

Registered social landlords (RSLs)

The Period Covered by this return is 1 April 2012 to 31 March 2013

Name of RSL:	<input type="text" value="Berwickshire Housing Association Ltd"/>
Telephone number:	<input type="text" value="01361 884000"/>
Fax number:	<input type="text"/>
E-mail address:	<input type="text" value="cs@bhagroup.org.uk"/>
Registration number:	<input type="text" value="289"/>

RSLs should be aware that their responses may be validated. Detailed guidance on completing every section of this return is contained in the accompanying Notes on Completion. This guidance should be followed exactly.

This return must be completed by 31 May 2013.

The date of the meeting of your Governing Body (or delegated sub committee) at which this APSR was approved.

Date

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

Chairperson/Secretary

If you have a query about this form please contact the Business Information Team on 0141 271 3757 or email bau@scottishhousingregulator.gsi.gov.uk.

SECTION 1 : RSL DETAILS

1(A) Address of your Registered Office :

55 Newtown Street
Duns
Berwickshire
TD11 3AU

1(B) Correspondence address :

55 Newtown Street
Duns
Berwickshire
TD11 3AU

1(C) Name of Chairperson:

Mr Ian Lindley

1(D) Name of Secretary:

Mr Colin Howard

1(E) Name of Chief Executive / Most senior member of staff

Mrs Helen Forsyth

1(F) If your RSL employs agents for all services please provide the following details:

(i) Organisation

(ii) Name

COMMENTS ON SECTION 1

SECTION 1 : This section has been removed

SECTION 2 : GOVERNING BODY SELECTION

2(A) Tenant involvement

Please tell us how many Governing Body members you had under each of the following categories at 31 March 2013.


(i) Tenants of your organisation	<input type="text" value="3"/>
(ii) Owners	<input type="text" value="0"/>
(iii) Tenants of other social landlords	<input type="text" value="0"/>
(iv) None of the above	<input type="text" value="9"/>
(vi) Total	<input type="text" value="12"/>

2(B) Please provide details about the members of your Governing Body in Appendix 1 at the end of this return, following the directions in the Notes on Completion.





COMMENTS ON SECTION 2

SECTION 3 : STAFFING

3(A) Please state how many staff your RSL employs. (*The Notes on Completion give fuller guidance - please see guidance on staff employed by subsidiaries.*) Describe posts as full-time equivalents (FTE) and exclude agency staff.

(i) Number of office based staff		47.71
(ii) Number of care / support staff		0.00
(iii) Number of concierge staff		0.00
(iv) Number of direct labour staff		0.00
(v) Total number of staff		47.71

3(B)

(i) Number of senior staff at 31 March 2013?		10.00
(ii) Senior staff turnover in the year to 31 March 2013? (as a percentage of total senior staff)		10.00
(iii) Total staff turnover in the year to 31 March 2013? (as a percentage of total staff)		4.00
(iv) What percentage of days were lost through staff sickness absence in the year to 31 March 2013?		3.50

COMMENTS ON SECTION 3

SECTION 4 : PEER GROUPS

Your RSL has been allocated to a peer group, if in your opinion the selected grouping does not accurately represent your RSL please select an alternative. Please supply a short explanation to support the requested change at 4(B).

4(A) Do you wish to request an amendment to your allocated peer group?

☒ Y

☐ N ☐ X

If YES please indicate under the 'Preferred' column the peer group you think best describes your RSL. The Notes on Completion give a definition of the peer groups.

Description	Existing	Preferred
1 Specialist	<input type="checkbox"/>	<input type="checkbox"/>
2 Rural	<input type="checkbox"/>	<input type="checkbox"/>
3 Urban less than 500 units	<input type="checkbox"/>	<input type="checkbox"/>
4 Urban 500 - 1000 units	<input type="checkbox"/>	<input type="checkbox"/>
5 Urban more than 1000 units	<input type="checkbox"/>	<input type="checkbox"/>
6 Stock transfer less than 1000 units	<input type="checkbox"/>	<input type="checkbox"/>
7 Stock transfer with 1000 or more units	<input checked="" type="checkbox"/> X	<input type="checkbox"/>

4(B) Please give reason(s) for requested change of peer group

The above request will be given further consideration when your return is being validated

COMMENTS ON SECTION 4:

SECTION 1 : This section has been removed

SECTION 2 : TENANT PARTICIPATION / SATISFACTION

2(A) This question has been removed

2(B) (i) Have you asked your tenants during the last 3 years about how satisfied they are with the overall services you provide?

Y	X	N
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You must supply details of surveys carried out or give background information on why no surveys have been undertaken in the comment box at 2(B)(v).

(ii) How many tenants did you ask? Please also indicate the percentage of your tenants this represented.

Number	%
1,740	100.00

(iii) How many responses did you receive to the latest full survey of your tenants and what percentage of those surveyed did this represent?

702	41.00
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(iv) From this survey, what percentage of tenants indicated they were satisfied with the service you provide?

91.00

(v) Comments Previous TSS completed 2004 - 85% overall satisfaction
TSS due 2015

COMMENTS ON SECTION 2

SECTION 3 : SPSO COMPLAINTS HANDLING PROCEDURE COMPLIANCE

3(A) (i) Have you implemented the Scottish Public Services Ombudsman's model Complaints Handling Procedure, with two stages for internal handling of complaints, within set timescales of 5 and 20 days?

☒ Y ☒ X ☒ N ☐

(ii) If you have answered YES to 3(A)(i), please give the date on which this was implemented (DD-MON-YYYY).

☐ 01-APR-2012

(iii) If you have answered NO to 3(A)(i), please give the date on which you intend to implement this (DD-MON-YYYY).

☐

3(B) (i) Do you have systems in place to record, analyse, report and learn from all complaints that you receive in line with the SPSO's model Complaints Handling Procedure?

☒ Y ☒ X ☒ N ☐

(ii) If you have answered NO to 3(A)(i), please give the date on which you intend to implement this (DD-MON-YYYY).

☐

COMMENTS ON SECTION 3

SECTION 4 : This section has been removed

SECTION 5 : MONITORING EQUAL OPPORTUNITIES

5(A) Did you monitor race, gender and disability equal opportunities in each of the following three categories?

Tick as many boxes as appropriate

	Race	Gender	Disability	N/A
(i) Applications for employment by the RSL	X	X	X	
(ii) Applications for housing and services	X		X	
(iii) Allocations of housing	X		X	

COMMENTS ON SECTION 5

SECTION 6: SERVICES TO AND FROM OTHER ORGANISATIONS

6(A) Did you receive services from any other organisation?

Y ☒ XN ☐

6(B) Did you provide services to any other organisation?

Y ☒ XN ☐

6(C) Did you share services with any other organisation?

Y ☒ XN ☐

If you have answered YES to 6(A), 6(B) or 6(C) please provide the following details:

Question number:	Nature of services	Name of organisation	Date service agreement	
			commenced	terminates / terminated
A	Stage 3 Adaptations	Eildon Housing Association	01-SEP-2011	31-MAR-2013
B	Housing Management	Scottish Veterans Garden City Association	01-FEB-2000	
B	Housing Management	Berwick-Upon-Tweed Freeman's Housing Society	01-MAY-2002	
C	Common Housing Register	Eildon Housing Association/ Waverley Housing Association	04-OCT-2007	
C	Management of Housing Support Services	Seton Care (wholly owned subsidiary company)	01-APR-2006	
C	Shared support services	BHA Enterprise Limited (wholly owned subsidiary company)	01-APR-2006	
C	Shared support services	Seton Care (wholly owned subsidiary company)	01-APR-2008	
C	Wider Role	Waverley Housing Association/Scottish Borders Housing Association/Setoncare	01-APR-2012	

COMMENTS ON SECTION 6

SECTION 7: RELATIONSHIPS WITH OTHER ORGANISATIONS

7(A) (i) Are you a parent organisation?

☒ Y ☒ X ☐ N

(ii) If you have answered YES to 7(A)(i) please give the name of your subsidiaries, their registration status with us, their charitable status and advise the activities they carry out. (You must read the Notes on Completion for the codes to be used).

Name of Organisation	Registration Status	Charitable Status	Collaborative venture with other HAs	Commercial activities	Development projects	Factoring services	Housing support provider	Ownership of mid-mrkt / mrkt rent LCHO properties	Other business activities	Wider role / community regen projects
BHA Enterprise Ltd	Non-registered	No		X	X			X	X	
Seton Care	Non-registered	Yes		X			X		X	X

7(B) (i) Is your RSL a subsidiary of another RSL?

☐ Y ☐ N ☒ X

(ii) If you have answered YES to 7(B)(i) please state the name of your parent organisation.

7(C) (i) Are you connected with any other organisations either formally or informally?

☐ Y ☒ X ☐ N

If you answered YES please give the following information :

(a) Name & address of organisation	(b) I & P Act / Company	(c) Control of Governing Body membership	(d) Nature of connected organisation/activities (see Notes on Completion for details)	(e) Transactions/ Outstanding loans or debt (£)
Berwickshire Community Renewables, 55 Newtown Street, Duns, TD11 3AU	LLP	Yes	Other commercial	7732

COMMENTS ON SECTION 7

7C Membership is made up as follows:

BHA Enterprise Ltd - 2/3

Community Energy (Trading) Scotland Ltd - 1/3

SECTION 1 : This section has been removed

SECTION 2 : LETTINGS

2(A) Did you have any new lets last year?

Y N X

2(B)

All Stock		
General Needs	Supported Housing	Total tenancies
		0

If you answered YES to 2(A) please state the number of new lets in each of the following categories:

SECTION 2 : LETTINGS (cont.)

2(C) Number of re-lets during the year to 31 March 2013

	All Stock		
	General Needs	Supported Housing	Total tenancies
(i) Number of re-lets that took up to 16 weeks	105	9	114
(ii) Number of re-lets that took more than 16 weeks	0	5	5
(iii) Total number of re-lets	105	14	119

2(D)

	All Stock		
	General Needs	Supported Housing	Total tenancies
What was the average time taken to re-let properties in each of the categories? <i>(Please count every day, not just weekdays.)</i>	14	182	34

COMMENTS ON 2(B) to 2(D)

2C(ii) Low demand sheltered housing 2D Low demand sheltered housing has increased average re-let time

SECTION 2 : LETTINGS (cont.)

2(E) Please supply a breakdown of the type of tenancies granted for all new lets and re-lets during the period 1 April 2012 to 31 March 2013.

	Occupancy agreement	SST	Short SST	Other	Total lets
(i) New lets	0	0	0	0	0
(ii) Re-lets	0	116	0	3	119
(iii) Totals	0	116	0	3	119

2(F) This question has been removed

2(G) This question has been removed

COMMENTS ON 2(E):

3 Lets to SBC for Temporary Homeless Accommodation

SECTION 2 : LETTINGS (cont.)

2(H) (A) *Source of lets*

In relation to lets made to people last year please indicate the number of lets in each source category:

	Number	%
(i) Existing tenants	19	15.97
(ii) Applicants who have been assessed as statutory homeless by the local authority	45	37.82
(iii) Applicants from your housing list	40	33.61
(iv) Nominations from the local authority	0	
(v) Other	15	12.61
(vi) Total	119	100.00

(B) *Local authority statutory homeless breakdown*

In relation to lets made to people who have been assessed by the local authority as statutory homeless with a duty to secure permanent accommodation in (ii) above, please indicate what route was taken to RSL housing.

	Number	%
(i) Section 5 referrals	45	100.00
(ii) Nominations from local authority	0	
(iii) Other (Notes on Completion give full details of what to include)	0	
(iv) Total	45	100.00

COMMENTS ON 2 (H)

(i) Includes 2 X Technical Evictions, 5 X Downsizing

(v) Includes 3 lets to SBC for temporary homeless accommodation, 7 low demand sheltered housing given manual offers after no response to adverts, 2 lets to SBC for supported accommodation, 1 let to SBC for housing with care, 1 Let to couple with complex needs and threatened with homelessness, 1 management transfer as part of a 3 way downsizing move.

SECTION 2 : LETTINGS (cont.)

2(I) For those tenancies that commenced during 2011/12 please advise how many tenants remained in their tenancy a year later.

(i) Number of new tenancies commenced during the year 2011/12

148

(ii) Of those at (i) the number who sustained their tenancy for more than 1 year

141

COMMENTS ON 2 (I)

2 deaths

2 abandoned

1 move to private let in Scottish Borders


1 moved outwith Scottish Borders in UK

1 moved back to home nation of Latvia

SECTION 2 : LETTINGS (cont.)

2(J) Please supply the following information in relation to properties which you own that were in low demand.
(Please refer to the guidance given in the Notes on Completion)

(i) Nos of low demand dwellings at 31 March 2013

 40

(ii) Nos at (i) which were in low demand at 01 April 2012

 40

(iii) Nos of low demand dwellings remaining unlet at 31 March 2013

 4

(iv) As at 31 March 2013 - average nos of days dwellings at (iii) have been unlet

 559

(v) Nos of properties at (i) not actively being re-let

 0

COMMENTS ON SECTION 2 (J)

SECTION 3: ACCESS AND ALLOCATIONS

3(A) HOUSING LISTS

(i) Do you have your own housing list?

Y		N	X
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(ii) If YES, please state how many applicants were on your list at 31 March 2013.

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(iii) Please state how many new applicants you added to your housing list during the year and the average time taken to add an applicant to your list (in calendar days).

Nos of new applicants	Average time taken

(iv) Please state the number of applicants that were suspended from receiving offers.

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(v) Please state the total number of nominations received from local authorities.

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3(B) Common housing register

(i) Are you taking part in the development of a common housing register?

Y		N	X
---	--	---	---

(ii) Are you currently participating in an active common housing register?

Y	X	N	
---	---	---	--

If you have answered YES to 3(B) (ii) please select the name of the register and enter the number of applicants on the register at 31 March 2013.

(iii) Local authority	(iv) No. of applicants
Borders Choice Homes	4440
Total	4440

(v) What percentage of properties re-let do you allocate through a common housing register?

%	80.67
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3(C) Choice Based Lettings

(i) Do you participate in a choice based lettings scheme?

Y	X	N	
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(ii) If you answered YES to 3(C)(i) please enter which one(s)

Choice Based Lettings scheme
Borders Choice Homes

SECTION 3: ACCESS AND ALLOCATIONS (cont.)

3(D) *Section 5 referrals*

Please provide by local authority area of operation the following information on the outcome of homeless referrals from local authorities under Section 5 of the 2001 Act.

<i>Local authority</i>	Number of Section 5 Referrals received	Number housed
[1] Aberdeen City		
[2] Aberdeenshire		
[3] Angus		
[4] Argyll & Bute		
[5] City of Edinburgh		
[6] City of Glasgow		
[7] Clackmannanshire		
[8] Dumfries & Galloway		
[9] Dundee City		
[10] East Ayrshire		
[11] East Dunbartonshire		
[12] East Lothian		
[13] East Renfrewshire		
[14] Falkirk		
[15] Fife		
[16] Highland		
[17] Inverclyde		
[18] Midlothian		
[19] Moray		
[20] North Ayrshire		
[21] North Lanarkshire		
[22] Orkney Islands		
[23] Perth & Kinross		
[24] Renfrewshire		
[25] Scottish Borders	75	45
[26] Shetland Islands		
[27] South Ayrshire		
[28] South Lanarkshire		
[29] Stirling		
[30] West Dunbartonshire		
[31] West Lothian		
[32] Western Isles		
Total (All Scotland)	75	45

COMMENTS ON SECTION 3

SECTION 4 : RENTAL INCOME

4(A) What level of rent increase have you agreed for application in 2013/2014?

%	3.10
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4(B) What percentage of the total rent owed by current tenants was actually collected during 2012/13?

%	95.97
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COMMENTS ON 4(A) AND 4(B)

SECTION 4 : RENTAL INCOME (cont.)

4(C) Please state your rental income for the year and the amount of rent loss through voids for both houses (including new properties) and garages / lock-ups during the year. (The Notes on Completion give full guidance on how to calculate these figures.)

<i>Houses</i>	Rental income	Void loss	
	£	£	%
(i) General Needs	5715294	58841	1.03
(ii) Supported Housing	346008	33357	9.64
(iii) Total houses	6061302	92198	1.52
(iv) Garages / lock-ups	224596	31636	14.09
(v) Total of all properties	6285898	123834	1.97

COMMENTS ON 4(C)

4(D) Please state the total amount and percentage of your total rent arrears (split between current and former tenants) as at the end of your rent accounting year for 2012/13. (The Notes on Completion give full guidance on how to calculate these figures.)

	Non-Technical		Technical		Total Arrears	
	£	%	£	%	£	%
(i) Current tenant	154239	2.45	159247	2.53	313486	4.99
(ii) Former tenant	0	0.00	0	0.00	0	0.00
(iii) Total arrears	154239	2.45	159247	2.53	313486	4.99

COMMENTS ON 4(D)

All former tenants arrears written off.

SECTION 4 : RENTAL INCOME (cont.)

4(E) Please supply the following information on arrears (*Please ensure you follow the guidance on the Notes on Completion*):

(i) Of the tenants giving up their tenancy during the year what percentage left with arrears? %

(ii) The average debt owed by tenants leaving in arrears, as average number of weeks rent outstanding Wks

(iii) Amount and proportion of arrears owed by former tenants:

	£	%
(a) Written off	23,144	58.00
(b) Collected during the year	16,967	42.00
(iv) Total	40,111	100.00

COMMENTS ON 4(E)

SECTION 5 : HOUSING BENEFIT

5(A) Please state the percentage of tenants in receipt of Housing Benefit at 31 March 2013.

Tenants on full Housing Benefit

% 30.40

Tenants on partial Housing Benefit

% 24.60

5(B) Please state percentage of your rental income that comes from Housing Benefit.

% 43.76

COMMENTS ON SECTION 5

SECTION 6 : FACTORING

6(A) How many houses did your RSL or subsidiary factor (without owning them)?

24

6(B) Please provide the following information in relation to the factoring services you provide / are provided by your subsidiary.

(i) Amount of invoiced factoring charges and recoverable costs outstanding at 31 March 2013

£

0

(ii) Amount accrued for providing a factoring service and costs incurred on behalf of owners that remain un-billed as at 31 March 2013

£

3,827

COMMENTS ON SECTION 6

SECTION 1: REACTIVE REPAIRS

1(A) (i) Please advise the following information in relation to all reactive repairs completed in the last year.

Total number of repairs completed in the year?

5,367

(ii) Please supply the following information about emergency repairs you carried out in the last year

(a)		(b)	(c)	(d)
Target time set by RSL to address the emergency risk		Number of repairs completed	Number of repairs completed within the RSL's target time	Percentage of repairs completed within the RSL's target time (%)
Hours	6	342	341	99.71

(iii) Please supply the following information in relation to non-emergency repairs carried out in the last year. (The Notes on Completion give fuller guidance on classifying repairs)

Average length of time taken to complete non-emergency repairs (working days)

5

days

Please use this comments box to supply any further information that would help with the interpretation of the data you have supplied:

1(B) Repairs appointment system

(i) Please confirm whether you operate a full / partial / no repairs appointment system? (Full definitions given in the Notes on Completion)

Appointment system	
Full	
Partial	
None	X

If you operate a full or partial appointment system

(ii) How many appointments were made?

(iii) How many appointments were kept by you or the contractor?

COMMENTS ON SECTION 1

SECTION 2: GAS SAFETY

2(A) (i) Number of properties that have gas appliances and flues at 31 March 2013

973

(ii) Number of properties with current gas safety certificates at 31 March 2013

973

COMMENTS ON SECTION 2:

SECTION 3: MAINTENANCE SERVICE PROVIDERS

3(A) Does your RSL use a private contractor(s) for responsive repairs or investment work (including cyclical / planned maintenance works)?

Y X

N

3(B) If YES please supply the following information about your main contractor(s)

(i)		(ii)				
Name of main contractor(s)		Type of work carried out				
		Capital works	Emergency / out of hours	Planned / cyclical	Reactive	Voids
Otis				X	X	
B Hall			X	X	X	X
G Bell			X	X	X	X
Saltire				X	X	
Pol-Clean			X	X	X	X
C F Inkpen			X	X	X	X
Finlaysons			X	X	X	X
J W Grieve			X	X	X	X
John Nairn			X	X	X	X
Paul Lyons			X	X	X	X
R A Veitch			X	X	X	X
R M Markby			X	X	X	X
Dod Blaikie			X	X	X	X
Gregg Minto			X	X	X	X
Brian Bolton				X		
G.W.Cockburn			X	X	X	X
DB Ecosystems				X		
Robert Goodlet			X	X	X	X
Scott & Foggon			X	X	X	X
Border Safeguard				X		
Cheviot Services				X		
Eyemouth Joinery			X	X	X	X
Border Groundforce				X		
James Stewart & Son			X	X	X	X
British Gas Business				X		
WPS Environmental Ltd				X		

James Swinton & Co Ltd		X	X	X	X
National Door Services			X		
Borders Care and Repair			X		
Ewan Richardson Joiners		X	X	X	X
John Rae Electrical Ltd		X	X	X	X
Scottish Borders Council			X	X	
Cheviot Gardening Services			X		
A A Patterson (Fencing) Ltd		X	X	X	X
Electrical Testing Services			X		

COMMENTS ON SECTION 3:

Part F should be completed by RSLs that currently have or intend undertaking a development programme in the next 2 years. If this does not apply please tick NO at 1(A) and go straight to Part I.

SECTION 1: DEVELOPMENT PROGRAMME

1(A) Did your RSL undertake any development projects last year or does it intend to in the next 2 years?

☒ Y ☐ X

☐ N ☐

1(B) Do all these projects include an element of grant funding from Scottish Government?

☒ Y ☐ X

☐ N ☐

If you answered NO to 1(B) you will be required to complete this section.

1(C) Please complete the following questions about development projects that do not include any grant funding from Scottish Government.

(i) Number of new units completed during the year / projected completions in future years.

	Actual 2012/13			Estimated 2013/14			Estimated 2014/15		
	Units owned by		%	Units owned by		%	Units owned by		%
	RSL	Subsidiary		RSL	Subsidiary		RSL	Subsidiary	
(a) Social letting									
(b) Mid market / market rents									
(c) Low cost home ownership									
(d) Total	0	0	0.00	0	0	0.00	0	0	0.00

(ii) What was / is the value of your Development programme?

	Actual 2012/13 £ 000	Estimated 2013/14 £ 000	Estimated 2014/15 £ 000
(a) Value funded through own cash / reserves			
(b) Value funded through private finance / borrowing			
(c) Value funded through other grants / sources			
(d) Value funded through sales			
(e) Total	0	0	0

1(D) (i) Do you carry out all your own development work?

☒ Y ☐

☐ N ☒ X

If you have answered NO to 1(D)(i) please supply the following:

(ii) Name of organisation(s) carrying out development work on behalf of RSL.

Name of organisation
Adston (UK) Ltd

COMMENTS ON SECTION 1

SECTION 1: SELF-CONTAINED DWELLING UNITS

Please provide us with the following information about any self-contained dwelling units you own in each local authority area

- 1(A) Did your RSL own any self-contained dwelling units at 31 March 2013?
(If YES please answer the rest of Section 1. If NO please go to Section 2.)

☐ Y ☒ X

☐ N

- 1(B) How many units were let or available for let at 31 March 2013?

Local authority	1 Apt	2 Apt	3 Apt	4 Apt	5+ Apt	Total units
[1] Aberdeen City						
[2] Aberdeenshire						
[3] Angus						
[4] Argyll & Bute						
[5] City of Edinburgh						
[6] City of Glasgow						
[7] Clackmannanshire						
[8] Dumfries & Galloway						
[9] Dundee City						
[10] East Ayrshire						
[11] East Dunbartonshire						
[12] East Lothian						
[13] East Renfrewshire						
[14] Falkirk						
[15] Fife						
[16] Highland						
[17] Inverclyde						
[18] Midlothian						
[19] Moray						
[20] North Ayrshire						
[21] North Lanarkshire						
[22] Orkney Islands						
[23] Perth & Kinross						
[24] Renfrewshire						
[25] Scottish Borders	51	426	777	446	21	1,721
[26] Shetland Islands						
[27] South Ayrshire						
[28] South Lanarkshire						
[29] Stirling						
[30] West Dunbartonshire						
[31] West Lothian						
[32] Western Isles						
Total (All Scotland)	51	426	777	446	21	1,721

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(C) What was the total of self-contained dwelling units not available for let at 31 March 2013? Please provide us with this information for each local authority you have properties in.

Name of local authority	Scottish Borders					
	1 Apt	2 Apt	3 Apt	4 Apt	5 Apt	Total units
(i) Number of units awaiting demolition	0	0	0	0	0	0
(ii) Number of units awaiting rehabilitation	3	1	0	3	0	7
(iii) Number of units awaiting a decision	0	0	0	0	0	0
(iv) Number of units held for decant purposes	0	0	0	0	0	0

Total for all local authority areas	1 Apt	2 Apt	3 Apt	4 Apt	5 Apt	Total units
(i) Number of units awaiting demolition	0	0	0	0	0	0
(ii) Number of units awaiting rehabilitation	3	1	0	3	0	7
(iii) Number of units awaiting a decision	0	0	0	0	0	0
(iv) Number of units held for decant purposes	0	0	0	0	0	0

COMMENTS ON 1(A) to 1(C)

Question No: | Details

1,2 and 3 Cameron House, 1 Linkim Court, 38 Church Street, 40A and 40B Church Street.

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(D) *Stock*

(i) Total number of self-contained dwelling units you owned at 31 March 2013 (total of entries at Part I 1(B) and 1(C)).

<i>Local authority</i>	1 Apt	2 Apt	3 Apt	4 Apt	5+ Apt	<i>Total units</i>
[1] Aberdeen City						
[2] Aberdeenshire						
[3] Angus						
[4] Argyll & Bute						
[5] City of Edinburgh						
[6] City of Glasgow						
[7] Clackmannanshire						
[8] Dumfries & Galloway						
[9] Dundee City						
[10] East Ayrshire						
[11] East Dunbartonshire						
[12] East Lothian						
[13] East Renfrewshire						
[14] Falkirk						
[15] Fife						
[16] Highland						
[17] Inverclyde						
[18] Midlothian						
[19] Moray						
[20] North Ayrshire						
[21] North Lanarkshire						
[22] Orkney Islands						
[23] Perth & Kinross						
[24] Renfrewshire						
[25] Scottish Borders	54	427	777	449	21	1728
[26] Shetland Islands						
[27] South Ayrshire						
[28] South Lanarkshire						
[29] Stirling						
[30] West Dunbartonshire						
[31] West Lothian						
[32] Western Isles						
Total (All Scotland)	54	427	777	449	21	1728

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(D) *Stock - Outwith Scotland*

- (ii) If you owned stock outwith Scotland at 31 March 2013 please supply details of the total number of self-contained units.

	12
--	----

1(D) *Stock - LSVT*

- (iii) If you acquired stock through large scale voluntary transfer, what percentage of your total stock did this represent as at 31 March 2013.

%	88.60
---	-------

SECTION 1: Questions 1(D) (iii) - (vii) have been moved to Part J, Section 2.

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(E) How many demolitions were there in the year to 31 March 2013?

<i>Local authority</i>	1 Apt	2 Apt	3 Apt	4 Apt	5+ Apt	<i>Total units</i>
[1] Aberdeen City						
[2] Aberdeenshire						
[3] Angus						
[4] Argyll & Bute						
[5] City of Edinburgh						
[6] City of Glasgow						
[7] Clackmannanshire						
[8] Dumfries & Galloway						
[9] Dundee City						
[10] East Ayrshire						
[11] East Dunbartonshire						
[12] East Lothian						
[13] East Renfrewshire						
[14] Falkirk						
[15] Fife						
[16] Highland						
[17] Inverclyde						
[18] Midlothian						
[19] Moray						
[20] North Ayrshire						
[21] North Lanarkshire						
[22] Orkney Islands						
[23] Perth & Kinross						
[24] Renfrewshire						
[25] Scottish Borders	0	0	0	0	0	0
[26] Shetland Islands						
[27] South Ayrshire						
[28] South Lanarkshire						
[29] Stirling						
[30] West Dunbartonshire						
[31] West Lothian						
[32] Western Isles						
Total (All Scotland)	0	0	0	0	0	0

COMMENTS ON 1(E)

SECTION 1: SELF-CONTAINED DWELLING UNITS

We would like information about evictions and abandonments in each of the local authorities you operate in.

Name of local authority

1(F) *Eviction actions*

Please supply the following information regarding actions for recovery of vacant possession in each of the local authority areas you operate in :

(i) Number of notices of proceedings issued	<input type="text" value="31"/>
(ii) Number of court actions initiated	<input type="text" value="7"/>
(iii) Number of orders for recovery of possession granted	<input type="text" value="3"/>

Of the number of orders for recovery of possession granted at (iii) above please supply the following information.

<i>Legal action outcome</i>	For non-payment of rent	For anti-social behaviour	Other	Total
(iv) Number where you recovered possession	1	0	0	1
(v) Number where new post-decree tenancy granted at same dwelling	2	0	0	2

(vi) If the information you have supplied at (iv) and (v) does not equal the number of orders for repossession granted at (iii) please supply a brief explanation of the reason for the difference.

1(G) *Abandonments*

How many of your dwellings were abandoned in the year to 31 March 2013?

Total for all local authority areas

1(F) *Eviction actions*

Please supply the following information regarding actions for recovery of vacant possession in each of the local authority areas you operate in :

(i) Number of notices of proceedings issued	<input type="text" value="31"/>
(ii) Number of court actions initiated	<input type="text" value="7"/>
(iii) Number of orders for recovery of possession granted	<input type="text" value="3"/>

Of the number of orders for recovery of possession granted at (iii) above please supply the following information.

<i>Legal action outcome</i>	For non-payment of rent	For anti-social behaviour	Other	Total
(iv) Number where you recovered possession	1	0	0	1
(v) Number where new post-decree tenancy granted at same dwelling	2	0	0	2

1(G) *Abandonments*

How many of your dwellings were abandoned in the year to 31 March 2013?

COMMENTS ON 1(F) to 1(G)

Question No: | Details

SECTION 1: Questions 1(H) and 1(I) have been moved to Part D, Section 2.

SECTION 1: Question 1 (J) has been removed

SECTION 1: Question 1(K) has been removed

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(L) From the self-contained dwelling units that form your normal lettable stock (reported at 1(B)) please state turnover (that is, the number of vacancies that have arisen as a percentage of the lettable dwellings) during the year to 31 March 2013.

<i>Local authority</i>	Turnover	% of stock
[1] Aberdeen City		
[2] Aberdeenshire		
[3] Angus		
[4] Argyll & Bute		
[5] City of Edinburgh		
[6] City of Glasgow		
[7] Clackmannanshire		
[8] Dumfries & Galloway		
[9] Dundee City		
[10] East Ayrshire		
[11] East Dunbartonshire		
[12] East Lothian		
[13] East Renfrewshire		
[14] Falkirk		
[15] Fife		
[16] Highland		
[17] Inverclyde		
[18] Midlothian		
[19] Moray		
[20] North Ayrshire		
[21] North Lanarkshire		
[22] Orkney Islands		
[23] Perth & Kinross		
[24] Renfrewshire		
[25] Scottish Borders	116	6.74
[26] Shetland Islands		
[27] South Ayrshire		
[28] South Lanarkshire		
[29] Stirling		
[30] West Dunbartonshire		
[31] West Lothian		
[32] Western Isles		
Total (All Scotland)	116	6.74

COMMENTS ON 1(L)

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(M) From the self-contained dwelling units that form part of your normal lettable stock (as reported at 1(B)), please state how many were void at 31 March 2013.

<i>Local authority</i>	1 Apt	2 Apt	3 Apt	4 Apt	5+ Apt	Total units
[1] Aberdeen City						
[2] Aberdeenshire						
[3] Angus						
[4] Argyll & Bute						
[5] City of Edinburgh						
[6] City of Glasgow						
[7] Clackmannanshire						
[8] Dumfries & Galloway						
[9] Dundee City						
[10] East Ayrshire						
[11] East Dunbartonshire						
[12] East Lothian						
[13] East Renfrewshire						
[14] Falkirk						
[15] Fife						
[16] Highland						
[17] Inverclyde						
[18] Midlothian						
[19] Moray						
[20] North Ayrshire						
[21] North Lanarkshire						
[22] Orkney Islands						
[23] Perth & Kinross						
[24] Renfrewshire						
[25] Scottish Borders	4	6	5	8	0	23
[26] Shetland Islands						
[27] South Ayrshire						
[28] South Lanarkshire						
[29] Stirling						
[30] West Dunbartonshire						
[31] West Lothian						
[32] Western Isles						
Total (All Scotland)	4	6	5	8	0	23

COMMENTS ON 1(M)

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(N) From the self-contained dwelling units that form part of your normal lettable stock (as reported at 1(B)), please state how many have been void for six months or more at 31 March 2013.

Using the list in the Notes on Completion, please enter a description code that best reflects the reason for the void.

Local authority	1 Apt	Code	2 Apt	Code	3 Apt	Code	4 Apt	Code	5+ Apt	Code	Total all apts
[1] Aberdeen City											
[2] Aberdeenshire											
[3] Angus											
[4] Argyll & Bute											
[5] City of Edinburgh											
[6] City of Glasgow											
[7] Clackmannanshire											
[8] Dumfries & Galloway											
[9] Dundee City											
[10] East Ayrshire											
[11] East Dunbartonshire											
[12] East Lothian											
[13] East Renfrewshire											
[14] Falkirk											
[15] Fife											
[16] Highland											
[17] Inverclyde											
[18] Midlothian											
[19] Moray											
[20] North Ayrshire											
[21] North Lanarkshire											
[22] Orkney Islands											
[23] Perth & Kinross											
[24] Renfrewshire											
[25] Scottish Borders	6	A					3	B			9
[26] Shetland Islands											
[27] South Ayrshire											
[28] South Lanarkshire											
[29] Stirling											
[30] West Dunbartonshire											
[31] West Lothian											
[32] Western Isles											
Total (All Scotland)	6		0		0		3		0		9

COMMENTS ON 1(N)

SECTION 1: Question 1(O) has been removed

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(P) By type of provision, please list how many self-contained dwelling units you have (as reported at 1(D)) in each local authority at 31 March 2013.

<i>Local authority</i>	General	Sheltered	Very sheltered	Medium dependency	Wheelchair housing	Ambulant disabled	Other specially adapted	Total units
[1] Aberdeen City								
[2] Aberdeenshire								
[3] Angus								
[4] Argyll & Bute								
[5] City of Edinburgh								
[6] City of Glasgow								
[7] Clackmannanshire								
[8] Dumfries & Galloway								
[9] Dundee City								
[10] East Ayrshire								
[11] East Dunbartonshire								
[12] East Lothian								
[13] East Renfrewshire								
[14] Falkirk								
[15] Fife								
[16] Highland								
[17] Inverclyde								
[18] Midlothian								
[19] Moray								
[20] North Ayrshire								
[21] North Lanarkshire								
[22] Orkney Islands								
[23] Perth & Kinross								
[24] Renfrewshire								
[25] Scottish Borders	1,381	90	0	185	37	35	0	1,728
[26] Shetland Islands								
[27] South Ayrshire								
[28] South Lanarkshire								
[29] Stirling								
[30] West Dunbartonshire								
[31] West Lothian								
[32] Western Isles								
Total (All Scotland)	1,381	90	0	185	37	35	0	1,728

COMMENTS ON 1(P)

SECTION 1: SELF-CONTAINED DWELLING UNITS

1(Q) Please provide a breakdown of self-contained dwelling units you own by age and by type of dwelling for each local authority you operate in as at 31 March 2013.

Name of local authority **Scottish Borders**

	All types	House	High rise	Tenement	4 in a Block	Other flat/ maisonette
Pre-1919	18	3	0	11	2	2
1919-1944	338	100	0	0	238	0
1945-1964	411	387	0	22	0	2
1965-1982	672	569	0	84	9	10
Post-1982	289	146	0	117	12	14
Total	1,728	1,205	0	234	261	28

Total for all local authority areas

	All types	House	High rise	Tenement	4 in a Block	Other flat/ maisonette
Pre-1919	18	3	0	11	2	2
1919-1944	338	100	0	0	238	0
1945-1964	411	387	0	22	0	2
1965-1982	672	569	0	84	9	10
Post-1982	289	146	0	117	12	14
Total	1,728	1,205	0	234	261	28

COMMENTS ON 1(Q)

SECTION 2: NON-SELF-CONTAINED ACCOMMODATION

2(A) Did your RSL own any non-self-contained accommodation at 31 March 2013?

(If YES please complete Section 2. If NO please proceed to Section 3.)

Y N X

2(B) Please provide a breakdown of non-self-contained accommodation by the type of provision by local authority at 31 March 2013. Please state the number of units and the number of bedspaces in each category.

Local authority	General		Sheltered		Very sheltered		Medium dependency		Wheelchair housing		Ambulant disabled		Other specially adapted		Total number	
	Units	Bedspaces	Units	Bedspaces	Units	Bedspaces	Units	Bedspaces	Units	Bedspaces	Units	Bedspaces	Units	Bedspaces	Units	Bedspaces
[1] Aberdeen City																
[2] Aberdeenshire																
[3] Angus																
[4] Argyll & Bute																
[5] City of Edinburgh																
[6] City of Glasgow																
[7] Clackmannanshire																
[8] Dumfries & Galloway																
[9] Dundee City																
[10] East Ayrshire																
[11] East Dunbartonshire																
[12] East Lothian																
[13] East Renfrewshire																
[14] Falkirk																
[15] Fife																
[16] Highland																
[17] Inverclyde																
[18] Midlothian																
[19] Moray																
[20] North Ayrshire																
[21] North Lanarkshire																
[22] Orkney Islands																
[23] Perth & Kinross																
[24] Renfrewshire																
[25] Scottish Borders																
[26] Shetland Islands																
[27] South Ayrshire																
[28] South Lanarkshire																
[29] Stirling																
[30] West Dunbartonshire																
[31] West Lothian																
[32] Western Isles																
Total (All Scotland)																

COMMENTS ON SECTION 2

SECTION 3: SHARED OWNERSHIP, EQUITY SHARING, SHARED EQUITY

3(A) As at 31 March 2013 state the number of shared ownership, equity sharing and shared equity properties in the following categories.

		(i) Shared Ownership	(ii) Equity Sharing (pre 2005)	(iii) New Supply Shared Equity (from 2005)	(iv) Open Market Shared Equity
<i>Local authority</i>					
[1] Aberdeen City					
[2] Aberdeenshire					
[3] Angus					
[4] Argyll & Bute					
[5] City of Edinburgh					
[6] City of Glasgow					
[7] Clackmannanshire					
[8] Dumfries & Galloway					
[9] Dundee City					
[10] East Ayrshire					
[11] East Dunbartonshire					
[12] East Lothian					
[13] East Renfrewshire					
[14] Falkirk					
[15] Fife					
[16] Highland					
[17] Inverclyde					
[18] Midlothian					
[19] Moray					
[20] North Ayrshire					
[21] North Lanarkshire					
[22] Orkney Islands					
[23] Perth & Kinross					
[24] Renfrewshire					
[25] Scottish Borders		2	5		
[26] Shetland Islands					
[27] South Ayrshire					
[28] South Lanarkshire					
[29] Stirling					
[30] West Dunbartonshire					
[31] West Lothian					
[32] Western Isles					
Total (All Scotland)		2	5		

COMMENTS ON SECTION 3

Shared Ownership reduced by 1 as we bought back 9a South Street

SECTION 4: NON-HOUSING UNITS

4(A) Did your RSL own any non-housing stock at 31 March 2013?
(If YES please answer Section 4. If NO please proceed to Section 5)

☐ Y ☒ X

☐ N ☐

4(B)

Number of units

(i) Shops	<input type="text" value="0"/>
(ii) Offices	<input type="text" value="2"/>
(iii) Garages/lock-ups	<input type="text" value="544"/>
(iv) Other (please specify in comment box below)	<input type="text" value="7"/>
(v) Total (4(B) i+ii+iii+iv)	<input type="text" value="553"/>

COMMENTS 4(B)(iv)

Commercial Premises:
Mountview, DUNS
53 Newtown Street, DUNS
10a Station Court, DUNS,
10b Station Court, DUNS
1 St Ella's Court, Eyemouth,
1 Golden Square, DUNS
46 Market Sq, DUNS

COMMENTS ON SECTION 4

SECTION 5: SUMMARY OF RSL UNITS

5(A) Based on the information you have supplied in this return the following is the summary total number of housing units you own as at 31 March 2013.

1747

This count should usually match the number of units reported in your Annual Accounts Submission (ACS) for 2013. Full details of how this is calculated is given in the Notes on Completion.

This count will be calculated automatically - initially it will be pre-populated using data from the previous year return and the total will be amended as new data is input.

Should you be aware of any reason why the information supplied here will not agree with your ACS return please use the comment box below to give a brief explanation. A further opportunity for comment will also be available in the ACS system.

COMMENTS ON SECTION 5:

SECTION 6: RTB, VOLUNTARY SALES, OTHER SALES

6(A) Did your RSL process any statutory right to buy, voluntary sales or other sales in the year to 31 March 2013? (This also includes applications or refusals to sell.) Y X N

(If YES please answer Section 6. If NO please proceed to Section 7.)

6(B) Please provide a breakdown of sales by type and local authority for period 1 April 2010 to 31 March 2013

Local authority		Sales to sitting tenants								Other sales	
		Pre 2001 Act RTB		Modernised RTB		Contractual RTB		Voluntary sales			
		Applics rec'd	Sales settled	Applics rec'd	Sales settled	Applics rec'd	Sales settled	Applics rec'd	Sales settled	Transferred to another RSL	Sold or transferred elsewhere
[1]	Aberdeen City										
[2]	Aberdeenshire										
[3]	Angus										
[4]	Argyll & Bute										
[5]	City of Edinburgh										
[6]	City of Glasgow										
[7]	Clackmannanshire										
[8]	Dumfries & Galloway										
[9]	Dundee City										
[10]	East Ayrshire										
[11]	East Dunbartonshire										
[12]	East Lothian										
[13]	East Renfrewshire										
[14]	Falkirk										
[15]	Fife										
[16]	Highland										
[17]	Inverclyde										
[18]	Midlothian										
[19]	Moray										
[20]	North Ayrshire										
[21]	North Lanarkshire										
[22]	Orkney Islands										
[23]	Perth & Kinross										
[24]	Renfrewshire										
[25]	Scottish Borders	5	3	0	0	0	0	0	0	0	0
[26]	Shetland Islands										
[27]	South Ayrshire										
[28]	South Lanarkshire										
[29]	Stirling										
[30]	West Dunbartonshire										
[31]	West Lothian										
[32]	Western Isles										
Total (All Scotland)		5	3	0	0	0	0	0	0	0	0

COMMENTS ON SECTION 6

SECTION 7: LOW COST HOME OWNERSHIP SALES (LCHO)

7(A) Please supply details of initial sales settled in the year to 31 March 2013.

<i>Local authority</i>	Number of initial sales settled in year to 31 March 2013			
	(i) Shared Ownership	(ii) Equity Sharing (pre 2005)	(iii) New Supply Shared Equity (from 2005)	(iv) Open Market Shared Equity
[1] Aberdeen City				
[2] Aberdeenshire				
[3] Angus				
[4] Argyll & Bute				
[5] City of Edinburgh				
[6] City of Glasgow				
[7] Clackmannanshire				
[8] Dumfries & Galloway				
[9] Dundee City				
[10] East Ayrshire				
[11] East Dunbartonshire				
[12] East Lothian				
[13] East Renfrewshire				
[14] Falkirk				
[15] Fife				
[16] Highland				
[17] Inverclyde				
[18] Midlothian				
[19] Moray				
[20] North Ayrshire				
[21] North Lanarkshire				
[22] Orkney Islands				
[23] Perth & Kinross				
[24] Renfrewshire				
[25] Scottish Borders				
[26] Shetland Islands				
[27] South Ayrshire				
[28] South Lanarkshire				
[29] Stirling				
[30] West Dunbartonshire				
[31] West Lothian				
[32] Western Isles				
Total (All Scotland)	0	0	0	0

COMMENTS ON SECTION 7

SECTION 8: STOCK ACQUISITIONS

8(A) Did your RSL build or acquire any housing units or bedspaces in the year to 31 March 2013?
(If YES please answer Section 8. If NO please proceed to Section 9.)

Y

X

N

8(B) Number of self-contained units and bedspaces acquired by local authority area in the year to 31 March 2013.

Local authority	Self-contained units acquired					Non-self-contained bedspaces acquired
	New build	Improvement	Acquisition from local authority	Acquisition/merger with other RSLs	Acquisition from other source	
[1] Aberdeen City						
[2] Aberdeenshire						
[3] Angus						
[4] Argyll & Bute						
[5] City of Edinburgh						
[6] City of Glasgow						
[7] Clackmannanshire						
[8] Dumfries & Galloway						
[9] Dundee City						
[10] East Ayrshire						
[11] East Dunbartonshire						
[12] East Lothian						
[13] East Renfrewshire						
[14] Falkirk						
[15] Fife						
[16] Highland						
[17] Inverclyde						
[18] Midlothian						
[19] Moray						
[20] North Ayrshire						
[21] North Lanarkshire						
[22] Orkney Islands						
[23] Perth & Kinross						
[24] Renfrewshire						
[25] Scottish Borders					1	
[26] Shetland Islands						
[27] South Ayrshire						
[28] South Lanarkshire						
[29] Stirling						
[30] West Dunbartonshire						
[31] West Lothian						
[32] Western Isles						
Total (All Scotland)	0	0	0	0	1	0

COMMENTS ON SECTION 8

This was a shared ownership which we bought back. 9a South Street, DUNS

SECTION 9A: RENTS SET BY RSL AS AT 31 MARCH 2013 - SELF-CONTAINED UNITS

9(A) Please provide a breakdown of the average *weekly* rents set by your RSL for self-contained units (excluding service charge) by apartment size and local authority area at 31 March 2013.
(Please see the *Notes on Completion* for guidance in calculating your average weekly rent and definition of 'special lets'.)

Local authority	1 Apt		2 Apt		3 Apt		4 Apt		5 or more Apts		All Units	
	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units
[1] Aberdeen City												
[2] Aberdeenshire												
[3] Angus												
[4] Argyll & Bute												
[5] City of Edinburgh												
[6] City of Glasgow												
[7] Clackmannanshire												
[8] Dumfries & Galloway												
[9] Dundee City												
[10] East Ayrshire												
[11] East Dunbartonshire												
[12] East Lothian												
[13] East Renfrewshire												
[14] Falkirk												
[15] Fife												
[16] Highland												
[17] Inverclyde												
[18] Midlothian												
[19] Moray												
[20] North Ayrshire												
[21] North Lanarkshire												
[22] Orkney Islands												
[23] Perth & Kinross												
[24] Renfrewshire												
[25] Scottish Borders	59.35	51	67.64	426	67.62	777	72.68	446	89.62	21	68.96	1,721
[26] Shetland Islands												
[27] South Ayrshire												
[28] South Lanarkshire												
[29] Stirling												
[30] West Dunbartonshire												
[31] West Lothian												
[32] Western Isles												
Total (All Scotland)	59.35	51	67.64	426	67.62	777	72.68	446	89.62	21	68.96	1,721
[33] Special lets												0

COMMENTS ON SECTION 9(A)

SECTION 9B: RENTS SET BY RENT REGISTRATION SERVICE AT 31 MARCH 2013 - SELF-CONTAINED UNITS

9(B) Please provide a breakdown of the average weekly rents set by the Rent Registration Service (excluding service charge) by apartment size and local authority area at 31 March 2013.

(Please refer to Notes on Completion for guidance on calculating the average weekly rent and definition of special lets.)

Local authority	1 Apt		2 Apt		3 Apt		4 Apt		5 or more Apts		All Units	
	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units	Rent	No. of Units
[1] Aberdeen City												
[2] Aberdeenshire												
[3] Angus												
[4] Argyll & Bute												
[5] City of Edinburgh												
[6] City of Glasgow												
[7] Clackmannanshire												
[8] Dumfries & Galloway												
[9] Dundee City												
[10] East Ayrshire												
[11] East Dunbartonshire												
[12] East Lothian												
[13] East Renfrewshire												
[14] Falkirk												
[15] Fife												
[16] Highland												
[17] Inverclyde												
[18] Midlothian												
[19] Moray												
[20] North Ayrshire												
[21] North Lanarkshire												
[22] Orkney Islands												
[23] Perth & Kinross												
[24] Renfrewshire												
[25] Scottish Borders	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0		
[26] Shetland Islands												
[27] South Ayrshire												
[28] South Lanarkshire												
[29] Stirling												
[30] West Dunbartonshire												
[31] West Lothian												
[32] Western Isles												
Total (All Scotland)												
[33] Special lets												

COMMENTS ON SECTION 9(B)

SECTION 10: RENTS AT 31 MARCH 2013 - NON-SELF-CONTAINED (BEDSPACES)

10(A) Please provide a breakdown of the average weekly rent (excluding service charge) per bedspace by local authority at 31 March 2013. Please give the average rent to the nearest 1p if possible.

<i>Local authority</i>		Weekly rent (£)	No of bedspaces the average is based on
[1] Aberdeen City			
[2] Aberdeenshire			
[3] Angus			
[4] Argyll & Bute			
[5] City of Edinburgh			
[6] City of Glasgow			
[7] Clackmannanshire			
[8] Dumfries & Galloway			
[9] Dundee City			
[10] East Ayrshire			
[11] East Dunbartonshire			
[12] East Lothian			
[13] East Renfrewshire			
[14] Falkirk			
[15] Fife			
[16] Highland			
[17] Inverclyde			
[18] Midlothian			
[19] Moray			
[20] North Ayrshire			
[21] North Lanarkshire			
[22] Orkney Islands			
[23] Perth & Kinross			
[24] Renfrewshire			
[25] Scottish Borders			
[26] Shetland Islands			
[27] South Ayrshire			
[28] South Lanarkshire			
[29] Stirling			
[30] West Dunbartonshire			
[31] West Lothian			
[32] Western Isles			
Total (All Scotland)			0

COMMENTS ON SECTION 10

SECTION 11: EQUAL OPPORTUNITIES

11(A) Please provide us with information, where possible, about the ethnic origins of your staff, Governing Body members, tenants and applicants under the following headings:

Ethnic Origin:	(i) Staff (paid staff in post at 31 March 2013)	(ii) Governing Body members (at 31 March 2013)	(iii) Existing tenants (at 31 March 2013)	(iv) Applicants on the housing list (at 31 March 2013)	(v) New lets or re-lets
(i) White (total)	52	12		3,378	99
(a) Scottish	35	6		2,685	65
(b) Other British	14	6		488	31
(c) Irish	0	0		14	1
(d) Gypsy / Traveller	0	0			
(e) Polish	0			3	
(f) Any other White Background	3	0		188	2
(ii) Mixed or multiple ethnic background	0	0		8	1
(iii) Asian, Asian Scottish or Asian British (total)	0	0		13	1
(a) Indian	0	0		4	
(b) Pakistani	0	0		6	
(c) Bangladeshi	0	0		1	
(d) Chinese	0	0			
(e) Any other Asian background	0	0		2	1
(iv) Black, Black Scottish or Black British (total)	0	0		13	
(a) Caribbean	0	0		2	
(b) African	0	0		9	
(c) Any other black background	0	0		2	
(v) Other ethnic background	0	0		16	
(a) Arab, Arab Scottish or Arab British					
(b) Any other group				16	
(vi) Unknown	0	0	0	1,012	18
(vii) Total	52	12	0	4,440	119

11(B) Please indicate how many people considered themselves to have a disability at 31 March 2013, under columns (i) to (v) in 11(A).

Disability:	3	1		718	0
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11(C) Please state the number of male and female staff and Governing Body members in your RSL.

Gender:	[i] Staff (paid staff in post at 31 March 2013)	[ii] Governing Body members (persons on Governing Body at 31 March 2013)
(a) Number of females	38	3
(b) Number of males	14	9

SECTION 11: EQUAL OPPORTUNITIES

COMMENTS ON SECTION 11

SECTION 1: STOCK CONDITION SURVEYS AND ASSUMPTIONS

1(A) Last Stock Condition Survey

(i) When was your stock last surveyed or assessed for SHQS compliance (date completed)?

Month	Year
March	2012

(ii) Who did the survey / assessment?

Contractor	X
In-house	
Both	

(iii) If you used a contractor, who was it?

Baker Mallett

(iv) What proportion of stock was assessed fully for SHQS compliance since 1 April 2010 (dwellings visited by a surveyor / assessed fully as a percentage of all stock)?

% 88

1(B) Next Stock Condition Survey

(i) When will you next do a stock condition survey or assessment?

Year
2016

(ii) Who will do the survey / assessment?

Contractor	
In-house	X
Both	

(iii) What proportion of stock will be assessed fully for SHQS compliance (dwellings visited by a surveyor / assessed fully as a percentage of all stock)?

% 25

(iv) COMMENTS: Please describe your method for assessing SHQS compliance. Your note should cover: General description. How do you use surveys and / or continuous updates to come to a view of the SHQS status of your stock? If you use sample data, how do you ensure that sample is representative of all your stock? How do you estimate the overall failure rate? Any other relevant comments

BHA uploads all stock survey data and any updates and upgrades to their Housing Management System. Reports are generated regularly to assess overall stock condition and identify and possible newly failing elements. We try to avoid using the sample process unless we can be certain of our assessment based on surrounding data. We are refraining from deciding exactly how we still structure our next stock survey until it is confirmed what will be the likely targets post SHQS. In house staff will monitor property conditions as part of their daily role and identify any changes to stock elements and take action as required.

SECTION 1: STOCK CONDITION SURVEYS AND ASSUMPTIONS

1(C) Stock Numbers

	2012/13	2013/14	2014/15
(i) Stock owned on 1 April (start of reporting year)	1730	1728	1727
(ii) Stock lost through Right to Buy	3	1	0
(iii) Stock lost through demolition	0	0	0
(iv) Other stock lost	0	0	0
(v) Stock lost during year	3	1	0
(vi) Stock gained through development	0	0	0
(vii) Other stock gain	1	0	0
(viii) Stock gained during year	1	0	0
(ix) Stock owned on 31 March (end of reporting year)	1728	1727	1727

(x) Comments & explanations

Excludes 2 shared ownership properties

SECTION 2: SHQS COMPLIANCE

Please supply the following information on properties failing SHQS by criterion at 31 March each year. Only report against homes within the scope of SHQS (please refer to Scottish Government guidance Annex L) and do not include anticipated exemptions.

2(A) Stock Failing SHQS by Criteria (as at 31 March each year)

How many properties fail each SHQS criterion by 31 March each year? If any of your properties fail more than one criterion the total number of failures in 2(A) should exceed the overall number of failing properties in 2(C).

Number of properties	2013	2014	2015
(i) Below Tolerable Standard	0	0	0
(ii) Free from Serious Disrepair	1	0	0
(iii) Energy Efficiency	962	500	0
(iv) Modern Facilities and Services	309	130	0
(v) Healthy, Safe & Secure	52	0	0

Severity of Failure (as at 31 March each year)

Number of properties	2013	2014	2015
(vi) Stock failing one criterion only	697	315	0
(vii) Stock failing two or more criteria	309	155	0

2(B) Stock reconciliation (as at 31 March each year)

Number of properties	2013	2014	2015
(i) Stock failing SHQS	1006	470	0
Stock exempt from SHQS	0	0	0
(iii) Stock compliant with SHQS	722	1257	1727
(iv) Total stock	1728	1727	1727

COMMENTS ON 2(A) - 2(B):

SECTION 2: SHQS COMPLIANCE

Name of local authority **Scottish Borders**

2(C) Total Stock Failing SHQS (as at 31 March each year)

	2013	2014	2015
(i) Stock failing SHQS	1006	470	0
(ii) Total stock in the scope of SHQS	1728	1727	1727
(iii) % of stock failing the Standard	58.22	27.21	0.00

(iv) Comments & explanations


Total for all local authority areas


2(C) Total Stock Failing SHQS (as at 31 March each year)

	2013	2014	2015
(i) Stock failing SHQS	1006	470	0
(ii) Total stock in the scope of SHQS	1728	1727	1727
(iii) % of stock failing the Standard	58.22	27.21	0.00

SECTION 2: SHQS COMPLIANCE

2(D) Working Towards the Standard

(i) How many properties did you plan to fully bring up to the Standard during the year to 31 March 2013?  348

(ii) Number of properties fully brought up to the Standard during the year to 31 March 2013?  318

(iii) If numbers brought up to Standard at (ii) above differs from the target set at (i) please give brief reasons below.

After database updated from stock condition survey we revised the actual work required.

(iv) How many dwellings do you plan to fully bring up to the Standard during 2013/14?  300

(v) If the number you plan to fully bring up to the Standard is not close to the difference between failures in 2013 and 2014, please provide details below.

BHA has still to submit exemptions following our recent stock condition survey.

SECTION 2: SHQS COMPLIANCE

2(E) Anticipated exemptions as at 31 March 2015

(i) Do you anticipate any exemptions?

Yes	
No	
Don't know	X

If you answer YES please supply the information at 2(E)(ii)

(ii) How many properties do you estimate will require an exemption (either temporary or permanent) from the SHQS target at 31 March 2015? Group these by their circumstances so that each entry refers to a property or group of properties that fail exactly the same element(s) for the same reason(s). Please read the Notes on Completion for more information.

(a)	(b)		(c)	(d)
No. of properties affected	Elements not met		Reasons not met	Action taken to date and planned
	No.	Element		

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(iii) Further comments & explanations

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SECTION 3: SHQS INVESTMENT

3(A) Actual and projected investment

3(A)(i) and (ii) Please supply information about the homes you improved (i.e. brought nearer to the Standard or prevented falling below the Standard) and level of investment you made in the year to 31 March 2013.

3(A)(iii) and (iv) Please provide details of the projected number of homes to be improved and level of investment you will make between April 2013 to March 2015.

Show this by element if you can and by criterion as a minimum. Please report the number of homes improved and not the total number of improvements made. See the Notes on Completion for full guidance.

Criteria	Element no.	Description	Actual 2012/2013		Projected from 01 April 2013 to 31 March 2015	
			(i)	(ii)	(iii)	(iv)
			Homes Improved	Invested (£)	Homes Improved	Invested (£)
1 Below Tolerable Standard	1 - 12	Tolerable Standard				
2 Free from Serious Disrepair		Primary building elements				
	13	Wall structure	7	4557	1	700
	14	Internal floor structures	4	3874		
	15	Foundations				
	16	Roof structure				
		Secondary building elements				
	17	Principal roof covering			1	4521
	18	Chimney stacks	13	21627	24	39927
	19	Flashings			1	36
	20	Rainwater goods (gutters and downpipes)			27	25995
	21	External wall finish	3	23318	1	7772
	22	Common access decks / galleries / balustrades				
	23	Common access stairs and landings				
	24	Individual dwelling balconies and verandas				
	25	Attached garages of individual dwellings				
	26	Internal stairs of individual dwellings				
	27	Damp proof course				
	28	Windows & doors of individual dwellings	8	1200	15	48500
	29	Common windows and common roof lights				
	30	Underground drainage				
		Free from serious disrepair	35	54576	69	127451
3 Energy Efficiency	31	Cavity wall insulation	2	7184	346	107760
	32	100mm minimum loft insulation	177	12320	5	800
	33	Hot water tank and pipe insulation & cold water tank insulation			5	500
	34a	Full central heating	154	524382		
	34b	Efficient central heating			2	6810
	35	An energy efficiency rating of NHER 5 or SAP 2001 of 50 (oil, LPG, electric, solid fuel and biomass systems) or 60 (oil, LPG, electric, solid fuel and biomass systems)				
		Energy efficiency	333	543886	358	115870

SECTION 3: SHQS INVESTMENT (cont.)

3(A) Actual and projected investment (cont.)

Criteria	Element no.	Description	Actual 2012/2013		Projected from 01 April 2013 to 31 March 2015	
			(i)	(ii)	(iii)	(iv)
			Homes Improved	Invested (£)	Homes Improved	Invested (£)
4 Modern Facilities and Services	36 A-D	Bathroom Condition	2	2870	2	2870
	37 A-C	Kitchen Condition	3	11175	9	33525
	38	Kitchen Facilities: safe working arrangements				
	39	Kitchen Facilities: adequate electrical sockets			266	7980
	40	Kitchen Facilities: adequate food storage space			248	37200
		Modern facilities and services	5	14045	525	81575
5 Healthy, Safe & Secure	41	Lead free pipework				
	42	Mechanical ventilation in kitchen and bathroom	34	6142	7	1265
	43	External noise insulation (under a limited range of circumstances)				
	44	Safe smoke alarms / detectors	523	109307	5	1045
	45	Safe electrical system	20	3882	30	5823
	46	Safe gas / oil system and appliances				
	47	Safe lifts				
	48	Safe lobbies, halls, passages (internal only)				
	49	Safe individual dwelling / common paths, paved areas, courts, laundry and drying areas	27	28869		
	50	Safe refuse chutes / chambers (multi-storey flats only)				
	51	Safe bin stores				
	52	Adequate public lighting				
	53	Secure dwelling door locks (to both front and rear individual dwelling doors if applicable)				
	54	Secure common external front door entry system (and / or concierge)				
	55	Common external front and rear access doors in a good state of repair (flats only)				
		Healthy, safe and secure	604	148200	42	8133

SECTION 3: SHQS INVESTMENT (cont.)

3(A) Actual and projected investment (cont.)

Criteria	Actual 2012/2013		Projected from 01 April 2013 to 31 March 2015	
	(i)	(ii)	(iii)	(iv)
	Homes Improved	Invested (£)	Homes Improved	Invested (£)
6 Total Improved / Investment	977	760707	994	333029
7 Provisions where decision made to demolish as direct result of SHQS - number and costs	0	0	0	0
8 Costs of complying with SHQS		760707		333029

(v) Comments & explanations



Name of member							Length of service	
Title	Forename	Surname	Tenure	Responsibility on board	Status	Date	Years	Months
Mr	Robert	Bolton	Tenant	Committee Member	Elected	13-SEP-2011	1	6
Mr	Andrew	Brough	N/A	Committee Member	Elected	13-SEP-2011	3	4
Mr	John Bruce	Elliot	Tenant	Committee Member	Elected	13-SEP-2011	5	6
Mr	James	Fullarton	N/A	Committee Member	Elected	13-SEP-2011	9	6
Mr	Ian	Jarvie	N/A	Committee Member	Elected	11-SEP-2012	0	9
Mr	Trevor	Jones	N/A	Committee Member	Elected	13-SEP-2011	3	6
Mr	Ian	Lindley	N/A	Chairperson	Elected	13-SEP-2011	1	10
Mr	David	Melrose	Tenant	Vice-chairperson	Elected	11-SEP-2012	12	6
Mrs	Johanna	Pawley	N/A	Committee Member	Not applicable	11-SEP-2012	1	5
Mrs	Maria	Peers	N/A	Committee Member	Not applicable	22-JAN-2013	0	2
Mrs	Kathleen	Stephenson	N/A	Vice-chairperson	Elected	11-SEP-2012	4	1
Mr	Andrew	Watson	N/A	Committee Member	Elected	11-SEP-2012	5	2

Section	Question	Validation Message	Comments
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