



Annual Performance & Statistical Return 2009/2010

Abbeyfield Societies

The period covered by this return is 1 April 2009 to 31 March 2010

Name of Abbeyfield

Registered Office Address

The Scottish Housing Regulator's
Registered number

Abbeyfield Societies should be aware that their responses will be validated. Please note there is guidance at the end of this form and a glossary which you may find helpful. The guidance should be followed exactly.

The Abbeyfield Annual Performance & Statistical Return must be completed and returned by 1 June 2010 to:

The Scottish Housing Regulator
Highlander House
58 Waterloo Street
Glasgow
G2 7DA

The Date of the Executive Committee meeting at which the return was approved

Date

I hereby certify for and on behalf of the Society that the information provided in this return is, to the best of our knowledge and belief, an accurate and fair representation of the affairs of the Society.

Signed

Position on Executive Committee

Date submitted

Contact name

Contact telephone number

Contact e-mail address

PART A: GOVERNANCE AND ACCOUNTABILITY (CONT'D)

A.2 State how many members your society had at 31 March 2010.
(Please note: indicate the total membership of your Society,
not only membership of the Executive Committee)

A.3 What percentage of your membership attended your last annual
general meeting? (Please note: Give the figures to the
nearest 1% if possible)

A.4 How many meetings did the Executive Committee hold
between 1 April 2009 and 31 March 2010?

A.5 What was the percentage of committee members in
attendance? (Please note: Give the figures to the nearest 1%
if possible)

PART B: HOUSING MANAGEMENT

B.1 RENTAL DETAILS

B1.1 Did you have any arrears between 1 April 2009 and 31 March
2010?

 Y N

B1.2 If you answered YES to B1.1, please state the arrears as a
percentage of your total net rental income

B.2 ACCESS AND ALLOCATIONS

B.2.1 Is the housing list open to all people over 60 years old?

 Y N

B2.2 How many residents/tenants did you have at 31 March 2010?

B.2.3 Did they all have a written occupancy or tenancy agreement?

 Y N

PART B: HOUSING MANAGEMENT (CONT'D)

B.3 TENANCIES ENDED

B3.1 How many tenancies or occupancy agreements were ended at your Society's initiative rather than by the resident/tenant last year?

Comments

PART C: MAINTENANCE

THESE QUESTIONS RELATE TO PROPERTIES WHICH YOUR SOCIETY OWNS AND PROVIDES A FULL MAINTENANCE SERVICE FOR.

C.1 Do you have your property inspected annually by a qualified Inspector to make sure that there are no serious problems with the building fabric?

C.2 Do you have a procedure which details how maintenance contracts should be awarded?

C.3 Did you check that any maintenance contractors you employed in the year to March 2010 were properly insured?

C.4 Do you organise appropriate safety checks by qualified Inspectors on all appliances and installations at least annually? (Appliances and installations refers to things like gas/electrical heating systems, cooking facilities, fires, lifts, and so on.)

PART D: FINANCE

D.1 REPORTS

- D.1 Does your Executive Committee receive reports on your Society's performance against its budget at least annually?
(if your Committee did not receive the stated report at least Annually, please tick N and briefly explain your circumstances in the comments box below)

 Y N

Comments

D.2 FINANCIAL PROCEDURES

- D.2 Does your Society have Financial Procedures/Regulations and Delegated authorities to staff?
(if NO briefly explain why not in the comments box)

 Y N

Comments

D.3 INSURANCES

Does your Society have current insurance policies for the following?
(Please tick the appropriate box. If you have ticked 'N' please briefly explain why in the comments box below)

- D3.1 Property (buildings and contents)

 Y N

- D3.2 Employer's liability

 Y N

- D3.3 Public liability

 Y N

Comments

PART E: STOCK INFORMATION

E.1 NUMBER, LOCATION AND STANDARD OF HOUSES

E1.1 How many Abbeyfield houses did you own at 31 March 2010? (Please state the number of houses and bedspaces you provide by local authority area)

Local authority name	Number of houses	Number of bedspaces provided

E1.2 If any of your bedspaces were not available to let at 31 March 2010, please state why not. (for example they might need improvement or conversion)

E1.3 Did all your houses meet the Scottish Housing Quality Standard Y N
 At 31 March 2010?
 If no please state the number of houses in each local authority which failed the standard at 31 March 2010 and indicate the date(s) by which you expect to bring the house(s) up to the Standard

Local authority name	Number of houses	Date by which anticipate achieving standard

E1.4 Did you bring any houses up to the Standard during 2009/10? Y N
 If yes, please state the number of houses brought up to the Standard, by local authority.

Local authority name	Number of houses

E1.5 How many houses do you plan to bring up to Standard in 2010/11? Please state the number of houses, by local authority

Local authority name	Number of houses

The following definitions and explanations of terms may help you fill in this form. Please note that you must answer all the questions and that you should follow our guidance exactly. If you cannot answer any of the questions, or if you cannot answer them fully, or if your answer is NO, please state why in the comments boxes where provided at the end of each section.

GLOSSARY

committee approval: The information contained within this return should have been reviewed and approved by your full Executive Committee before you submit it to us. Please ensure that you return the original completed form to us and not a photocopy. If your Executive Committee will not meet before the 1 June 2010 deadline, please arrange for your Secretary or Treasurer to return the completed form by 1 June 2010. Please also arrange for your Committee to approve it at their next meeting and write to us certifying that it is accurate.

tenancy: This refers to all categories of tenancy or occupancy agreements concluded between your Society and residents.

tenants: This refers to all tenants/residents housed by your Society.

validation: We may choose to validate a sample of information from this form. Your Society should ensure therefore that you keep the necessary documentation and back-up information.

year end: This refers to 31 March 2010. This return should be completed with information relevant up to this date, except in the Finance section (Part D), where information may be based on your Society's own financial year end if it is different. If you are using information which relates to a year end other than 31 March, please let us know on a separate attached sheet. Please use information from your most recent set of audited annual accounts.

PART B: HOUSING MANAGEMENT

B1.2 This figure relates to any rent arrears caused by ordinary non-payment of rent. It should not include the following:

- any outstanding housing benefit that your Society has not yet received.
- payments outstanding from people who have an agreement to pay their rent slightly later than your Society's normal monthly rent cycle; or
- arrears from former tenants.

The total figure should be expressed as a percentage of the maximum total possible rental income. 'Maximum total possible rental income' is the amount of income your Society would earn from rent, benefits and service charges if every bedspace was filled throughout the year. Where your Society has a high arrears figure, but can demonstrate a significant fall in arrears during the period covered by this return, please explain your circumstances.

PART C: MAINTENANCE

C.2 This procedure should contain guidance on issues such as using approved contractors and tendering for jobs on either an individual basis or periodically to satisfy yourselves that you are getting the work done at a fair and competitive price. If NO, please explain why briefly in the comments box.

C.4 Appliances and installations refers to things like gas/electrical heating systems, cooking facilities, fires, lifts and so on.

PART D: FINANCE

D.1 If your Committee did not receive the stated report at least annually, please tick NO and briefly explain why not in the comments box.

D.2 This refers to procedures outlining who can pay bills, sign cheques and so on, on behalf of your Society.

D.3 Please tick the appropriate column. If you have ticked NO please briefly explain why in the comments box.

PART E: STOCK INFORMATION

E1.3 – E1.5

We are using the APSR to monitor progress in achieving the Scottish Housing Quality Standard. Please ensure you provide the information requested by local authority area.

N.B. Your approach in completing these tables should be consistent with that used when you completed your Standard Delivery Plan or self-assessment return to the relevant Communities Scotland Area Team.