



# **DEVELOPMENT POLICY**

## FULL REVIEW TRACKING

<b>Policy/Document Owner</b>	Director of Property and New Business
<b>Policy/Document Author(s)</b>	Wendy Farmer, Development Manager
<b>Approved Level Required</b>	PoLHA Board
<b>Date Last Approved</b>	November 2018
<b>Review Cycle</b>	1 Year
<b>Next Review Date</b>	December 2019
<b>Key Stakeholders Of This Document</b>	Leadership Team Operational Management Team Document Owners Document Authors
<b>Methods for Communicating Policy Content to Key Stakeholders</b>	Review by OMT prior to sign off Review by LT prior to sign off Sign off by PoLHA Board Communicate sign off and share document through appropriate Monthly Business Update communication on Connect (intranet)
<b>Identified Training and Methods of Delivery</b>	Not applicable
<b>The Policy has a direct link to the following PoLHA policies and procedures</b>	<ul style="list-style-type: none"> <li>• Stock Rationalisation Policy</li> </ul>
<b>This policy complies with the requirements of these legal and/or regulatory documents</b>	N/A
<b>Equality Impact Assessment (EIA) Status</b>	An Equality Impact Assessment was carried out on this document by the Director of Property and New Business and the Performance Improvement Officer in August 2015, records of which are available from the Development Team. As there were no material changes to the policy in the 2016, 2017 or 2018 revisions, a further EQIA was not required.

**DOCUMENT REVISION TRACKING**

Revisions are minor changes which are made between full reviews which might be needed because of new ideas or changes.

<b>Revision Date</b>	<b>Part of doc revised</b>	<b>Reason for revision</b>	<b>Approved by</b>

## **1. BACKGROUND/INTRODUCTION**

- 1.1 The purpose of this document is to lay down the Association's Development Policy, incorporating both its development aims and objectives and its area of operation.

## **2. POLICY STATEMENT**

- 2.1 To continue to expand the Association's housing stock in accordance with the objectives set within the Business Plan through acquisition, development and improvement, particularly in Leith and North Edinburgh, the Association's traditional area of operation. This will be achieved by ensuring the Association is qualified to receive grant funding and loan finance, and by developing our own programme and providing services to others as necessary.

## **3. RESPONSIBILITIES UNDER THE POLICY**

- 3.1 The Board of Management will have responsibility for development matters as outlined in the Standing Orders, subject to the established Scheme of Delegation of Powers.
- 3.2 The Chief Executive and Director of Property and New Business will have day to day operational responsibility for the achievement of this Development Policy, supported as appropriate by other members of staff.
- 3.3 The Director of Property and New Business will be responsible for the preparation and periodic revision of the Association's development policies and procedures and for compliance with the requirements of the funding authority.
- 3.4 The Director of Property and New Business will be responsible for the preparation of the Association's annual Strategic Housing Investment Plan (SHIP) for submission to the funding authority and for preparing bids for the grant funding and financing of development opportunities in whatever form is required.

## **4. POLICY FRAMEWORK**

### **4.1 Aims and Objectives**

- 4.1.1. To pursue the overall aims and objectives incorporated within the Association's development policy statement as contained in section 2 above.
- 4.1.2 To achieve, where relevant, the objectives contained within the City of Edinburgh Council's City Housing Strategy as updated periodically.
- 4.1.3 Where appropriate, to work in partnership with other housing associations, agencies and organisations to achieve the agreed objectives contained within the Business Plan.
- 4.1.4 To provide at all times affordable and sustainable residential accommodation to a high standard of design and construction as set out in the PoLHA Design

Guide all as far as possible within cost guidelines as agreed with the funding authority.

- 4.1.5 To provide a variety of house types, sizes and tenures, including family, sheltered, single person and amenity housing and all other forms of housing for individuals or groups of people with particular needs.
- 4.1.6 To provide as far as possible within the constraints of particular sites or buildings, accommodation to the space and accessibility standards set out in the document 'Housing for Varying Needs' Essential Features as detailed in the Scottish Government Guidance Note 2004/12 or other such standards required by the subsidy provider.
- 4.1.7 To maximise grant funding, private financing and the recycling of proceeds from disposals and, through appropriate procurement methods, provide value for money.
- 4.1.8 To develop the Association's capability, role and expertise in continuing to provide social rent, as well as mid market rent and low cost home ownership whenever practically possible. One of the means of achieving this will be by the Association actively promoting the growth of Persevere Developments Ltd in order for it to be financially self sustaining and providing a positive contribution to the group in future years.
- 4.1.9 To act as lead developer or provide development agency services to other organisations which may not have the in-house expertise to manage their own development programmes. The potential range of services provided by the Association could include anything from light-touch support or mentoring, to full development agency services with the Association transferring completed units to the client association. This could also include working within a shared services group. PoLHA has already signed a development agency agreement with Prospect Housing Association and has held initial discussions with a number of other associations with regards agency services, including Viewpoint, Muirhouse, Link and Blackwood.

## **4.2 Area of Operation**

- 4.2.1 The Association's area of operation has been agreed by the Board of Management to be the whole of Edinburgh although traditionally, the bulk of activity has been in Leith and North Edinburgh (mainly within postcodes EH3, EH5, EH6, EH7, EH8 and EH15) and comprising (revised in 2007) council wards: 4 (Forth), 5 (Inverleith), 11 (City Centre), 12 (Leith Walk), 13 (Leith), 14 (Craigentiny / Duddingston) and 17 (Portobello / Craigmillar). It is accepted that most future development activity will be in Leith and North Edinburgh but the Association reserves the option of pursuing suitable development opportunities, in exceptional circumstances, in any part of Edinburgh.
- 4.2.2 Where PoLHA is providing development services to other associations, these may cover projects which are located outwith the Association's traditional areas of operation.

## **5. POLICY AND PROCEDURE EFFECTIVENESS ASSESSMENT CRITERIA**

- 5.1 The key metric for evaluating the effectiveness of this policy will be comparison of actual development data (project starts and completions, unit numbers and quarterly development expenditure) against the Association's Business Plan.
- 5.2 Where shared services are provided, the Association will develop specific monitoring systems to measure the effectiveness of the services it is offering.