



SPIRE VIEW HOUSING ASSOCIATION

CONTRACT MANAGEMENT

POLICY AND PROCEDURES

The Association will comply with all relevant guidance and legal requirements in relation to all aspects of contract management.

The Depute Director will be responsible for taking on a pivotal role between Committee members, Consultants and Contractors, Association staff, tenants/end users, Glasgow City Council Development & Regeneration Services (DRS) and other funders throughout the development process.

1. OPERATIONS ON SITE

It is the overall responsibility of the project lead consultant, other design team members, the Depute Director and Clerk of Works to ensure effective project management.

- 1.1 The project lead consultant will provide reports on the progress, programme and performance to the Management Committee on a monthly basis.

Such reports will include details of and reasons for any delays or slippage and any recommended action.

- 1.2 The project Quantity Surveyor will provide regular reports on costs and spend in line with Association policy on contract finance together with any recommended action. The regularity of such reports will be agreed on a project by project basis.

A report on spend against target will be provided to the Management Committee on a monthly basis.

- 1.3 The Clerk of Works will inspect works on site and will report to the lead consultant and Depute Director.

- 1.4 The Depute Director will maintain close contact with tenants/end users and the long term managers of the project and will ensure that any problems arising are satisfactorily dealt with and that individual tenant requirements are met as far as is possible.
- 1.5 The Depute Director will co-ordinate all information provision to the Management Committee.
- 1.6 There will be monthly site meetings attended by required design team members, Association staff and the contractor. The contractor will provide all necessary information on progress.
- 1.7 There will be design team and technical meetings as required throughout the contract period.
- 1.8 The Management Committee will monitor progress and action on the project by way of the information recorded above.

2. INFORMATION PROVISION AND REQUIREMENTS

- 2.1 The lead consultant will ensure the timeous provision of all information required by the contractor including that which is required from other design team members.
- 2.2 Other design team members will ensure the timeous provision of information as required.
- 2.3 For refurbishment contracts, march-ins will be carried out as required prior to work beginning to ensure that tenant requirements are noted and acted upon as appropriate.
- 2.4 Information will be circulated around design team members and Association staff as required.

3. VARIATIONS

- 3.1 The lead consultant has delegated authority to make changes to, and savings within the contract as required, which do not compromise the overall nature of the project.

The lead consultant will liaise with the Depute Director on such changes but will represent the best interests of the Association and the overall project requirements at all times.
- 3.2 Any changes, which may be required, which will result in an alteration to the overall nature to the contract, must be referred to the Management Committee for a decision.

The Depute Director is responsible for reporting on such items with recommendations.
- 3.3 All variations will be issued to the contractor in the appropriate form and will be held on file.
- 3.4 All decisions on variations will be recorded as appropriate for development contract files.
- 3.5 Should the Depute Director consider an item requires an immediate decision in order to avoid a contractual claim against the Association, the following will apply:

No effect on the overall nature of the project

- s/he will have delegated authority to take such decisions in consultation with the Depute Director/Director.

An item which will affect the overall nature of the project - the Depute Director will advise the Depute Director/Director who will contact Office Bearers to agree a decision which will then be reported to the next appropriate committee.

- 3.6 Should the contractor make a claim against the Association, appropriate consultants advice will be taken and acted upon with regular updates to the Management Committee.
- 3.7 The Association will comply with all terms of the Construction Act.

4. PERFORMANCE REVIEW

A regular performance review of consultants and contractors employed by the Association will be carried out as follows:

- 4.1 The Depute Director will submit performance review reports to the Management Committee at the following stages: -
 - Design Stage
 - Tender Stage
 - During Contract (quarterly)
 - Completion
 - End of Defects
- 4.2 The performance review report will detail general performance levels, any specific problem areas, level of service provided and so on.
- 4.3 The review report will include details of a systematic insurance check, which will be carried out on a monthly basis and will be the responsibility of the Depute Director.
- 4.4 At the end of the defects liability an overall performance review report, detailing performance throughout the contract from inception to completion will be prepared and submitted to the Management Committee for each consultant and the contractor.

This Association policy and procedure should be read and applied in conjunction with all other relevant policies and procedures relating to the development process.