

CLYDEBANK HOUSING ASSOCIATION LTD.

TO: Management Committee (27-Oct-2020) **DATE: 22.10.2020**
FROM: Chief Executive
SUBJECT: **Self-Assurance Process Update – Annual Assurance Statement submission November 2020** ([For Information](#))

In order that the Management Committee can submit its Annual Assurance Statement to the Scottish Housing Regulator (by the end of November), it is required to assure itself that the Association is compliant with the Regulatory Standards of Governance and Financial Management. In order to ensure compliance, the Management Committee agreed that a Self-assurance Working Group be set up to lead the process including the drafting of the Annual Assurance Statement and to advise the Management Committee accordingly throughout the process.

The Working Group is made up of the following Management Committee members: -

Doris Smith (Chairperson of the Group)
Kimberley Tennant
Paul Shiach
Laura Breeze

The Working Group has now commenced the Self-Assurance process and has had its first meeting which included the following: -

1. Agreed Timetable (attached)
2. Standards 1-7 and all other Regulatory Standards were reviewed with some amendments made to the Self-assurance factors
3. Access to the evidence which will demonstrate compliance
4. The Covid-19 Supplemental SFHA Guidance was reviewed and the self-assurance factors in relation to this were sent out to the Group for review after the meeting

As you will see from the attached timetable, the self-assurance information will be sent to all Management Committee members between 19th October and 10th of November (I didn't want to send out before the Management Committee meeting as there is quite a bit on the Agenda and you had enough to go over). I will send the information out by email on Wednesday 28th October for you to review over the next couple of weeks.

The Self-Assurance Working Group will be commencing the review of evidence from 28th October and the remainder of the Management Committee will have the opportunity to review between 10 November and 24 November. This can be done by coming into the office (with health and safety measures in place) and reviewing the worksheet which has links to the evidence for each standard. I will be there to help guide you through it if required.

There is a full Management Committee training session scheduled for Tuesday, 10 November 2020 at 6.30pm to summarise and remind the Management Committee of the requirements of the Regulatory Standards of Governance and Financial Management on which the self-assurance process is based. I would be grateful if as many members as possible could attend.

	Detail	Who	When	Completed (✓)
1	Review of self-assurance factors 1-7	Working Group	14 September – 19 October	✓
2	Review of self-assurance factors – other regulatory requirements	Working Group	14 September – 19 October	✓
3	Meeting 1 – Discussion on self-assurance factors and ongoing timetable agreement	Working Group	19 October 2020	✓
4	Review of self-assurance factors 1-7	Management Committee – to be sent by email 28.10.2020	19 October – 10 November	
5	Review of self-assurance factors – other regulatory requirements	Management Committee	19 October – 10 November	
6	Senior Staff to review previous year's information and update self-assessment evidence spread sheet for review	Senior Staff	Fully complete by 28 October at latest	
	Senior staff to draft 2020 Improvement Plan based on self-assurance factors	Senior Staff	28 October	
7	Review of evidence	Working Group	28 October – 10 November	
8	Meeting 2 - Management Committee – Self-assurance Meeting (SK Presentation)	Management Committee	10 November 2020 (TBC)	
9	Review of evidence	Management Committee	10 November – 24 November	
10	Meeting 3 - to discuss draft Assurance Statement and draft Improvement Plan	Working Group	16 November 2020 (TBC)	
11	Tenant Panel/Residents Association involvement/review of process and draft assurance statement – pre-submission	Tenant Panel/Residents' Associations	17-21 November 2020 (TBC)	
12	Management Committee agreement of Assurance Statement	Management Committee	24 November 2020	
13	Submission to Scottish Housing Regulator via the SHR Portal	Chief Executive (delegated authority from MC)	25 November 2020	
14	Publish annual assurance statement	Website, Newsletter, Social Media (FB/Twitter), Reception, Email, etc.	December 2020 (usually 1 st week in November)	
15	Set up/Agree Working Group for next year	Management Committee	24 November MC	
16	Issue notes of each of the meetings for MC information	Chief Executive/ Senior Staff	November Management Committee	
17	External scrutiny of process	Internal Audit/ External Consultant	November-January (every 3 years)	
18	SHR notification of material changes in the year including updating notifiable events portal per NE Procedure	Chief Executive (delegated authority) via SHR portal	As and when required/ agreed by MC	

19	Stakeholder (lenders, tenants, owners, etc.) notification of material changes in the year including notifiable events	Chief Executive/Senior Management Team (delegated authority)	As and when required/ agreed by MC	
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