



SPIRE VIEW HOUSING ASSOCIATION

ESTATE MANAGEMENT POLICY

DATE APPROVED: AUGUST 2026

NEXT REVIEW: AUGUST 2029

1.0 OBJECTIVES

To create and maintain a well-managed environment in which each resident can enjoy their home and surroundings in peace and without undue disturbance from others.

2.0 AIMS

- To seek out continual improvements in the aesthetic quality of our built environment by building working relationships with interested agencies and with local residents.
- To ensure that Association members, tenants, staff and Management Committee understand and fulfil their responsibilities as outlined in the tenancy agreement.
- To ensure that there are comprehensive procedures and checks to provide an efficient estate management service to all residents.
- To provide a system to allow breaches of the tenancy agreement to be reported and actioned.
- To ensure that appropriate action is taken to enforce the terms of the tenancy agreement whenever necessary.

3.0 SCOPE OF THE POLICY

This policy statement aims to cover a variety of issues which effects residents use and enjoyment of their homes. This is not an exhaustive list. Under each heading, where appropriate, we shall examine the following principles:

- How we consult with and inform tenants.
- The need for a multi-agency response.
- Building relationships with tenants to help fulfil the terms of the missive.
- How we report outcomes of the policy to the committee.

4.0 CLOSE CLEANING

4.1 The Standard of Cleanliness

The standard of cleanliness required for the common parts is set down in the tenancy agreement under clause 2.8. It states that the tenant must ***'Take your turn with all other tenants and owner occupiers sharing the common parts, in keeping them clean and tidy and free from litter and dog or other animal dirt. If you share a common stair, you must also take your turn in regularly cleaning, washing and keeping tidy the common stair, its window and***

banisters and any bin chute accesses so that the stair is kept in good and tidy order, free from litter and free from dog or other animal dirt and so that the windows, banisters and any bin accesses are clean'.

The Association currently provides a close cleaning service however, this does not take away the tenant responsibilities as outlined in the preceding paragraph.

4.2 Consultation with Tenants

The Association will continue to review this standard of cleanliness and the frequency of the inspections as part of the next Tenant Satisfaction Survey.

The missive states in clause 5.4 that we carry out inspections of the common parts at reasonable intervals. Reasonable intervals will be a minimum of one month.

4.3 Focus for Service Delivery

A visible presence will remain the focus of inspections with emphasis placed on face to face contact with tenants and cleaning contractors and on repeat visits to poor closes or common areas. This form of communication enables staff to tackle effectively the causes of why certain common areas fall below our standard. It also represents an opportunity to develop good landlord / tenant / contractor relations.

On the initial monthly inspection, if an area is identified as being below the acceptable standard the Officer will immediately contact the contractor if close is cleaned by the contractor, or leave a card with the tenant or will ask the tenant or owner to clean the area, if it is the tenant / owner who is failing to carry out their duties.. The area will be re-inspected. The standard of cleanliness and action agreed at each visit will be entered into inspection sheets.

In order to improve the cleanliness the Officer may call a close meeting or set up a cleaning rota and monitor it regularly or liaise with the maintenance officer / Depute Director to commence action against the contractor if their contract is being breached In addition the Officer may identify and resolve other causes as to why the close / common areas are in a poor state. Problems can arise from pets, youth loitering or tenants / owners failing to lock the close doors. The Officer may also write to tenants / owners who repeatedly fail to maintain their common parts and threaten / commence legal action.

4.4 Involving Other Agencies

In certain cases the Association will ask for assistance from Glasgow City Council environmental health, cleansing or community enforcement services where a close or bin store continually falls below an acceptable standard. The Council may require occupiers of tenement properties to keep common parts clean and may take enforcement action where this is not carried out.

Should the common parts deteriorate due to incidents of antisocial behaviour, the Association will seek assistance from Police Scotland, Glasgow City Council community safety services and other relevant partners, where appropriate, to help identify those responsible and take appropriate action to stop nuisance behaviour.

4.5 Reporting

The standard of cleanliness within each close will form part of the monthly Estate Management Report, on a month to month basis. Although we do provide a close cleaning service, tenants are still responsible for maintaining the close in between cleans.

5.0 GARDEN MAINTENANCE

5.1 The Standard of Garden Maintenance

This is set down in the Scottish Secure Tenancy Agreement. It states that tenants must take reasonable care to keep their garden from becoming overgrown, untidy or causing a nuisance. The Association at this time, maintains all common and private garden areas, however, this does not take away the tenant responsibilities as outlined in their tenancy agreement.

5.2 Consultation

We will continue to monitor satisfaction with the service provided on a regular basis through various means including surveys and focus groups.

5.3 Process of Inspection

Monthly inspections will be carried out throughout the year to ensure that all gardens are being maintained to the above standard. If a problem is identified the Officer will aim to speak to the ground maintenance contractor / tenant to agree a course of action. Alternatively, the tenant may be contacted. This will be followed up until the matter is resolved.

5.4 Incentives

A garden competition will be organised for August / September each year. The purpose of this is to acknowledge the contribution residents make over and above their contractual obligations to maintain their garden.

5.5 Reporting

The standard of ground maintenance will be monitored by association staff on a continuous basis and will form part of the estate management / maintenance reports to committee. This will include narrative identifying any areas of concern and how these are being addressed.

6.0 USE OF COMMON BACK AREAS AND BIN STORES

The common back court area is for the mutual and equal enjoyment and use of all the residents sharing the area.

6.1 Maintenance

The Association will maintain grassed areas and shrub beds. Tenants are responsible for keeping the bin store clean, free from litter and unwanted household bulk.

6.2 Inspections

Officers will inspect the back court areas and bin store as part of the monthly communal inspections. Any remedial action will be drawn to the attention of the garden maintenance contractor or the respective tenant(s) / owner(s).

6.3 Reporting

The condition of bin stores will be reported monthly as part of the Estate Management Report.

7.0 VOID CONTROL AND TENANCY VISITS

7.1 Purpose of New Tenancy Visits

As detailed in the Allocation policy, all new tenants will be visited within 4 - 6 weeks of their date of entry. If any potential problems are identified, follow up visits and / or appropriate action will be arranged. This may include tenancy issues such as rent arrears, repairs and estate management matters.

7.2 Objectives of Void Control

Empty houses detract from the overall appearance of our stock and are at risk of vandalism. Our objectives in dealing with void properties are to ensure that the outgoing tenants leave the property in a good condition and that the property is re-let as soon as possible. These procedures are detailed within the void policy.

7.3 Consultation with Tenants

The Housing Management team will also use the sign up / new tenancy visit as an opportunity to obtain views from the tenant on the void and allocation process. This will include an assessment of the following items:

- The usefulness of the information pack given to tenants at the time of the sign up.
- If the tenant (s) understands the terms of the missive.
- If the tenant (s) is happy with the standard of the accommodation.
- If the tenant (s) are happy with their new home and area

We also undertake a comprehensive tenant satisfaction survey every three years, which will include questions relating to this area. Findings from both the questionnaire and the survey will help ensure that information provided to tenants is regularly reviewed, updated, and remains relevant. This feedback will also play an important role in informing future reviews of the lettable standard.

7.4 Reporting

A comprehensive report outlining the findings and key outcomes of the questionnaire and tenant satisfaction survey will be presented to the Committee following completion of the consultation process.

8.0 TENANCY AGREEMENT

8.1 Contents

The contents of the tenancy agreement shall be explained to the new tenants at time of signing. This agreement sets out the obligations of the landlord and the responsibilities of the tenant(s) in terms of how the tenancy should be conducted. A tenant's handbook will also be provided.

8.2 Consultation

The Association will review how well the tenant understood the terms of their tenancy agreement as part of survey conducted at sign up / new tenancy visit.

9.0 ERECTION OF AERIALS AND SATELLITE DISHES

In response to an increased number of tenants requests to fit satellite dishes, the Association has reviewed its policy. The erection of satellites will be permitted provided that:

- The tenant has no access to a digital communal scheme
- Permission must be sought before any dish is installed
- Any dish installed should be of the 'mini dish' type.
- The dish is located in a position approved by the Association.

The erection of aerials and satellite dishes will follow the normal procedures for alterations in accordance with the terms of the Housing (Scotland) Act 2001. All applications have to be made and processed in accordance with the tenant alteration policy.

10.0 ABANDONED PROPERTY

10.1 The Procedure

Abandoned properties are covered by a separate procedure (Abandonment Procedure Notes). This procedure note details how the Association will treat Abandoned Properties.

10.2 Report

The number of abandoned properties will be recorded and reported to Committee on an annual basis.

11.0 PEST CONTROL

Where the tenant reports a problem with vermin or pest infestation in a common area, the Association will contact the Land and Environmental Services (Environmental Health) to deal with the matter. Where the issue is within a tenant's property, the tenant will be advised of their responsibilities and directed to the appropriate Council or specialist pest control service where relevant.

12.0 DISPOSAL OF HOUSEHOLD CONTENTS

All residents wishing to dispose of bulky household items should contact Glasgow City Council Land and Environmental Services (Cleansing Department) or use the weekly uplift service provided by the Association. Tenants should present their bulk at the kerbside and this will be uplifted by the Associations bulk uplift contractor.

13.0 PETS

13.1 Summary of Conditions

The Housing (Scotland) Act 2025 gives Scottish Secure Tenants the right to request permission to keep a pet and requires landlords not to unreasonably withhold consent. All tenants are required to sign a Scottish Secure Tenancy Agreement, and Clause 2.6, Keeping Pets, sets out the conditions and responsibilities relating to pet ownership within the tenancy.

13.2 Enforcement

Should a tenant continually fail to abide by the conditions in the tenancy agreement, the officer will write to the tenant giving him / her 14 days to remove the pet. In the event that the Tenant fails to do so, the Association may apply to the court to obtain a court order for the removal of the pet(s). This is a court order requesting that the tenant fulfil the terms of their contract and remove the offending animal. The Association will also co-operate with the Council's Environmental Health Officers (community enforcement officers) who have the powers to impose fines on irresponsible dog owners who do not lift their dog's excrement.

13.3 Reports

Court action will be reported to the Management Committee if and when an action is being taken.

14.0 TENANCY DISPUTES AND ANTI – SOCIAL BEHAVIOUR

14.1 Objectives

These issues are covered by a separate policy and set of procedures, The primary objectives of the procedures are as follows:

- To enforce the tenancy agreement by acting to solve a complaint when someone accuses our tenant of being a nuisance.
- To ensure that all complaints are treated in confidence.
- To ensure that all tenants, staff and committee members understand fully their responsibilities as outlined in the tenancy agreement.
- Seek assistance from Social Services, Police Scotland or any other related agencies for families where members of the family have been responsible for incidents of anti – social behaviour.

15.0 GRAFFITI

Graffiti increases a sense of fear of crime and detracts from the aesthetic appearance of our neighbourhood.

15.1 Monitoring Graffiti

As part of the monthly inspection and if necessary on an ad hoc basis, graffiti will be photographed and reported where appropriate to Glasgow City Council Environmental Services (racial or sectarian) or if required a job line will be issued for the Associations contractor to remove it. Racial or sectarian graffiti will be dealt with as a priority.

15.2 Multi Agency Approach

Our intention is to identify who wrote the graffiti by liaising with the Schools, Police, Royston Youth Action and most importantly other residents. If we can identify those responsible, we aim to carry out a home visit with the tenant and offending person in attendance. The purpose of the visit is to get an assurance that the graffiti will stop and promote the values of community ownership and respect for the neighbourhood. If the person responsible does not live within our stock we will seek to organise a home visit through their respective landlord.

In the event that a person is persistently writing graffiti we may explore other legal remedies.

15.2.1 Report

Incidents of graffiti will be reported to Committee as part of the Estate Management Reports or be included within the Maintenance Reports.

16. NEEDLES AND SYRINGES

Discarded needles and syringes are a danger to the public. Procedures will be agreed with the local authority as to the action to be taken when a report is received.

17. CRIME PREVENTION AND SECURITY

The Association shall, during the course of estate management duties, identify security measures aimed at reducing crime. The Association shall participate and assist in any review of security carried out by the Police or the local authority. Where the Association identifies security measures which would benefit its tenants, the implementation of these will be considered in the course of establishing investment strategies and seeking Secure by Design accreditation in future developments.

Consideration will be given to promoting and / or participating in Neighbourhood Watch initiatives.

18. REVIEW

This policy will be formally reviewed at least every three years, or sooner where there is a change in legislation, regulatory guidance, good practice, local service arrangements or Association procedures. Any significant changes will be reported to the Management Committee for approval.

August 2026