



THE SCOTTISH
HOUSING
REGULATOR

GUIDANCE NOTE

To: All Abbeyfield Societies

Subject: Abbeyfield Annual Performance & Statistical Return (APSR) 2007/2008

Issued by: The Scottish Housing Regulator

Ref no: SHR 22

Date: April 2008 (First issued March 2008)

Summary

This guidance note describes the format and arrangements for submission of Abbeyfield Societies' Annual Performance & Statistical Return (APSR) 2007/08 to the Scottish Housing Regulator. It supersedes SHGN 2007/03.

This guidance note is intended for all Abbeyfield Societies registered with the Scottish Housing Regulator.

The Abbeyfield APSR should be submitted to the Scottish Housing Regulator, Highlander House, by **1st June 2008**.

For any references to Communities Scotland (or Scottish Homes) please read the Scottish Housing Regulator.

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If you have any questions about this guidance, you should direct them to:

The Scottish Housing Regulator

Highlander House

58 Waterloo Street

GLASGOW

G2 7DA

Tel: 0141 271 3810

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1.0 INTRODUCTION

- 1.1** This guidance relates to the Annual Performance and Statistical Return (APSR) for Abbeyfield Societies. The 2007/08 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 2007/08 APSR has been developed in consultation with the Abbeyfield Society for Scotland. The information provided in the 2007/08 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.

Communities Scotland has overall responsibility as the regulator of all Registered Social Landlords in Scotland, including all registered Abbeyfield Societies. The performance and general health of all registered Abbeyfield Societies is 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.

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The review of the APSR may trigger concerns about the performance of an Abbeyfield Society. Communities Scotland will as required follow up on any areas of concern with a Society on an individual basis. Visits may be carried out to verify 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 2008. 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 un-audited 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

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 2007 to 31st March 2008) must be submitted to Communities Scotland by **1st June 2008**.

3.4 Future of the Abbeyfield APSR

It is our intention to fully review the data collected in the APSR for all RSLs and this is likely to impact all Abbeyfields, including those involved in the merger to Abbeyfield Scotland.