



ASSET MANAGEMENT POLICY

FULL REVIEW TRACKING

A “Full Review” refers to a point when a the whole document is reconsidered by appropriate stakeholder to establish if it is still fit for purpose and this is formally signed off at the appropriate management level. This acts as assurance the Association's position on key matters is up to date with legislation, regulation and good practice.

Last Full Review Date	September 2012
Policy Owner	Gordon Cameron
Document Author(s)	Angela Morgan
Communication & Training Methods	Presentation to Board Briefing to OMT, SMT & P&NB Staff
Date Last Approved	October 2016
Approved By	Board
Review Cycle	5 Years
Next Review Date	November 2021
The Policy has a direct link to the following PoLHA policies and procedures	<p>This policy is the lead in a range of documents which will be reviewed on a regular basis:</p> <ul style="list-style-type: none"> Asset Management Strategy Strategy Action Plan 5 Year Major Repairs and Planned Works Programme Stock Rationalisation Policy Stock Rationalisation Strategy PoLHA Home Standard Operational Procedures <p>Other links include:</p> <ul style="list-style-type: none"> Financial Regulations, Standing Orders Procurement Policy, Strategy and Procedures
This policy complies with the requirements of these legal and/or regulatory documents	<p>As a Registered Social Landlord, Port of Leith Housing Association must comply with and operate under a number of legislative requirements. These include:</p> <ul style="list-style-type: none"> • The Housing (Scotland) Act 2001 • The Tenement of Scotland Act 2004 • Scottish Housing Quality Standard 2004

	<ul style="list-style-type: none"> • The Disability Discrimination Act 2005 • The Charity and Trustees Investment Act (Scotland) 2005 • The Housing (Scotland) Act 2006 • The Equal Opportunities Act 2010 • The Property Factors (Scotland) Act 2011 • Health and Safety Legislation <p>In addition the Association will adhere to Scottish Housing Regulator (SHR) guidance including the Strategic Asset Management Recommended Practice published in August 2012.</p> <p>In particular we will ensure we comply with the following outcomes of the Scottish Social Housing Charter:</p> <p>4: Quality of Housing</p> <p>5: Repairs, maintenance and improvements</p>
<p>Equality & Diversity Impact (EI) Assessment Status</p>	<p>This document was EDI Assessed by Angela Morgan using the organisation's set procedure in (Month 2016) and is considered to be free of anything which may lead to any unfair discrimination in its application.</p> <p>EI Assessment records are held by the Chief Executive's Office and can be accessed on request to the Head of Corporate Services.</p>

REVISION TRACKING

Revisions are minor changes which are made between Full Reviews which might be needed because of new ideas or changes

Revision Date	Part of doc revised	Reason for revision	Approved by
1/9/16	Track changes	Cycle review	SMT

1. POLICY STATEMENT

1.1 The Association's vision of 'making our homes and neighbourhoods great places to live in' is the basis of our Asset Management Policy which is designed to ensure that our property portfolio meets the needs and standards of our customers now and in future:

- In good condition and well maintained
- Located in attractive, safe environments
- Environmentally friendly and energy efficient
- Meet the needs of our customers

1.2 The broader aims of the policy are:

- To establish a framework that will inform future investment decisions.
- Facilitate the cost effective procurement of future investment.
- To ensure the long term viability of the Association to serve the community for future generations.

1.3 To facilitate these aims the Association will via an Asset Management Strategy, Strategy Action Plan, its Planned Maintenance Delivery Plans and Cyclical Maintenance policies:

- Regularly review the housing need and demand in both terms of evidencing demand and reviewing turnover.
- Ensure the views of customers are sought to ensure that the Association is providing homes and neighbourhoods people want to live in.
- Will prepare a 30 year investment plan based upon elemental useful lifecycles that will inform of the long term investment need.
- Will hold a comprehensive stock database and will regularly survey properties to ensure the information is kept up to date.
- From the stock condition data will develop a detailed five year investment plan which will provide the basis on which immediate investment needs will be assessed including compliance with government standards such as the Scottish Housing Quality Standard and the 2020 Energy Efficiency Standard for Social Housing.
- Will ensure that its statutory duties to ensure reasonable standards of Health and Safety, Asbestos Management, Legionella Management, the management of houses of multiple occupation (HMOs) and requirements of the Care Commission are met.
- Will ensure the Association is meeting its repair obligations to commercially leased premises.
- Will identify and plan alternative proposals, including divestment of stock where there are concerns surrounding present and future demand or the ability to carry out major repairs.
- Will promote linkages with other strategies within PoLHA and with external partners to promote stock sustainability.
- Will maintain a high standard of design, development and management provided

at affordable rents.

- Identify and set out the implications of investing in blocks with mixed ownership.

2 RESPONSIBILITIES UNDER THE POLICY

2.1 The asset management function sits within the Property & New Business Department. The Asset & Procurement, Responsive Maintenance and Facilities Management Teams are responsible for delivering the strategy and associated activities. These include:

- Procuring contracts to deliver the services required in accordance with the Association's Procurement Policy and Strategy.
- Providing project management of the delivery of Capital Works, Major Repairs, Common Repairs, Cyclical Maintenance and Disabled Adaptations programmes.
- Managing the Association's Responsive and Void Maintenance services.
- Providing advice, guidance, information and performance reports on all aspects of Asset Management to the Association's management and external stakeholders.

3 POLICY FRAMEWORK

3.1 This policy is the lead in a range of documents which will be reviewed on a regular basis:

- Asset Management Strategy
- Strategy Action Plan
- 5 Year Major Repairs and Planned Works Programme
- Stock Rationalisation Policy
- Stock Rationalisation Strategy
- PoLHA Home Standard
- Operational Procedures

4 POLICY & PROCEDURE EFFECTIVENESS ASSESSMENT CRITERIA

4.1 The Association reports its compliance with the Scottish Housing Quality Standard, the Energy Efficiency Standard for Social Housing and Gas Safety Performance to the Scottish Housing Regulator annually as part of its Annual Report against the Scottish Social Housing Charter (ARC).