

# Clydebank Housing Association Ltd

## Draft Annual Self-Assurance Procedure/Timetable for 2020 (Updated Aug-2020)

	Detail	Who	When
1	Periodic review of Regulatory Standards of Governance & Financial Management	Management Committee	Monthly MC Agenda (November 2020)
1a	Senior Staff to review previous year's information and update self-assessment spread sheet for MC review	Senior Staff	Fully complete by 11 September at latest
2	Commencement of <b>annual</b> review process – initial meeting to set out dates for review which suit working group members	Working Group	1 <sup>st</sup> week in September (1 hour max) Meeting 1
3	Review of self-assurance factors 1-3	Working Group	2 <sup>nd</sup> week in September – 2
4	Review of self-assurance factors 4-7	Working Group	2 <sup>nd</sup> week in September - 2
5	Review of self-assurance factors – other regulatory requirements	Working Group	3 <sup>rd</sup> week in September - 3
6	Review of self-assurance factors – other regulatory requirements	Working Group	3 <sup>rd</sup> week in September - 3
7	Review of outstanding factors	Working Group	3 <sup>rd</sup> week in September - 3
8	Review of self-assurance factors 1-3	Management Committee	4 <sup>th</sup> week in September - 1
9	Review of self-assurance factors 4-7	Management Committee	4 <sup>th</sup> week in September - 1
10	Review of self-assurance factors – other regulatory requirements	Management Committee	4 <sup>th</sup> week in September - 1
11	Review of evidence	Management Committee	1 <sup>st</sup> week in October - 2
12	Review of evidence and consideration and agreement of draft assurance statement	Working Group	By 25 September 2020 for submission to Sept-MC - 4
13	Tenant Panel/Residents Association involvement/review of process and draft assurance statement – pre-submission	Tenant Panel/Residents' Associations	1 <sup>st</sup> week in October
14	Management Committee agreement of Assurance Statement	Management Committee	27 October 2020
15	Submission to Scottish Housing Regulator via the SHR Portal	Chief Executive (delegated authority from MC)	31 October
16	Publish annual assurance statement	Website (About us Page) Newsletter, Social Media (FB/Twitter). Copies at reception, Email, etc.	1 <sup>st</sup> week in November
17	Set up/Agree Working Group for next year	Management Committee	November each year
18	Issue notes of each of the meetings for MC information	Chief Executive/ Senior Staff	November Management Committee
19	External scrutiny of process	Internal Audit/ External Consultant	November-January (every 3 years)
20	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
21	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

### 2020 Working Group

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