

Clydebank Housing Association Ltd

Annual Self-Assurance Procedure (Agreed by MC on 08 October 2019)

Proposed amendments - 28 January 2020 Management Committee meeting

2019/20 Working Group

Kimberley Tennant, Doris Smith, Paul Shiach and Laura Breeze (Working group members to be confirmed)

	Detail	Who	When
1	Periodic review of Regulatory Standards	Management Committee	Monthly MC Agenda (from February 2020)
2	Quarterly Self-assurance Meetings	Working Group	January (review updates) April (review updates) July (review updates) October (end of annual review)
23	Commencement of annual review process – initial meeting to set out <u>dates for review which suit working group members programme/look at what has been covered via MC monthly periodic review and quarterly meetings</u>	Working Group	1 st week in April <u>August</u>
34	Review of self-assurance factors 1- 37	Working Group	2 nd week in August <u>April</u>
4	<u>Review of self-assurance factors 4-7</u>	<u>Working Group</u>	<u>4th week in April</u>
5	Review of self-assurance factors – other regulatory requirements	Working Group	3rd <u>2nd</u> week in May <u>August</u>
6	<u>Review of self-assurance factors – other regulatory requirements</u>	<u>Working Group</u>	<u>4th week in May</u>
7	<u>Review of outstanding factors</u>	<u>Working Group</u>	<u>3rd week in June</u>
86	Review of self-assurance factors 1- 37	Management Committee	1st 2nd week in September <u>August</u>
9	<u>Review of self-assurance factors 4-7</u>	<u>Management Committee</u>	<u>3rd week in August</u>
107	Review of self-assurance factors – other regulatory requirements	Management Committee	3rd <u>1st</u> week in September
118	Review of evidence	Management Committee	3rd 2nd week in October <u>September</u>
129	Review of evidence and consideration and agreement of draft assurance statement	Management Committee <u>Working Group</u>	<u>Submission to September Management Committee meeting 3rd week in October</u>
134 10	Tenant Panel/Residents Association involvement/review of process and draft assurance statement – pre-submission	Tenant Panel/Residents' Associations	3rd <u>1st</u> week in October
141 1	Management Committee agreement of Assurance Statement	Management Committee	October MC (last Tuesday)
15 42	Submission to Scottish Housing Regulator via the SHR Portal	Chief Executive (delegated authority from MC)	31 October
16 13	Publish annual assurance statement	Website (About us Page) Newsletter Social Media (FB/Twitter) Hard copy available at reception Email, etc.	1 st week in November
17 14	Set up/Agree Working Group for next year	Management Committee	November each year

<u>1815</u>	Issue notes of each of the meetings for MC information	Chief Executive/ Senior Staff	November Management Committee
<u>1916</u>	External scrutiny of process	Internal Audit/ External Consultant	November-January (every 3 years)
<u>2017</u>	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
<u>2118</u>	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