

**All Abbeyfield Societies Registered
with Communities Scotland**

**Abbeyfield Annual Performance & Statistical Return
(APSR) 2006/2007**

CSGN 2007/03

01/04

Regulation & Inspection Division

March 2007

This Guidance Note describes the format and arrangements for submission of Abbeyfield Societies' Annual Performance & Statistical Return (APSR) 2006/07 to Communities Scotland. It supersedes SHGN 2006/02.

This Guidance Note is intended for all Abbeyfield Societies registered with Communities Scotland.

The Abbeyfield APSR should be submitted to the Regulation & Inspection Division, Rosebery House, by **1st June 2007**.

Enquiries relating to this Guidance Note or to the Abbeyfield APSR itself should be referred to:

Regulation & Inspection Division
Rosebery House
9 Haymarket Terrace
Edinburgh EH12 5YA.
Telephone: 0131 479 5726

Additional copies of this guidance note can be requested from Communities Scotland, Reception, Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE. Telephone 0131 313 0044. This guidance note is also available on Communities Scotland's [web site](#).

1.0 INTRODUCTION

- 1.1** This guidance relates to the Annual Performance and Statistical Return (APSR) for Abbeyfield Societies. The 2006/07 Abbeyfield APSR is attached at **Annex 1** of this Guidance Note.
- 1.2** The Abbeyfield APSR is to be completed by all Abbeyfield Societies registered with Communities Scotland.

2.0 DESKTOP REVIEW AND USE OF THE ABBEYFIELD APSR

2.1 The Abbeyfield APSR

The 2006/07 APSR has been developed in consultation with the Abbeyfield Society for Scotland and takes account of Communities Scotland's Performance Standards for Abbeyfields. The information provided in the 2006/07 APSR will be used as part of Communities Scotland annual desktop review and will be shared with the Abbeyfield Society for Scotland.

2.2 Purpose of the Desktop Review

The annual desktop review allows Communities Scotland to monitor the performance of individual Abbeyfield Societies.

Abbeyfield Societies are working towards attaining the Abbeyfield Quality Standard. At the end of March 2006, over 88% of Societies had attained the full Standard and around 10% had attained part of the Standard. Abbeyfield Scotland submits a monthly report to Communities Scotland on member Abbeyfield Societies' progress towards attainment of the Standard. In recognition of this system of self-assessment and to try to minimise over-regulation of Societies Communities Scotland agreed that it would tailor its regulatory approach and would not normally carry out an Inspection for those Societies that had attained the full Abbeyfield Standard or that had volunteered for a full assessment against the Abbeyfield Standard.

However, Communities Scotland retains overall responsibility as the regulator of all RSLs in Scotland, including all registered Abbeyfield Societies. Therefore, the performance and general health of all registered Abbeyfield Societies will continue to be

CSGN 2007/03

03/04

March 2007

reviewed through scrutiny of the APSR and all Societies will be subject to financial scrutiny as part of an annual risk review process.

2.3 Comparing Performance with Other Abbeyfields

Abbeyfield Societies should monitor their own performance in all areas of their business; set targets for performance which are realistic; and compare their performance with other Abbeyfields with the aim of continuous improvement.

We recognise that performance information, while being a useful tool in an overall assessment process, should not be used in isolation. We recognise that an Abbeyfield's performance will be affected by a wide range of factors (e.g. number of Abbeyfield houses, number of residents, area of operation); and that variations from year to year can arise due to changes in the efficiency with which processes are managed or due to external influences outwith the Society's control.

The review of the APSR may trigger concerns about the performance of an Abbeyfield Society. Communities Scotland will enquire as required and follow up on any areas of concern with a Society on an individual basis. Visits may be carried out to validate or investigate potentially serious indicators evident from the APSR or from the annual accounts.

3.0 APSR COMPLETION AND SUBMISSION

3.1 Guidance on APSR Completion

Where possible the APSR should be completed with relevant information for the year ending 31st March 2007. However, information may be based on your own financial year-end where this does not coincide with an end of March date. If you are using information that relates to a year-end other than 31st March, please let us know on an attached information sheet. It is acceptable that Abbeyfields complete the APSR using financial information from unaudited annual accounts. If you use draft annual accounts, please notify us if there are any significant changes when the accounts are finally audited.

3.2 Certification by the Executive Committee

CSGN 2007/03

04/04

March 2007

A member of the Executive Committee should sign the APSR confirming that its contents have been discussed at a meeting of the full Executive Committee or delegated sub-committee. As the timescale for submission may not coincide with a meeting of the full Executive Committee having taken place, Communities Scotland will accept APSRs completed by the Abbeyfield Secretary or Treasurer. However, you should provide the completed APSR to the full Executive Committee for information at its next meeting. It is the responsibility of the Executive Committee to ensure that any volunteers or staff provide accurate information and submit the APSR to Communities Scotland on time.

3.3 Completion Date and Submission Arrangements

A completed APSR (covering the period 1st April 2006 to 31st March 2007) must be submitted to Communities Scotland by **1st June 2007**.