



Checklist for compliance with the 2013 Act

Requirement	Timescale	Check
Prepare and keep under review arrangement for dealing with complaints (Guidance)	Legal requirement	
Send a copy of the complaints procedure to Scottish Ministers (dsfbgoodgovernance@gov.scot)	Legal requirement	
Prepare and keep under review arrangements for the registration and declaration of relevant financial interests (Guidance)	Legal requirement	
Publish a notice for an annual meeting of qualified proprietors (Guidance)	No later than 21 days before meeting	
Send a copy of the notice to Scottish Ministers (dsfbgoodgovernance@gov.scot)	No later than 21 days before meeting	
Hold annual meeting of qualified proprietors	During first year	
Publish minute of meeting	ASAP but within 3 months of meeting	
Send minute to Scottish Ministers (dsfbgoodgovernance@gov.scot)	ASAP but within 3 months of meeting	
Publish a notice for annual public meeting (Guidance)	No later than 21 days before meeting	
Send a copy of the notice to Scottish Ministers (dsfbgoodgovernance@gov.scot)	No later than 21 days before meeting	
Hold annual public meeting	During first year	
Publish minute of meeting	ASAP after meeting	
Send minute to Scottish Ministers (dsfbgoodgovernance@gov.scot)	ASAP after meeting	
Publish notice for all other Board meetings (Guidance)		
Publish minute of meeting		
Prepare Annual Report (Guidance)	Prior to meeting of qualified proprietors	
Prepare Audited Accounts (Guidance)	Prior to meeting of qualified proprietors	
Arrange for final report and audited accounts to be published	ASAP after meeting of qualified proprietors	
Send a copy of final report and audited accounts to Scottish Ministers (dsfbgoodgovernance@gov.scot)	ASAP after meeting of qualified proprietors	
Convene a 'triennial' meeting before the expiry of a period of three years from the date of the last meeting of proprietors which elected the board	As stated	