

**Policy Register**

Governance Policy Register

<b>Title</b>
Policy and Procedure on Schedule 7 of the Housing (Scotland) Act 2001 and Disclosure of Interest
Policy and Procedure on Board Members Expenses
Code of Governance for Board Members
Complaints Policy and Procedure
Policy and procedure on Access to Information
Tenant Participation Policy
Staff Uniform Policy
Equal Opportunities Policy, Strategy, Objectives and Action Plan
Customer Care Policy
Policy Development Framework
Staff Appraisal Policy and Procedure
Staff Training Policy
Board Training Policy
Gifts and Hospitality Policy and Procedure
Membership Policy
Composition and Skills of Board
Internal Management Plan
Remit and Authority of Board
Remit and Delegated Authority for HMMC
Remit and Delegated Authority for BDC
Remit and Delegated Authority for FC
Remit and Delegated Authority for Internal Audit Committee
Remit and Delegated Authority for Staffing Committee
Standing Orders
Policy on Stress
Health and Safety Policy
Procedure for Use of Seal
Business Promotion Policy
Policy on Charitable Donations
Transport Policy
Whistle Blowing Policy
Data Protection Policy
Policy on Bad Debts and Provision for Doubtful Debts
Complaints Monitoring
Openness and Confidentiality Statement
Dignity at work
Disaster Recovery Plan
Performance Management Framework

<b>Title</b>
Mobile Phone Policy
Recruitment Policy
Homeworking Policy
Alcohol and Drug Policy
Smoking Policy

Finance Policy Register

<b>Title</b>
Bad Debt Provision Policy
Policy on Cheque Signing and BACS Authorisation
Depreciation Policy
Use of Derivatives Treasury Management Policy
Policy on Document Signing
Financial Regulations
Risk Management Strategy
IT Policy and Strategy
ICT Acceptable Usage Policy

Housing Management Policy Register

<b>Title</b>
Allocations Policy
Arrears Policy
Delegation of Authority to Sign Tenancy Agreements
Tenants Handbook
Scottish Secure Tenancy Agreement
Estate Management Guide
Short Scottish Secure Tenancy Agreement
Mutual Exchange Policy
Occupancy Agreement (Shared Housing)
Tenants Allowances Policy
Policy on Leases, Management Agreements and SSSTs
Right to Buy Policy
Rent Setting Policy
Factoring Policy
Factoring Agreement (House)
Factoring Agreement (Flat)
Shared Ownership Arrears

Development Policy Register

<b>Title</b>
Development Objectives Policy
Consultation for Development Projects Policy
Participation of Users in the Development Process
Shared Ownership Marketing Policy
Handover Procedure
Recovery of Other Owners Costs – Capital Works Schemes - Policy
Policy for Dealing with Contractors in Liquidation
Defects Policy

<b>Title</b>
Defects Liability Procedure
Final Account Stage Procedure
Procedure for Monitoring Variations to Specification and Cost During the Period of the Contract
Procedure for Financial Checks on Contractors
Policy and Procedure for Compliance with CDM Regulations Policy
Policy and Procedure on Professional Indemnity Insurance
Policy and Procedure for Home Loss and Disturbance
Policy and Procedure for Dealing with Claims Against the Association
Procedure for Monitoring Development Contracts
Procedure for Compliance with Communities Scotland Offer of Grant Funding
Procedure for Reporting to the Building and Development Committee
Policy and Procedure on Tendering for Building Contracts
Policy and Procedure on Contract Insurance for Development Projects
Procedure for Submissions to Communities Scotland for Funding
Procedure for Letting Building Contracts
Policy and Procedure for Procurement of Consultants for Development
Policy for Procurement of Contractors for Development
Procedure for Maintenance of Approved List of Consultants for Development Projects
Procedure for Selection of Consultants for Development Projects
Procedure for Selection of Contractors for Development Projects
Policy and Procedure on Client Satisfaction Survey in relation to Development Projects
Policy on Wider Role Activities
Sustainable Development Policy
Policy on Procurement for Capital Works
Design Brief for New Build Housing
Standard Specification

#### Maintenance Policy Register

<b>Title</b>
Maintenance Guide
Procurement of Contractors Policy
Procurement of Consultants Policy
Gas Servicing Policy
Approved list of Consultants
Approved list of Contractors
Medical Adaptation Policy