



ASSET MANAGEMENT POLICY

Policy Owner	Director of Group Operations
Document Author(s)	Asset Manager
Approved By	Harbour Homes Board
Date approved	November 2025
Next Review Date	November 2030
Review Cycle	5 years
Communication & Training Methods	Presentation to Board Briefing to HH & HL Staff
Is a mandatory read required?	NO
Does this policy require to go on the website?	YES
Who does this policy apply to eg GROUP or ENTITY NAME(S) NB if not all, check there is a separate policy in place	Harbour Homes Scotland Limited Harbour Lettings Limited
The Policy has a direct link to the following Harbour policies and procedures If there are separate procedures which require to be attached to the policy in Doctract, please ensure these are reviewed at the same time and also provided.	This policy is the lead in a range of documents which will be reviewed on a regular basis: 2025 Asset Management Strategy 5 Year Major Repairs and Planned Works Programme - Stock Rationalisation Policy - Stock Rationalisation Strategy - Home Standard - Factoring Policy - Operational Procedures Other links include: - Group Financial Regulations, Standing Orders - Group Procurement Policy, Strategy and Procedures

This policy complies with the requirements of these legal and/or regulatory documents	As a Registered Social Landlord, Port of Leith Housing Association must comply with and operate under a number of legislative requirements. These include: • The Housing (Scotland) Act 2014 • The Tenement of Scotland Act 2004 • Registered Social Landlords (Repayment Charges) (Scotland) Regulations 2018 • Scottish Housing Quality Standard 2004 • The Disability Discrimination Act 2005 • The Charity and Trustees Investment Act (Scotland) 2005 • The Housing (Scotland) Act 2006 • The Equal Opportunities Act 2010 • The Property Factors (Scotland) Act 2011 • Health and Safety Legislation and the maintenance requirements of various British Standards In addition the organisation will adhere to Scottish Housing Regulator (SHR) guidance including the Strategic Asset Management Recommended Practice published in August 2012 and Integrated Asset Management Recommended Practice, February 2023 In particular we will ensure we comply with the following outcomes of the Scottish Social Housing Charter: 4: Quality of Housing 5: Repairs, maintenance and improvements As a subsidiary company delivering mid market rental properties Harbour Lettings Ltd must comply with and operate under a number of legislative requirements. These include: • Private Housing (Tenancies) (Scotland) Act 2016 • The Letting Agent Registration (Scotland) Regulations 2016
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Equality & Diversity Impact (EI) Assessment Status	This document was EDI Assessed by Tina Bell and Angela Morgan using the organisation's set procedure in September 2025 and is considered to be free of anything which may lead to any unfair discrimination in its application. EI Assessment records are held by the Business Support team and can be accessed on request to the Group Business Support Manager.
Data Protection Considerations	Our policies and procedures foster an approach of 'data protection by design and by default' In practice it means that our policies and procedures consider data protection issues, ie how to protect the data subject served by the policy or procedure; New systems, services, products and business practices involving personal data are designed and implemented to ensure personal data is protected by default; Data protection principles and safeguarding of individuals' rights are clear in the policy or procedure; And that if the policy or procedure aims to provide service to vulnerable groups (eg children) that the personal data is treated with extra protection.

1.	POLICY STATEMENT
1.1	Harbour's vision of 'our communities are brilliant' is the basis of our Asset Management Policy which is designed to ensure that our property portfolio meets the needs and standards of our customers now and in future: • In good condition and well maintained • Located in attractive, safe environments • Environmentally friendly and energy efficient • Meet the needs of our customers
1.2	These principles underpin the RSL's stated vision is that: <i>The RSL is a sustainable social housing provider recognised by customers as a great landlord and contributor to brilliant communities and a great place to work.</i>
1.3	The broader aims of the policy are: • To establish a framework that will inform future investment decisions. • Facilitate the cost effective procurement of future investment. • To ensure the long term viability of the organisation to serve the community for future generations.
1.4	To facilitate these aims the Group will via an Asset Management Strategy, Strategy Action Plan, its Planned Maintenance Delivery Plans and Cyclical Maintenance Policies: • Regularly review the housing need and demand in both terms of evidencing demand and reviewing turnover. • Ensure the views of customers are sought to ensure that the Group is providing homes and neighbourhoods people want to live in. • Will prepare a 30 year investment plan based upon elemental useful life cycles that will inform of the long term investment need. • Will hold a comprehensive stock database and will regularly survey properties to ensure the information is kept up to date. • From the stock condition data will develop a detailed five year investment plan which will provide the basis on which immediate investment needs will be assessed including compliance with government standards such as the Scottish Housing Quality Standard. • Will ensure that its statutory duties to ensure reasonable standards of Health and Safety, Asbestos Management, Legionella Management, the management

	of houses of multiple occupation (HMOs) and requirement of the Care Commission are met. • Will ensure the Group is meeting it's repair obligations to commercially leased premises. • Will identify and plan alternative proposals, including divestment of stock where there are concerns surrounding present and future demand or the ability to carry out major repairs. • Will promote linkages with other strategies within Harbour and with external partners to promote stock sustainability. • Will maintain a high standard of design, development and management provided at affordable rents. • Identify and set out the implications of investing in blocks with mixed ownership.
2.	RESPONSIBILITIES UNDER THE POLICY
2.1	The asset management function sits within the Group Operations Directorate. The Asset, Neighbourhood and Placemaking Teams are responsible for delivering the strategy and associated activities. These include: • Procure contracts to deliver the services required in accordance with the Groups Procurement Policy and Strategy. • Provide project management of the delivery of Capital Works, Major Repairs, Common Repairs, Cyclical Maintenance and Disabled Adaptations programmes • Manage the Responsive and Void Maintenance services • Manage the organisations Factoring Service • Providing advice, guidance, information and performance reports on all aspects of Asset Management to the organisations management and external stake holders
3.	POLICY FRAMEWORK
3.1	This policy is the lead in a range of documents which will be reviewed on a regular basis: • Asset Management Strategy • 5 Year Major Repairs and Planned Works Programme • Stock Rationalisation Policy • Stock Rationalisation Strategy • Home Standard

	Operational Procedures
4.	POLICY & PROCEDURE EFFECTIVENESS ASSESSMENT CRITERIA
	The organisation reports its compliance with the Scottish Housing Quality Standard, Electrical Safety (from April 2025) and Gas Safety Performance to the Scottish Housing Regulator annually as part of its Annual Report against the Scottish Social Housing Charter (ARC). In the Annual Assurance Statement, the organisation confirms to the Scottish Housing Regulator it has met its duties in relation to tenant and resident safety. Monthly key performance and assurance reports are produced and issued quarterly to the Group Leadership Team and Board for information.