



## **SPIRE VIEW HOUSING ASSOCIATION** **SCHEME COMPLETION POLICY**

### **POLICY AND PROCEDURES**

Following practical completion of a project the Co-operative will comply with all grant funding procedures required by the funding body.

Completion of a project will be the subject of report to the Management Committee detailing successful completion, date, actual out turn of project, anticipated final costs and funding.

Practical completion of a development project is reached when:

- the project is certified as such by the project architect or other supervising officer, and
- when properties have been approved by the local authority for occupation.

#### **1. PRACTICAL COMPLETION**

- 1.1 The submission of all required contract completion forms will be the responsibility of the Depute Director and will be the subject of a summary report to the Management Committee.
- 1.2 For projects containing housing for rent only, the information will be submitted within one month of practical completion.
- 1.3 For projects containing low cost home ownership, the information will be submitted within one month of the date of sale of the last house, or within three months of practical completion.
- 1.4 Where a response is received from the funding body requesting further action required, this will be the subject of report to the Management Committee and appropriate action thereafter.

#### **2. POST COMPLETION REVIEW**

Post Completion Review may be applied by the funding body. Preparation of all information in line with guidance for reviews will be the responsibility of the Depute Director reporting on progress to the Management Committee.

- 2.2 The review report will be submitted to the Management Committee on receipt for information/further action as required.

### **3. DEFECTS**

Contractors liability for defects and latent defects is contractually based. The liability period will generally run for one year from practical completion.

Defect monitoring and reporting will be the responsibility of maintenance staff, design team members and the project Clerk of Works.

- 3.1 Response timescales will be agreed and will generally be in line with the Association policy on maintenance response timescales, including those covered by Right to Repair legislation.
- 3.2 Defects will be reported and monitored via the lead consultants, or other appropriate channel if agreed, with all information on reports supplied to the lead consultant.
- 3.3 Major items, problem areas and general progress will be the subject of monthly reports to the Management Committee.
- 3.4 Where a contractors' performance on attention to defects is unsatisfactory the lead consultant will take appropriate action.
- 3.5 Retentions will be released at the appropriate time when any defects have been satisfactorily resolved.

### **4. FINAL ACCOUNT**

- 4.1 The final account for a project should be agreed as soon as possible, but within a year, following contract completion, by the project Quantity Surveyor on the Association's behalf, in line with approved costs/spend.
- 4.2 Any claims or outstanding items will be the subject of appropriate action and report to the Management Committee.
- 4.3 The agreed final account will be the subject of report to the Management Committee detailing approved costs, out turn spend per heading and funding arrangements.
- 4.4 The final account will also be copied to the Finance Consultant to ensure all spend recorded is agreed and matched with the Association's financial records.

### **5. LIFE CYCLE COSTINGS AND PLANNED MAINTENANCE**

- 5.1 It will be the responsibility of the project Quantity Surveyor to provide information on life cycle costings for the project and information will be provided in such a way to allow maintenance staff to incorporate future replacements into the Association's Planned Maintenance programme.

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