

BELGRAVE NEIGHBOURHOOD CO-OPERATIVE HOUSING ASSOCIATION ASSET MANAGEMENT POLICY

Aims of asset management policy

The following are aims of the asset management policy:

- To take a planned approach to maintenance of the homes and investment needed to maintain them
- To capture and maintain high quality stock condition information to inform property investment decisions
- To ensure quality and sustainability in properties, balanced with ensuring resident satisfaction and well-being
- To understand and plan for the needs and aspirations of current and future residents
- To ensure that residents can participate in making investment decisions
- To ensure compliance with the Decent Homes Standard

Delegated Authority

- 1 The co-op delegates its Senior Property and Compliance Lead to operate its asset management programme and authorises them to:
 - maintain its asset management database
 - implement its annual management programme in accordance with the programme agreed by the Management Committee
 - work with the Management Committee to procure contractors to carry out asset management programmes
 - ensure quality of the delivery of the asset management programme.
- 2 The Chief Executive Officer will be the designated point of contact regarding issues relating to the asset management programme.

Data

- 3 The co-op will maintain a database of components in its homes, detailing dates on which they were last renewed, projected dates for renewal and anticipated costs for renewal. The database will take into account build cost inflation as a key variable.

- 4 The database will be informed by:
- actual experience regarding costs and needs for replacements and renewal
 - the co-op's local knowledge of its properties
 - the needs and aspirations of members
 - the co-op's specified minimum standards
 - in some cases, by members decisions not to have works done. The co-op will consider whether it shall require works to be done in all co-op homes or whether to allow members to choose not to have works done (in which case the relevant component will remain within the programme until it is done).
 - ensuring that all the co-op's homes meet the Decent Homes Standard as a minimum.

Cyclical works

- 5 The co-op will maintain a cyclical maintenance programme to paint and protect external surfaces and to carry out communal decoration works. The Management Committee will decide how frequently cyclical works are carried out dependent on costs and necessity of the works.

Review

- 6 With the assistance of the Senior Property and Compliance Lead, the Management Committee will review its asset management database on an annual basis considering:
- a) works identified to be carried out in that year's programme and whether the committee considers that they actually need doing or whether they could be carried out in subsequent years
 - b) any recommendations as a result of a stock condition survey. The co-op may periodically carry out a stock condition survey by a qualified surveyor. However, the Senior Property and Compliance Lead shall ensure that the co-op gathers an up to date knowledge of works required in each home.
 - c) any legislative or regulatory changes or best practice advice that may result in a change to the asset management programme. The

co-op will particularly make adjustments to the programme to enable upgrades:

- to achieve higher or different health and safety standards where these are required or recommended
- to promote greater energy efficiency through boiler replacements (where necessary), double glazed windows, loft and cavity wall insulation and potentially other features. The Management Committee will particularly review SAP ratings for its new relets and consider upgrades with a view to improving them.

Efficient procurement and delivery of works programmes

- 7 The co-op will work with the Senior Property and Compliance Lead to ensure the effective procurement and delivery of its major works programmes.
- 8 For programmes that are anticipated to cost more than £10,000 (including VAT), this will involve working with duly delegated Management Committee members to:
 - approve a specification for the works drafted by the Senior Property and Compliance Lead
 - approve the contractors who will be invited to tender unless there is a requirement for an open competitive tendering process. The co-op will comply with FTS tendering and procurements requirements where there is a need to do so.
 - recruit contractors for work programmes
- 9 The Senior Property and Compliance Lead shall ensure that any proposed planned maintenance programme is fully costed and fits in with the co-op's business plan. Such information shall be shared and agreed with the committee prior to the inception of a planned maintenance programme.
- 10 The Senior Property and Compliance Lead shall monitor costings in respect of any planned maintenance programmes on a monthly basis to

ensure that programmes are compliant with the co-op's business plan and cashflow forecast.

Delivery of works programmes

- 11 Consideration will be given in major works specifications to how members will be involved in delivery of works programmes. The Management Committee may appoint one of its members to liaise with the Senior Property and Compliance Lead regarding delivery of programmes and considering how to engage locally with members affected by the works programme.
- 12 Members will be offered the opportunity to comment on the success and quality of works programmes, and the Management Committee will consider feedback provided by members.
- 13 The Senior Property and Compliance Lead will inspect a percentage of completed major works programmes as agreed with the Management Committee.

Member choice and improvements

- 14 Members may choose not to have major works carried out on their homes unless this would result in health and safety problems or significant damage to the co-op's business plan.
- 15 The co-op will seek to offer some choices of finish to members regarding some major works programmes (eg. kitchen and bathroom replacements). Members may request additional changes or items when works are carried out, but if such changes result in additional costs, members will be required to make payment for them in advance of the works being carried out.
- 16 Members may make improvements to their homes in accordance with the co-op's Improvements Policy. Where improvements have been made, this will be recorded in the planned maintenance programme and replacements will not be made.

Risks to be avoided:

- The co-op does not have an effective planned maintenance programme and does not plan its ongoing investment into its homes
- The co-op does not effectively enable its members to help shape and deliver its major works programmes
- The co-op does not get appropriate advice and support in relation to stock condition surveys or programme delivery when it needs to do so
- The co-ops is not able to demonstrate its compliance with the Decent Homes Standard