

# DECISION

---

**Committee:**

**Board of Management of Sanctuary  
Scotland Housing Association Limited**

---



**Date:**

**13/02/2024**

**Agenda Item:**

**14**

---

**Report from:**

**Director - Sanctuary Scotland**

---

**Title: Annual Assurance Statement**

---

**Executive Summary:** To allow the Board of Management to consider the approach to the annual assurance statement for 2024.

---

## **1. Introduction**

1.1 This report presents the proposed timetable for self-assessment work for the 2024 Annual Assurance Statement and self-assessment in relation to constitutional requirements to give Board members the assurance that Sanctuary Scotland Housing Association Limited (Sanctuary Scotland Housing Association) is compliant with Chapter Three of the Regulatory Framework in that area.

## **2. Background**

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

2.1 Chapter Three 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.

### **3. Timetable for Assurance Statement 2024**

- 3.1 The proposed timetable 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 expected deadline date of the end of October 2024.
- 3.2 The timetable also highlights the officers who will lead each topic and the dates these will be discussed by the Senior Management Team. The senior team 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.

### **4. Assessment of constitutional requirements**

- 4.1 The assessment exercise carried out on the above topic is contained at **Appendix 1**.
- 4.2 Given the level of evidence available against each of the headings it is recommended that the Board of Management consider Sanctuary Scotland Housing Association to be compliant in this area, with no items of materiality requiring to be highlighted to the SHR.

### **5. Appraisal**

- 5.1 Risk management
- 5.1.1 RM 4 Governance; Sanctuary Scotland Housing Association 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 8 Legislative/Regulatory/political; 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 Value for Money

5.2.1 The self-assessment exercises will evidence compliance with SHR regulation framework in relation to financial viability where relevant.

## 5.3 Corporate Strategy

5.3.1 Ensuring compliance with legislative and regulatory requirements supports the effective delivery of all three strategic priorities – Putting our customers first, Investing in our Assets and Growing our Services.

## 5.4 Customer and/or Employee considerations

5.4.1 The requirements of the Scottish Social Housing Charter will form part of the mapping process to ensure compliance. Any relevant employee considerations are noted in the report.

## 6. Recommendations

6.1 The Board of Management is recommended to approve the proposed timetable and approach to self-assessment; and

6.2 The Board of Management is recommended to consider the self assessment exercise provided at **Appendix 1** and approve that the evidence highlighted confirms that Sanctuary Scotland Housing Association can be considered to be compliant with regulatory requirements.