



TRUST HOUSING ASSOCIATION LIMITED

Title of procedure:	AMP009 - Asset Management Planning
Date of adoption or last review:	November 2013
Lead officer:	Property Asset Manager
Date of next review:	November 2016
Housing Charter Outcomes	1: Equalities 4: Quality of housing 5: Repairs, maintenance and improvements 13: Value for money
Regulatory Standards of Governance and Financial Management:	None

Trust Housing Association Ltd

Policy : Asset Management Planning

1. Introduction

- 1.1 This Asset Management Planning Policy applies to all housing stock owned by Trust Housing Association, including Isle of Arran Homes, and covers all aspects of building maintenance.

2. Objectives

- 2.1 The policy supports the organisations Strategic Aims, specifically regarding our aim :

- To provide quality homes and maintain a viable asset base

- 2.2 The key objectives of this policy are :

- To ensure that the desired services are delivered to the highest standards and in the most cost effective manner.
- To ensure that all building maintenance activities are completed in accordance with current legislation and best practice.
- To seek to encourage and facilitate customers involvement in building maintenance projects.
- To maximise the useful life of the housing stock.
- To ensure homes are warm and comfortable and in a good state of repair.
- To implement planned major repairs and cyclical maintenance programmes in a timely and cost effective manner.
- To obtain customers' views on the delivery of building maintenance projects by means of tenant surveys, satisfaction surveys, tenant meetings and focus groups for example, and by utilising any feedback in future works specifications.

3. Methodology

- 3.1 Stock condition surveys will be carried out to all parts of the housing stock at a maximum of 5 yearly intervals, utilising an appropriate sample of the stock to ensure adequate information is gathered to inform long term financial planning and asset management planning purposes.
- 3.2 From April 2014, our aim is to produce a 3 Year Asset Management Programme which will set out a schedule of projects, and which will be used to inform and involve both customers and staff.
- 3.3 Budgets based on the 3 Year Asset Management Plan will be submitted annually as part of the Budget Setting process, with project progression and approval being subject to financial budget being available.
- 3.4 Methods of procurement and contract conditions will ensure that the most effective arrangements are employed to deliver the aims and objectives of this policy. Where feasible and appropriate, community benefit clauses will be incorporated within projects of sufficient value.
- 3.5 Regular reporting covering expenditure, progress and performance will be produced for the purposes of Performance Monitoring by the Board.

4. Equal Opportunities

- 4.1. Trust operates an equal opportunities Policy and this applies in all of its business. In providing staff support in the area of medication no worker or service user, family member, carer, or staff will be treated differently or less favourably on the grounds of race; colour; nationality; ethnic origin; religious belief; disability; gender; marital status; sexual orientation; or any other personal belief.
- 4.2. Upon request, the Association will make information on this Policy and related matters in alternative formats, such as large print; tape; Braille; and community languages.

5. Policy Review

- 5.1. This Policy will be reviewed every three years unless key changes are required in response to legislation and new learning.

- 5.2. As part of this review, consultation will take place with both staff and service users to ensure that operational issues and the opinions of service users are taken into account.

6. Bribery Act 2010

- 6.1. Trust Housing Association is committed to the highest standards of ethical conduct and integrity in all its activities and in order to ensure compliance with the Bribery Act 2010 has introduced Financial Policy FP25, Anti Bribery Policy and Procedures. This policy and associated procedures must be complied with by all employees, Board Members and associated persons or organisations acting for or on behalf of Trust.