



ATRIUM
HOMES

The Landlord of Choice

Property Services Sub-Committee Remit & Delegated Authority

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Property Services Sub-Committee
Remit and Delegated Authority

Compliant with Scottish Housing Regulator’s Regulatory Framework:	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 4.1, 5.1, 7.2, 7.9
Compliant with Tenant Participation Strategy:	N/A
Compliant with Equal Opportunities:	N/A
Compliant with Business Plan:	N/A
Date Approved:	August 2021
Date Reviewed:	August 2024
Date for Next Review:	August 2027 or earlier if required by changes in legislation or guidance, or if the Governing Body sees fit
Responsible Officer:	Chief Executive
The Remit has a direct link to the following Atrium policies and procedures:	Atrium’s Rules and Membership Policy Codes of Conduct for Staff and Board Members Standing Orders of the Governing Body and Sub-Committees Role Descriptions for Governing Body Members, Chair and Vice Chair Remits for Finance, Audit & Staffing and Housing & Community Services Sub-Committees There is also an indirect link to all policies and procedures of the organisation

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1. Outline of Responsibilities

- 1.1. The Property Services Sub-Committee is responsible for the detailed consideration of strategy and policy in relation to
 - all development, regeneration and asset management functions (including medical adaptations);
 - reactive and void repairs services; and
 - landlord and resident health and safety compliance.

- 1.2. The Sub-Committee is also responsible for
 - monitoring the implementation of related strategies and policies;
 - monitoring the procurement of property services;
 - monitoring contractors' performance;
 - monitoring expenditure in relation to property services to ensure value for money;
 - establishing performance indicators and targets in relation to property services;
 - monitoring organisation performance against those targets; and
 - monitoring key risks within the remit area and ensuring appropriate steps are taken to manage and mitigate them.

2. Policy and Procedures

- 2.1. To consider, discuss and periodically review and approve all policy matters affecting property services.

- 2.2. To note key developments in regulatory and government policy which will impact on procedures and practice, reviewing documents as required.

3. Asset Management

- 3.1. To consider and approve Atrium's short, medium and long-term plans for investment in its existing housing, including the standards to be achieved, costs and expected outcomes.

- 3.2. To monitor contractor and consultant performance against key performance indicators and bring matters of concern to the attention of Board.

- 3.3. To monitor spend against budget and bring matters of concern to the attention of Board.

- 3.4. To monitor Atrium's compliance with statutory and other requirements in relation to its Health & Safety duties towards tenants and residents.

- 3.5. To note key developments in regulatory and government policy which will impact on procedures and practice, reviewing documents as required.

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4. Development & Regeneration

- 4.1. To consider and approve Atrium's strategy for developing new properties in support of EAC's Strategic Housing Investment Plan and Scottish Government objectives and recommend it to the Board for ratification.
- 4.2. To be responsible for ordering and execution of Atrium's development programme in line with Atrium's development strategy document.
- 4.3. To determine the acquisition and disposal of sites and properties in line with the development programme agreed by Atrium in conjunction with the Scottish Government.
- 4.4. To approve the award and determination of all new build contracts.
- 4.5. To agree indicative scheme design and proposed layouts at an appropriate stage in the development process.
- 4.6. To monitor Scottish Government Grant and private finance expenditure on a project basis against the annual Programme Agreement.
- 4.7. To monitor the service being delivered by contractors, architects, quantity surveyors, engineers and other technical consultants. This will include establishing the type of appointment made and, where necessary, the determination of such appointments.
- 4.8. To monitor compliance with planning and building standards.

5. Property Acquisition and Disposal

- 5.1. To determine Atrium's overall strategy for growth through property acquisition.
- 5.2. To monitor the property acquisition programme against agreed targets and budgets, including grant assistance.
- 5.3. To approve the strategic disposal of properties where this is considered appropriate to Atrium's Asset Management Strategy.

6. Reactive and Void Repair Services

- 6.1. To monitor reactive and void repair contractor performance against key performance indicators and approve or recommend action where targets are not met.
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- 6.2. To monitor spend against budget and value for money by receiving regular reports and where necessary instructing action to adjust expenditure or policy and procedure subject to the policies of Atrium.

7. Procurement

- 7.1. To establish, using consultants as necessary, the most appropriate form of procurement, including tender procedures for the delivery of property services.
- 7.2. To set the criteria for selection / appointment, monitoring, and evaluating the performance of consultants and contractors.
- 7.3. To monitor and if appropriate participate in the procurement and award of property services contracts.

8. Performance Management

- 8.1. To monitor the service being delivered by contractors, architects, quantity surveyors, engineers and other technical consultants. This will include establishing the type of appointment made and, where necessary, the determination of such appointments.
- 8.2. To monitor individual project progress in relation to programme, quality and costs.
- 8.3. To monitor development programme spend against the annual programme agreement and asset management investment against budget.
- 8.4. To monitor and review Atrium's design guide and standard specification.
- 8.5. To set the criteria for fulfilling legal requirements and responsibilities in relation to CDM regulations and other relevant areas.
- 8.6. To approve, monitor and review Property Services targets and objectives.
- 8.7. To consider proposals for regeneration / wider role projects which might bring advantages to Atrium's tenants and areas under management, and approve the development of appropriate opportunities.
- 8.8. To monitor the performance of wider role projects against their stated aims and objectives, making recommendations for change as necessary.

9. Other

- 9.1. To act as a general forum in considering the problems and opportunities relating to all matters in respect of property services activities.

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- 9.2. To liaise with other Sub-Committees on matters of mutual interest and concern and in particular in relation to the affordability (to Atrium and to customers) and demand for new housing.

- 9.3. To deal with any other appropriate matters referred by the Board or requiring urgent attention.