

CLYDEBANK HOUSING ASSOCIATION LTD.

TO: MANAGEMENT COMMITTEE **REF:** /LL

FROM: HEAD OF FINANCE & CORPORATE SERVICES **DATE:** 20.08.20

**SUBJECT: Financial Conduct Authority (FCA) Annual Return
2019/20**

Purpose of Report

The purpose of the report is for the Management Committee to review and consider information in order to approve the required 2019/20 FCA Annual Return which is required to be submitted onto the FCA portal.

Potential impact on tenants and service users/Tenant Consultation requirements

There is no adverse impact on tenants and other service users as a result of information and decisions required in this report. Tenant/community consultation is not required.

Value for Money

CHA considers Value for Money in all aspect of its business including: -

- Managing our resources to provide quality services and homes to meet the needs of customers and the local community.
- Delivering the right service at the right time at the right cost.
- Planning for and delivering year on year improvements on our services based on customer priorities.
- Getting the most out of our assets and staff by operating efficiently and effectively.

Risk

There is no risk, financial or otherwise associated with any of the recommendations contained within this report.

Legal/constitutional Implications (Reference to Model Rules)

There are no adverse legal or constitutional implications as a result of this report and/or any decision required.

Relevant CHA Objectives:

- To provide quality, affordable housing that meets the changing needs of our customers and to ensure fair access to housing within our area.
- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.

Relevant SHR Regulatory Standards of Governance and Financial Management

- The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.
- The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- The governing body and senior officers have the skills and knowledge they need to be effective.
- The RSL ensures that any organisational changes or disposals it makes safeguard the interests of, and benefit, current and future tenants.

The Management Committee will require confirming that the contents of this report and decisions required do not constitute a breach, material or otherwise, of the above Standards.

Equalities

- No protected group is adversely affected by the proposals, recommendations or updates within this report. Our commitment to equal opportunities and fairness applies irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

As well as being a registered Scottish Charity, the Association is a mutual society which is registered under the Co-operative and Community Benefit Societies Act 2014 (No 2191RS) as a registered non-profit making organisation.

The Association must prepare and submit an Annual Return (AR30) form to the Financial Conduct Authority (FCA) alongside providing the signed audited annual accounts.

I have attached the workings that show how the Total Assets is calculated and all amounts are taken from the audited annual accounts.

I can confirm that once this return has been approved, it will be signed on behalf of the Secretary and will be submitted in time for the 31 October deadline.

FCA Return Workings						
			SORP		SORP	SORP
<u>Year ended:</u>			2020		2019	2018
Turnover			5,263,204		5,165,463	4,740,292
Total of I & E			9,145,200		8,995,549	8,090,838
Net surplus/(deficit) for year			2,109,955		885,941	1,444,788
Fixed assets			33,136,456		32,602,190	31,189,818
Current assets			8,817,845		8,067,943	7,852,918
TOTAL ASSETS (same as 12)			41,954,301		40,670,133	39,042,736
Current liabilities			1,707,047		1,542,464	1,246,526
Share capital			146		162	164
Long term liabilities			3,605,720		4,645,116	4,036,795
Deferred Income			15,290,918		15,241,876	15,404,677
Reserves			21,350,470		19,240,515	18,354,574
TOTAL LIABILITIES			41,954,301		40,670,133	39,042,736

Annual Return (AR30) form

Society Name: Clydebank Housing Association Limited

Society Num: 2191 RS

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register.













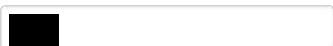
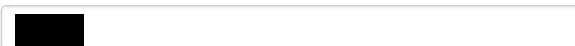


For guidance on our registration function for societies, which includes guidance on the requirement to submit an Annual Return, please see [here](#)

2.1 What date did the financial year covered by these accounts end?

31/03/2020

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.

Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of Director	Month of Birth	Year of Birth
KIMBERLEY TENNANT		
CATHERINE MCGARRITY		
PAUL SHIACH		
JOHN HILLHOUSE		
DORIS SMITH		
GRACE DALY		
JOHN CALDERWOOD		
JOE O'DONNELL		

CLLR JOHN MOONEY		
CLLR MARIE MCNAIR		
THOMAS MCCORMACK		
LAURA BREEZE		

3.2 All directors must be 16 or older. Please confirm this is this case:

☒ All directors are aged 16 or over

3.3 Societies are within the scope of the Company Director Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

☒ No director is disqualified



3.4 Please state any close links which any of the directors has with any society, company or authority.

'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

N/A

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.

Societies must have a secretary

Name of Secretary	Month of Birth	Year of Birth
PAUL SHIACH		

4.1 Please confirm that:

☒ accounts are being submitted with this form

☒ the accounts comply with relevant statutory and accounting requirements

☒ the accounts are signed by two members and the secretary (3 signatures in total)

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members 146

Turnover 5,263,204

Assets

41,954,301

Number of Employees

39

Share Capital

146

**Highest rate of interest paid
on shares**

0

4.3 What Standard Industrial Classification code best describes the society's main business?

Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes [here](#)

SIC Code

**Renting and operating of Housing Association real
estate (68201)**

*

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

5.1 Please select the audit option the society has complied with:

- ☒ Full Professional Audit
- ☐ Auditor's report on the accounts
- ☐ Lay Audit
- ☐ No audit

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

- ☒ We have complied with the audit requirements

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

- ☒ Yes
- ☐ Not applicable

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

- ☒ Yes
- ☐ No

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

- ☒ Registered
☐ Not applicable

OSCR Number

SCO33962

5.6 Is the society a housing association?

- ☐ No
☒ Yes

5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:

- ☐ Homes and Communities Agency
☒ Scottish Housing Regulator
☐ The Welsh Ministers

Scottish Housing Registration
Number

HAL86

6.1 Is the society a subsidiary of another society?

- ☐ Yes
☒ No

6.2 Does the society have one or more subsidiaries?

(As defined in sections 100 and 101 of the Act)

- ☒ Yes
☐ No

6.3 If the society has subsidiaries, please provide the names of them below

(or attach an additional sheet)

Reg Number

Name

SC284497

CHA POWER LIMITED

SC469402

RADNOR PARK HOMES LIMITED

6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions:

(the society must have written authority from us to exclude a subsidiary from group accounts)

Reg Number	Name	Reason for Exclusion
0	NA	0

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

You must answer the questions set out in in the next section of this form, depending on which condition for registration you meet.
If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance [here](#).

7.1 Condition for Registration

- ☐ Co-operative society
- ☒ Community Benefits society

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society?

For example, did you provide social housing, run an amateur sports club etc.

The principal activity of the Housing Association is the provision of social housing for let at rents affordable to the client groups within the area of Clydebank, West Dunbartonshire.

7B.2 Please describe the benefits to the community the society delivered?

Here we are looking to see what the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

West Dunbartonshire has the highest percentage rate of homelessness in Scotland. We work closely with West Dunbartonshire Council to address this key issue by means of a combination of referrals and nominations. In 2019/20, c. 49% of all our lets went to homeless applicants. In addition, we provide six flats under lease to West Dunbartonshire Council to provide temporary accommodation to homeless people. We partner with non-housing bodies such as the Clydebank Independent Resource Centre (CIRC) who offer a specialised welfare rights service to our tenants through a twice weekly surgery at our office. This surgery enables our tenants to tap into a resource that we would otherwise be unable to offer and will provide a further tool to enhance our performance. We also work alongside the Police, Environmental Health Department, Social Work department and numerous other external agencies.

We continue to believe that wider regeneration and community capacity building deliver clear benefits to and are undoubtedly in local tenants' interests. In 2019/20 saw the Association secure significant funding (c. £192k) for its socio-economic and environmental wider role projects. Through our procurement processes, we ensure that tangible Community Benefits are delivered through all contracts that we negotiate. The Association believes that community benefits are essential to securing maximum economic, social and physical benefits for the communities in which we operate. Recent examples include providing local jobs to local people on a new housing development, redecoration of our regeneration centre, contractors working with local schools and guaranteeing a monetary percentage of contracts which will go towards our chosen community projects.

As well as the above, we also take our tenants views and needs seriously. Our tenant consultation process ensures that all tenants are given an opportunity to input into the important policies which affect them most. We engage with Focus Groups when reviewing major policies such as Allocations, Rent Arrears and Estate Management.

The Association also has an involvement in identifying and participating in Wider Action activities within our area of operation for the benefit of our tenants and the wider community.

7B.3 Please describe how the society's business delivered these benefits?

The business of the society must be conducted for the benefit of the community. Please describe how the society's business (as described in answer to question 7B.1) provided benefit to the community.

We aim to be an excellent landlord and factor, providing good quality, affordable homes within the Clydebank area. We promote the involvement of customers in our decision making, so that we can be sure our services meet their needs. We work with the community and other partners to help to improve Clydebank as a place to live.

7B.4 Did the society work with a specific community, and if so, please describe it here?

For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

We regularly assess the needs of all our tenants and services are not confined to one particular group of people.

7B.5 What did the society do with any surplus or profit?

For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

All reported surpluses are transferred into the Association's designated Major Repairs Reserve in order to maintain the housing properties. This reserve is designated to fulfil the Association's long term obligations and future surpluses will be subject to our planned and costed major repairs programme.

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.

Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

N/A