procedures-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0037/93889/Promoting-attendance-policy-and-procedures-policy-Wheatley-Care.pdf</a>
Quality Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0029/93890/Quality-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0029/93890/Quality-policy-Wheatley-Care.pdf</a>
Recruitment and Selection Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0030/93891/Recruitment-and-selection-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0030/93891/Recruitment-and-selection-policy-Wheatley-Care.pdf</a>
Recruitment of Ex-Offenders Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0031/93892/Recruitment-of-ex-offenders-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0031/93892/Recruitment-of-ex-offenders-policy-Wheatley-Care.pdf</a>
Redundancy Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/93893/Redundancy-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0032/93893/Redundancy-policy-Wheatley-Care.pdf</a>
Secondment Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0033/93894/Secondment-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0033/93894/Secondment-policy-Wheatley-Care.pdf</a>
Shared Parental Leave Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0034/93895/Shared-parental-leave-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0034/93895/Shared-parental-leave-policy-Wheatley-Care.pdf</a>
Student Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0035/93896/Student-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0035/93896/Student-policy-Wheatley-Care.pdf</a>
Support, Supervision and Reflection Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0036/93897/Supervision-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0036/93897/Supervision-policy-Wheatley-Care.pdf</a>

Time Off Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0037/93898/Time-off-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0037/93898/Time-off-policy-Wheatley-Care.pdf</a>
Training Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0038/93899/Training-policy-and-training-course-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0038/93899/Training-policy-and-training-course-Wheatley-Care.pdf</a>
Travel and Subsistence Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0021/93900/Travel-and-subsistence-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0021/93900/Travel-and-subsistence-policy-Wheatley-Care.pdf</a>
Tupe Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0022/93901/TUPE-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0022/93901/TUPE-policy-Wheatley-Care.pdf</a>
Working Time Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0024/93903/Working-time-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0024/93903/Working-time-policy-Wheatley-Care.pdf</a>
Communication with Regulatory Bodies	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0025/93904/Communication-with-regulatory-bodies-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0025/93904/Communication-with-regulatory-bodies-Wheatley-Care.pdf</a>
Mentoring Policy	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0032/98618/Mentoring-policy-Wheatley-Care.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0032/98618/Mentoring-policy-Wheatley-Care.pdf</a>
Right to Request Time of for Training Policy	<a href="https://www.lorettoha.co.uk/_data/assets/pdf_file/0032/87278/Right-to-request-time-for-training-policy.pdf">https://www.lorettoha.co.uk/_data/assets/pdf_file/0032/87278/Right-to-request-time-for-training-policy.pdf</a>
Staff involvement and participation strategy	Policy available on request.
Succession Planning Policy	<a href="https://www.lorettoha.co.uk/_data/assets/pdf_file/0025/87280/Succession-planning-policy.pdf">https://www.lorettoha.co.uk/_data/assets/pdf_file/0025/87280/Succession-planning-policy.pdf</a>
<i>Employee relations structures and agreements reached with recognised Trade Unions and professional organisations:</i>	
Unite  Personal data redacted under section 38 of the Freedom of Information (Scotland) Act 2002	<a href="https://www.wheatley-care.com/_data/assets/pdf_file/0030/93909/Unite-voluntary-recognition-agreement.pdf">https://www.wheatley-care.com/_data/assets/pdf_file/0030/93909/Unite-voluntary-recognition-agreement.pdf</a>
<b>Physical Resources:</b>	



Management of land and property assets including environmental sustainability reports	<b>No information held in this class</b>
Description of Wheatley Care's Property and Land Holdings	<b>No information held in this class</b>
Estate development plans	<b>No information held in this class</b>
Maintenance arrangements	<b>No information held in this class</b>
<b>Information Resources:</b>	
<i>Records Management policy and record management plan including Retention Schedules:</i>	
Adult Care Services	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0029/84296/Adult-care-services.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0029/84296/Adult-care-services.pdf</a>
Communications and Marketing	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0030/84297/Communications-and-marketing-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0030/84297/Communications-and-marketing-retention-schedule.pdf</a>
Community Safety and Environmental	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0031/84298/Community-safety-and-environment-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0031/84298/Community-safety-and-environment-retention-schedule.pdf</a>
Finance	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0032/84299/Finance-Retention-Schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0032/84299/Finance-Retention-Schedule.pdf</a>
Governance	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0015/84300/Governance-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0015/84300/Governance-retention-schedule.pdf</a>
Health and Safety	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/84301/Health-and-safety-retention-schedule.pdf</a>
Housing	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0017/84302/Housing-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0017/84302/Housing-retention-schedule.pdf</a>

Human Resources	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0018/84303/Human-resources-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0018/84303/Human-resources-retention-schedule.pdf</a>
IT	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0020/84305/IT-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0020/84305/IT-retention-schedule.pdf</a>
Legal	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0021/84306/Legal-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0021/84306/Legal-retention-schedule.pdf</a>
Management	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0022/84307/Management-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0022/84307/Management-retention-schedule.pdf</a>
Procurement	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0023/84308/Procurement-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0023/84308/Procurement-retention-schedule.pdf</a>
Property	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0024/84309/Property-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0024/84309/Property-retention-schedule.pdf</a>
Wheatley Foundation	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0016/84310/Foundation-Retention-Schedules.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0016/84310/Foundation-Retention-Schedules.pdf</a>
Assurance	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0026/87281/Assurance-retention-schedule.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0026/87281/Assurance-retention-schedule.pdf</a>
<i>Information Governance/asset management policies and procedures, information asset list:</i>	
Data Protection Policy	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf</a>
Special category data Policy	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0021/60096/Special-Category-Data-Policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0021/60096/Special-Category-Data-Policy.pdf</a>

Records Management Policy	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0015/2049/Records-Management-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0015/2049/Records-Management-policy.pdf</a>
List of Statistical Information published by Wheatley Care	<b>No information held in this class</b>
Freedom of Information policy and procedures	<a href="https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf">https://www.wheatley-group.com/_data/assets/pdf_file/0028/87274/Wheatley-Group-Freedom-of-Information-policy.pdf</a>
Data Protection	<a href="https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf">https://www.gha.org.uk/_data/assets/pdf_file/0025/83518/Group-Data-Protection-policy.pdf</a>
Privacy Notices	<a href="https://www.wheatley-care.com/home/privacy-notices">https://www.wheatley-care.com/home/privacy-notices</a>

**CLASS 6: HOW WHEATLEY CARE PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

**Class Description:**

Information about how we procure goods and services and our contracts with external providers

<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement policies and procedures	<a href="https://www.wheatley-care.com/about-us/how-we-do-business/procurement">https://www.wheatley-care.com/about-us/how-we-do-business/procurement</a>
Invitations to tender	<a href="https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities">https://www.wheatley-group.com/procurement/what-we-do/procurement-opportunities</a>
Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contact and value	<a href="https://www.wheatley-group.com/procurement/what-we-do/current-contracts">https://www.wheatley-group.com/procurement/what-we-do/current-contracts</a>
Additional Information which is required to published by applicable procurement legislation and statutory guidance (e.g.,	<a href="https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx">https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx</a>

the Procurement Reform (Scotland) Act 2014 the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015	
Links to Procurement information Wheatley Care publishes on the Public Contracts Scotland 16 website	<a href="https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx">https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx</a>

## CLASS 7: HOW WHEATLEY CARE ARE PREFORMING

Class description:

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

The information we publish under this class	How to access it
<i>External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Services Reform (Scotland) Act 2010</i>	<b>No information held in this class</b>
Performance indicators and performance against them	<b>No information held in this class</b>
Annual Highlights	
Wheatley Care and Wheatley Group financial statement	<a href="https://www.wheatley-group.com/media/library/_recache">https://www.wheatley-group.com/media/library/_recache</a>
Wheatley Care – Care Inspectorate	<a href="https://www.careinspectorate.com/index.php/inspections">https://www.careinspectorate.com/index.php/inspections</a>
Mainstream Equalities Report produced under the Equality Act 2010 (Special Duties) (Scotland) regulations 2012 as amended	<b>No information held in this class</b>
Employee and board equality monitoring reports, produced under the Equality Act 2010 (Special Duties) (Scotland) regulations 2012 as amended	<b>No information held in this class</b>

## **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.