

**REPORT TO: BOARD OF MANAGEMENT OF SANCTUARY  
SCOTLAND HOUSING ASSOCIATION LIMITED**

**REPORT FROM: DIRECTOR - SANCTUARY SCOTLAND**

**DATE OF REPORT: 11 FEBRUARY 2020**

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**SUBJECT: ASSURANCE STATEMENT**

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## **1. Introduction**

1.1 The purpose of this report is to provide a timetable for complying with the 2020 Annual Assurance Statement requirements and confirm how residents, area committee members and staff will be involved.

1.2 This report also presents self assessment work in relation to constitutional requirements to give Board members the assurance that Sanctuary Scotland Housing Association Limited (Sanctuary Scotland) is compliant with Chapter Three of the Regulatory Framework in this area.

## **2. Background**

2.1 Following the review of their regulatory framework the Scottish Housing Regulator (SHR) introduced the requirement for all Social Landlords to submit an Annual Assurance Statement providing assurance that their organisation complies with the relevant requirements of Chapter 3.

2.2 Chapter 3 of the framework primarily covers:

- Assurance and Notification;
- Scottish Social Housing Charter Performance;
- Tenants and Service Users Redress;
- Whistleblowing;
- Equality and Human Rights;
- Compliance with and information submission in accordance with key guidance - notifiable events, group structures, consulting tenants where tenant consent is required, financial viability of registered social landlords, determination of accounting requirements, preparation of financial statements;
- The standards of Governance and Financial Management; and
- Constitutional requirements.

2.3 At the Board of Management meeting of 17 September 2019 the first annual assurance statement was approved and signed by the

Chairperson and submitted to the SHR by the deadline date of 31 October 2019.

- 2.4 This report contains a timetable for completion of assurance statement self assessment work for 2020 and the first assessment exercise relating to constitutional requirements.

### **3. Timetable for Assurance Statement 2020**

- 3.1 The proposed timetable is attached at **Appendix 1**. This covers the key areas required to be assessed against Chapter Three requirements and the dates they will be submitted to the Board of Management for consideration. The proposed dates ensure that the signed statement can be submitted to the SHR by the deadline date of the end of October 2020.
- 3.2 The timetable also highlights the officers who will lead each topic and the dates these will be discussed by the Assurance Statement Working Group. The working group will oversee the work carried out and ensure that any actions identified as a result of the mapping process will be completed.
- 3.3 The proposed timetable also identifies the topics that the National Residents Review Panel and the Area Committees will have a more detailed involvement in the preparation of. Two topics have been identified for each for this year.

### **4. Assessment of Constitutional Requirements**

- 4.1 The assessment exercise carried out on the topic above is attached at **Appendix 2**.
- 4.2 Given the level of evidence available against each of the headings it is recommended that the Board of Management consider Sanctuary Scotland to be compliant with no items of materiality requiring to be highlighted to the SHR.

### **5. Appraisal**

- 5.1 Risk management
- 5.1.1 RM 5: Governance; Sanctuary Scotland must comply with the Regulatory Framework and the assessment process mitigates the risk of meeting requirements in respect of the Annual Assurance Statement.
- 5.1.2 RM 9: Legislative/Regulatory; Signing and submission of the Annual Assurance Statement following completion of a comprehensive self assessment process, mitigates the risk of non compliance with SHR framework requirements

5.2 Impact on diversity

5.2.1 The self assessment exercise will evidence compliance with SHR regulation framework in relation to equality and diversity.

5.3 Value for Money

5.3.1 The self assessment exercise will evidence compliance with SHR regulation framework in relation to financial viability.

**6. Recommendations**

6.1 The Board of Management is recommended to:

- Approve the proposed timetable and approach to self assessment contained at **Appendix 1**; and
- Consider the self-assessment exercise provided at **Appendix 2** and approve that the evidence highlighted confirms that Sanctuary Scotland can be considered to be compliant.