

Policy Register

Governance Policy Register

Title	Policy Number	Date last approved	Approving Body	Date of Next Review	Reviewing Body
Policy and Procedure on Schedule 7 of the Housing (Scotland) Act 2001 and Disclosure of Interest	G01	06/08	BOM	11/11	BOM
Policy and Procedure on Board Members Expenses	G02	06/09	BOM	06/12	BOM
Code of Governance for Board Members	G03	11/07	BOM	11/10	BOM
Complaints, Comments and Compliments Policy and Procedure	G04	05/07	BOM	01/12	BOM
Policy and Procedure on Access to Information	G05	04/07	BOM	02/10	BOM
Tenant Participation Strategy	G06	03/09	BOM	03/11	BOM
Staff Uniform Policy	G07	03/08	CRC	03/10	CRC
Equality Policy, Strategy, and Action Plan	G08	06/08	BOM	01/11	BOM
Customer Care Policy	G09	05/07	BOM	04/10	BOM
Staff Appraisal Policy and Procedure	G11	10/08	CRC	10/09	CRC
Staff Training Policy	G12	11/08	CRC	11/11	CRC
Gifts and Hospitality Policy and Procedure	G14	12/08	BOM	12/11	CRC
Membership Policy	G15	03/08	BOM	03/11	BOM
Composition and Skills of Board	G16	07/09	BOM	07/12	BOM
Remit and Authority of Board	G18	08/08	BOM	08/11	BOM
Remit and Delegated Authority for HTSC	G19	08/08	BOM	08/11	BOM
Remit and Delegated Authority for BDC	G20	08/08	BOM	08/11	BOM
Remit and Delegated Authority for FC	G21	08/08	BOM	08/11	BOM
Remit and Delegated Authority for Internal Audit Committee	G22	08/08	BOM	08/11	BOM
Remit and Delegated Authority for Corporate Resources Committee	G23	08/08	BOM	08/11	BOM

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Standing Orders	G24	08/08	BOM	08/11	BOM
Policy on Stress	G25	11/04	CRC	08/08	CRC
Health and Safety Policy	G26	03/07	BOM	03/10	BOM
Procedure for Use of Seal	G27	02/08	BOM	02/11	BOM
Policy on Charitable Donations	G29	10/08	BOM	10/11	BOM
Transport Policy	G30	03/07	CRC	03/10	CRC
Whistle Blowing Policy	G31	12/08	BOM	12/11	CRC
Data Protection Policy	G32	04/07	BOM	04/09	BOM
Dignity at work	G36	04/07	BOM	04/10	CRC
Crisis Response and Management Plan	G37	12/08	BOM	12/11	BOM
Performance Management Framework	G38	05/09	BOM	12/11	BOM
Mobile Phone Policy	HS06	03/05	CRC	03/09	CRC
Recruitment Policy	G41	03/08	CRC	03/11	CRC
Homeworking Policy	G42	03/08	CRC	03/11	CRC
Alcohol and Drug Policy	G43	03/08	CRC	03/11	CRC
Smoking Policy	G44	11/08	CRC	11/11	CRC
Personal Relationships At Work	G46	03/06	CRC	03/09	CRC
Retirement Policy	G47	10/08	CRC	10/11	CRC
Childcare Voucher Scheme Policy	G48	02/07	CRC	01/10	CRC
ICT Security Policy	G49	02/08	BOM	02/11	BOM
ICT Acceptable Usage Policy	G50	02/09	BOM	12/12	BOM
Procurement Policy	G51	/	BOM	10/09	BOM
IT Policy and Strategy	F10	11/03	BOM	08/09	BOM

Finance Policy Register

Title	Policy Number	Date last approved	Approving Body	Date of next review	Reviewing body
Bad Debt Provision Policy	G33	08/08	BOM	08/10	BOM
Policy on Authorised Signatories	F01	11/08	FC	11/11	FC
Depreciation Policy	F03	11/08	BOM	11/11	FC
Use of Derivatives Treasury Management Policy	F08	05/07	BOM	05/09	BOM
Financial Regulations	F06	06/08	BOM	01/12	FC
Risk Management Strategy	F07	01/09	BOM	01/12	BOM

Housing Services Policy Register

Title	Policy Number	Date Last Approved	Approving Body	Date of Next Review	Reviewing Body
Housing Allocation Policy (North) and (South)	HM01NL HM01SL	05/09 05/09	BOM BOM	05/12 05/12	BOM BOM
Arrears Policy	HM02	10/08	HTSC	10/11	HTSC
Delegation of Authority to Sign Tenancy Agreements	HM03	08/08	HTSC	08/10	HTSC
Scottish Secure Tenancy Agreement	HM06	08/02	BOM	As required	BOM
Estate Management Guide, includes: - Estate Management Policy - Void Management Policy (including Lettable Standard) - Abandoned Properties Policy	HM07	03/08	HTSC	03/11	HTSC
Short Scottish Secure Tenancy Agreement	HM08	04/03	HTSC	As required	HTSC
Occupancy Agreement (Shared Housing)	HM10	04/03	HTSC	As required	HTSC
Tenants Allowances Policy	HM11	09/08	BOM	09/11	HTSC
Policy on Leases, Management Agreements and SSSTs	HM12	07/09	HTSC	07/12	HTSC
Right to Buy Policy	HM13	10/08	BOM	10/11	BOM
Rent Setting and Service Charges Policy	HM14	08/09	BOM	08/10	BOM
Shared Ownership Arrears	HM18	07/09	HTSC	07/12	HTSC
Tenancy Sustainment Policy	HM19	01/10	HTSC	01/13	HTSC
Welfare Benefits Policy	HM20	05/08	HTSC	05/11	HTSC
Mortgage to Rent Policy	HM21	12/08	BOM	12/11	HTSC
Short Assured Tenancy Agreement	HM22	03/09	HTSC	As required	HTSC
Decant Policy	HM23	01/10	HTSC	01/13	HTSC

Project Services Policy Register

Title	Policy Number	Date Last Approved	Approving Body	Date of Next Review	Reviewing Body
Development Objectives Policy	D01	04/08	BDC	03/10	BDC
Consultation for Development Projects Policy	D02	04/08	BDC	03/10	BDC
Participation of Users in the Development Process	D03	04/08	BDC	03/10	BDC
Shared Ownership Marketing Policy	D04	04/08	BDC	03/10	BDC
Handover Procedure	D06	04/08	BDC	03/10	BDC
Recovery of Other Owners Costs – Capital Works Schemes - Policy	D06	04/08	BDC	03/10	BDC
Policy for Dealing with Contractors in Liquidation	D07	04/08	BDC	03/10	BDC
Defects Policy	D08	04/08	BDC	03/10	BDC
Defects Liability Procedure	D09	04/08	BDC	03/10	BDC
Final Account Stage Procedure	D10	04/08	BDC	03/10	BDC
Procedure for Monitoring Variations to Specification and Cost During the Period of the Contract	D11	04/08	BDC	03/10	BDC
Procedure for Financial Checks on Contractors	D12	04/08	BDC	03/10	BDC
Policy and Procedure for Compliance with CDM Regulations Policy	D13	04/08	BDC	03/10	BDC
Policy and Procedure on Professional Indemnity Insurance	D14	04/08	BDC	03/10	BDC
Policy and Procedure for Home Loss and Disturbance	D15	04/08	BDC	03/10	BDC
Policy and Procedure for Dealing with Claims Against the Association	D16	04/08	BDC	03/10	BDC
Procedure for Monitoring Development Contracts	D17	04/08	BDC	03/10	BDC
Procedure for Compliance with Communities Scotland Offer of Grant Funding	D18	04/08	BDC	03/10	BDC
Procedure for Reporting to the Building and Development Committee	D19	04/08	BDC	03/10	BDC
Policy and Procedure on Tendering for Building Contracts	D20	04/08	BDC	03/10	BDC
Policy and Procedure on	D21	04/08	BDC	03/10	BDC

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Contract Insurance for Development Projects					
Procedure for Submissions to Communities Scotland for Funding	D22	04/08	BDC	03/10	BDC
Procedure for Letting Building Contracts	D23	04/08	BDC	03/10	BDC
Policy and Procedure for Procurement of Consultants for Development	D24	04/08	BDC	03/10	BDC
Policy for Procurement of Contractors for Development	D25	04/08	BDC	03/10	BDC
Procedure for Maintenance of Approved List of Consultants for Development Projects	D26	04/08	BDC	03/10	BDC
Procedure for Selection of Consultants for Development Projects	D27	04/08	BDC	03/10	BDC
Procedure for Selection of Contractors for Development Projects	D28	04/08	BDC	03/10	BDC
Policy and Procedure on Client Satisfaction Survey in relation to Development Projects	D29	04/08	BDC	03/10	BDC
Policy on Wider Role Activities	D30	04/08	BDC	03/10	BDC
Sustainable Development Policy	D31	04/08	BDC	03/10	BDC
Policy on Procurement for Capital Works	D32	04/08	BDC	03/10	BDC
Design Brief for New Build Housing	D33	04/08	BDC	03/10	BDC
Standard Specification	D34	04/08	BDC	03/10	BDC

Technical Services Policy Register

Title	Policy Number	Date Last Approved	Approving Body	Date of Next Review	Reviewing Body
Maintenance Guide	MO1	10/08	BOM	10/11	HTSC
Gas Servicing Policy	MO4	10/08	HTSC	10/11	HTSC
Rechargeable Repairs Policy	M08	10/08	HTSC	10/11	HTSC
Energy Performance Certificates Policy	M09	07/09	BOM	07/12	HTSC
Asbestos Policy	M10	10/08	BOM	10/11	HTSC

CVPS Policy Register

Title	Policy Number	Date last approved	Approving Body	Date of Next Review	Reviewing Body
Factoring Policy	HM15	03/09	CVPS Board	03/12	CVPS Board
Factoring Agreement (House)	HM16	01/03	BOM	As required	CVPS Board
Factoring Agreement (Flat)	HM17	01/03	BOM	As required	CVPS Board
Short Assured Tenancy Agreement	HM22	03/09	BOM	As required	CVPS Board