

DRAFT

Asset Management Projects Process

1. Purpose and Definitions

This process is intended to set out the responsibilities between the Council and the TMO for schemes that have been identified for major investment as part of the asset management of the stock. It sits alongside the Capital Programme, Hidden Homes and Regeneration initiatives.

By Asset Management Projects we mean:

- Improvement or upgrading of existing properties on estates
- The spend is in excess of £
- There is likely to be significant political and public interest that impacts on the reputation of the Council and the TMO

This process does not include the demolition of existing residential buildings, which will be led by the regeneration and development group.

Roles and Responsibilities

TMO – will carry out identification, feasibilities, planning and delivery

RBKC – retains strategic responsibility for sites and will client the delivery of the scheme by TMO.

RBKC is the budget holder and approves the release of budget to fund the works and has an overview of the spend.

Approval for progression of schemes to planning application and implementation sits with the Cabinet Member for Housing and/or the Director of Housing

2. Site identification

The sites will be identified through the TMO's active Asset Management approach and will be discussed as part of the capital works programme at the HRA Asset Management and Business Planning meetings.

Details will be included in the annual HRA Business Plan.

Information to be presented includes:

- Site location and plan
- Description of the opportunity
- Risks and challenges identified
- Known planning issues
- Information required to complete a feasibility study, timeframe and likely budget

- Consultation with resident engagement and commercial portfolio project manager to identify any risks related to residents

The Council will assign a lead officer from the Housing Commissioning team and they will be invited to join the scheme project group and will act as the main interface between the TMO and the Council on the project.

3. Resident Consultation

Schemes may require different levels of resident and user consultation depending on the level of potential controversy and the size of the project.

The level of consultation required will impact on the programme and could affect how far proposals are developed. This should be identified at an early stage when the opportunity is at proposals stage, before resources are committed to feasibility and design development.

TMO staff would be responsible for leading on resident consultation, with input from the Council's lead officer. The communications and consultation plan will be drafted as part of the TMO's standard processes **prior to the commissioning of a Feasibility Study??** but this will be brought to the HRA Asset Management and Business Planning meeting to be signed off.

The resident consultation plan will set out how and when residents will be consulted, and how local groups such as resident associations will be involved.

TMO will consult internally with neighbourhood management and the Resident Engagement Team to identify any potential risks associated with the site and local residents.

4. Project monitoring

From the inception of the project to the completion **(and snagging?)** the TMO will:

- Invite the Council's lead officer to contract meetings as appropriate
- Will provide monthly budget monitoring details
- Provide a highlight report or verbal update, including resident consultation issues, to the HRA Asset Management and Business Planning meeting
- **Where there are variations to the contract resulting in additional spends of £XXX these will be notified to and agreed by HRA AM/BP or HSDMT?**
- Provide information on the project as requested for submission to HSDMT, Policy Board or Scrutiny Committee