



DEVELOPMENT POLICY

Policy Classification: Strategic

Status: Approved

Policy Lead:	Director of Property Assets
Date Approved:	August 2019
Last Review Date:	December 2015
Review Due Date:	August 2021
Review Period:	2 years unless required earlier due to changes in the law, regulation, best practice or requirement of the Association

REFERENCE PAGE

Document Title:	Development Policy
Aim:	Setting broad development principles to March 2021
Objective:	5 Property Assets: Invest in our property assets to ensure a targeted approach to address needs.
Scope of Policy:	Board & Staff
Nominated Officer:	Development Manager
Approval Source:	Board
Legal and Regulatory References:	N/A
Procedural References:	<ul style="list-style-type: none"> • Financial Appraisal Procedure • Risk Management Policy
Consultation Completed:	N/A
Risk Implications:	1- Existing policy, minimal change
Equalities Assessment:	All Eildon policies and key documents are developed with the clear objective of ensuring that they do not discriminate against any person and have negative impacts for equality groups. We will always welcome comments on the impact of a policy on particular groups of people in respect of, but not limited to, age, disability, gender reassignment, race, religion, sex or sexual orientation, being pregnant or on maternity leave and children's rights and wellbeing.
Accessibility:	Accessible electronically/online and in print. All documents can be translated and made available in audio, braille and large print versions upon request.

INTRODUCTION

The Association shall always have in place a robust overall Development Policy and a suite of supporting Procedures which underpin the main aims and objectives of the Development Policy.

The Development Policy and supporting procedures shall cover the following areas which represent the main areas of risk within the Development process:

- Strategy
- Financial
- Design
- Quality
- Procurement
- Risk Management
- Administration

Development policies, procedures and systems shall be regularly reviewed and updated to ensure they are up to date and reflect current best practice.

AIMS AND OBJECTIVES

Aims

The primary aim of the Development Policy is:

- To deliver the Association's Strategic Objective No5 -
 - **Invest in our property assets to ensure a targeted approach to address need**

In order to achieve the primary aim the secondary aims of the Development Policy are:

- To provide a high quality, efficient, cost effective and professional development function
- To provide high quality, energy efficient, flexible, attractive and affordable housing solutions for general needs and specific identified need in the communities the Association serves.
- To provide the right number, type, size and tenure in the right place
- To provide development services under an Agency or individual project basis for other organisations

Objectives

The objectives of the Development Policy are:

- **Strategic**
 - To ensure compliance with the overall aims and objectives of the Association
 - To ensure compliance with Legal and Statutory requirements and applicable Codes of Good Practice
 - To ensure compliance with the requirements of Scottish Government Guidance Notes
 - To ensure the Association works closely with Scottish Borders Council and has an input and contributes to the production of the Strategic Housing Investment Plan
 - To ensure the Association's Development Programme is agreed with Scottish Borders Council and Scottish Government and other stakeholders. To deliver the agreed programme within pre-determined targets set in the Strategic Local Programme where possible
 - To ensure we will build the right housing in the right place
- **Financial**
 - To ensure Development proposals are feasible and financially viable both in the short and long term and that they represent value for money
 - To carry out Financial Appraisals on all projects to ascertain project viability
 - To comply with the requirements of the Financial Appraisal Procedure
- **Design**
 - To ensure the designs, specifications and technical solutions provide good quality, economical, low maintenance housing as amplified in the Association's Design Guide
 - To ensure design meets requirements of the following where practically possible
 - Housing for Varying Needs Part 1 and 2
 - The Association's Design Guide
 - The Association's Sustainability Policy
 - Secured by Design
 - Silver Standard
 - To ensure that the Association's Development Advisory Group are consulted at key stages in delivery of the programme
- **Quality**
 - To ensure that systems and processes are in place to check that required quality is being achieved throughout the onsite phase
 - To ensure that the quality of the finished development is to the standards laid out in the Association's Design Guide
 - To ensure that the workmanship and materials in each development meet the requirements of the Contract

- **Procurement**
 - To ensure compliance with the Association's Procurement Policy and have Tendering Procedures in place which demonstrate probity, quality and value for money in obtaining, assessing and recording Tenders and placing Contracts
 - To ensure accountability in procurement of land, buildings, consultant services and works

- **Risk Management**
 - To ensure compliance with the Association's Risk Management Policy by carrying out a six-monthly review of the Development Risks.

- **Administration**
 - To ensure that the development processes and systems dovetail with the Association's internal document management and property recording systems
 - To ensure that the Development section monitoring processes are followed
 - To ensure that files are accurate, complete and up to date
 - To ensure that clear audit trails exist within the contract recording systems
 - To ensure that all relevant information is entered into QL
 - To ensure that other sections within the organisation are kept up to date with the Development Programme
 - To ensure that other sections are kept informed on the progress of each development through Internal project Teams

- **Procedures**
 - To have Procedures in place for the following to ensure that the Development process is carried out efficiently, effectively and economically at all Pre and post Contract stages:
 - Landbank maintenance
 - Insurance
 - Financial Appraisals
 - Design
 - Contractual dispute resolution
 - Contractors receivership/liquidation
 - Contaminated land/sites
 - Financial Appraisals, reporting and cost control
 - Handover – Contractor to the Association
 - Handover – Association to Tenant
 - Handover – Development to Others
 - Construction (Design and Management) Regulations 2015
 - Customer Satisfaction
 - Development Advisory Group
 - Internal Project Teams

REVIEW

This policy should be reviewed within two years unless required earlier due to changes in the law, regulation, best practice or requirements of the Association.