

Annual Assurance Statement
Further Assurance Action Plan 2019 – October 2019

ACTIVITY	RESPONSIBLE	EXPECTED DELIVERY
Standard 1: The Governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.		
Board to approve Financial Plan	HOF	September 2019
Business Plan to be approved	CEO	October 2019
Review Affordability issue using SFHA tool prior to rent consultation	HCSM	November 2019
Recommend changes to FOG based on L Ewart Review	CEO	October 2019
Review format of reports based on L Ewart recommendations	CEO	November 2019
Clarify Financial Plan Model with Consultants	HOF	September 2019
Correct Financial Plan Model prior to finalising Financial Plan	HOF	September 2019
Review Financial Regulations	HOF	October 2019
Review Delegated Authorities	CEO	October 2019
Establish Multi-Disciplinary Risk monitoring Group	CEO	November 2019
Arrange Training on Code of Conduct for Board Members	Administrator	January 2020
Up-date Policy Review Programme	Administrator	October 2019
Review Terms of Reference for Sub Committees (L Ewart)	CEO	October 2019
Establish Report Cover Sheet to incorporate GDPR/FOI etc.	CEO	September 2019
Amend Quarterly Standards Summary Report	CEO	March 2020
Review Active Governance Statement	CEO	January 2020
Implement Recommendations from IIP	CSM	January 2020
Arrange audit of Model Rules Compliance	CEO	May 2020
Review Succession Plan Policy	CEO	October 2019
Review Board Development Policy	CEO	April 2019
Post Register of Interests on Web Site	Administrator	November 2019
Amend Board Development Standard Form to include Conflicts of Interest	CEO	April 2019
Standard 2: The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.		
Ensure that Engagement Up-dates and landlord Reports are updated on the Web Site	CSM	On going
Make Customer Satisfaction Survey available to customers	HOH	October 2019
Post Guide to Information on Web Site	CSM	November 2019
Arrange for board to Adopt Model Publication Scheme	CEO	September 2019
Review Sign Up- Video and make any necessary Changes	HOH	March 2020
Review and Up-date Statement of Service for owners	TSM	Dependent on Government
Investigate possibility of third round of Mystery Shopping	HOH	March 2020
Re-design Web Site	CSM	January 2020
HSM to arrange for consultant to verify process for 19/20 ARC submission	HOH	May 2020
Develop a Value for Money Statement and Strategy	HOF	March 2020
Up-date TP Policy and Strategy	HOH	March 2020
Establish regular contact with Lenders	HOF	March 2020

Standard 3: The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.		
Review Treasury Management Policy	HOF	March 2020
Board to review minimum cash balance	CEO	September 2019
Procure independent financial advice on loan fixing	HOF	January 2020
Arrange additional finance training for Board members	Administrator	January 2020
Standard 4: The Governing Body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisations purpose.		
Carry out Leadership Team Appraisals	CEO	October 2019
Carry out staff appraisals	Leadership	November 2019
Standard 5: The RSL conducts its affairs with honesty and integrity.		
Develop equality impact assessment process	CEO	March 2020
Arrange Equality and Diversity Training for Board	Administrator	March 2020
Review Members Expenses Policy	HOF	September 2019
Review Annual Appraisal Policy	CSM	May 2020
Develop Severance Payments Policy	CEO	October 2019
Standard 6: The Governing body and senior officers have the skills and knowledge they need to be effective		
Develop training plan based on Board Development Interview Outcomes Report	Administrator	December 2019
Review Membership Policy	CEO	April 2020
Develop revised job description for CEO	EVH	December 2019
Report to the Board on Senior Officers Appraisal	Chair	November 2019
Standard 7: The RSL ensures that any organisational changes or disposals it makes safeguard the interests of, and benefit current and future tenants.		
	CEO	No evidence Required