

Environmental Improvement Budget

Rules for Spend

Purpose: These rules are to ensure compliance with financial, health and safety and legal requirements, and to ensure that investment is made in a sustainable way.

1.	All investment must be on (HRA) land and property and must not exceed £15,000 in total unless there is funding from other sources.
2.	Procurement rules must be adhered to and only relevant approved contractors used
3.	Must be capital investment which will give a lasting improvement to the local environment.
4.	Maintenance arrangements must be resolved before projects are ordered. Need to consider future costs regarding repairing, maintenance, replacing and impact on cleaning. Also need to consider Grounds Maintenance contracts and access for machinery.
5.	Mechanical and Electrical Team to install any communal mechanical and electrical items and to place them on maintenance contracts.
6.	Compliance with the law on rights of way, planning, building regulations, party wall Act etc
7.	No transfer of funds in to or out of the assigned budget.
8.	Any play area provision and/or changes need to be in line with the strategic plan for play.
9.	Joint funding needs to be secured before orders are placed – relevant housing manager to ensure this happens and must have confirmation of partnership funding commitment in writing.
10.	All schemes must be completed and paid for within the financial year unless agreed prior to start that it is a two year project. Schemes therefore need to be planned in good time to achieve this. Need to take account of lead in times for feasibility, planning consents, leaseholder notices and tendering etc
11.	Tenants, Leaseholders and relevant staff such as caretakers and Housing Support managers need to be consulted before works begin.
12.	Need to co-ordinate with other maintenance programmes such as planned programme, garage strategy, priority stock developments and properties due for demolition.
13.	All orders to be placed by Repairs and Maintenance staff including seeking all permissions necessary eg planning requirements etc etc to deliver the Scheme.
14.	Any proposals for Closed Circuit TV are subject to a feasibility analysis and may incur a monitoring charge
15.	All schemes from Tenants/tenant groups to be acknowledged within 14 days