

# Development Policy

Policy Ref No	PS05
Implemented by	Property Services Manager
Approval Body	Management Committee
Approval Date	September 2024
Review Date	September 2027



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## 1. INTRODUCTION AND AIMS

This document describes our overall policy for developing new or converted affordable housing.

This policy is supported by detailed Development Procedures.

### **The Scottish Social Housing Charter**

The relevant standards and outcomes for the Development Policy are:

#### **Outcome 1: Equalities**

Social landlords perform all aspects of their housing services so that:

- Every tenant and other customer has their individual needs recognized, is treated fairly and with respect, and receives fair access to housing and housing services.

#### **Outcome 4: Quality of Housing**

Social landlords manage their businesses so that:

- Tenants' homes, as a minimum, meet the SHQS when they are allocated; are always clean and tidy and in a good state of repair; and also meet the Energy Efficiency Standard for Social housing (ESSH).

#### **Outcome 7: Housing Options**

Social landlords work together to ensure that:

- People looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them.

#### **Outcome 13: Value for Money**

Social landlords manage all aspects of their business so that:

- Tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

#### **Outcome 14: Rents and Service Charges**

Social landlords set rents and service charges in consultation with their tenants and other customers so that:

- A balance is struck between the level of service provided, the cost of the service, and how far the current and prospective tenants and service users can afford them.

## 2. CONTEXT

Our development activities are determined within the context of the City of Edinburgh Council's overall housing strategy – *Local Housing Strategy*. This sets out their targets for the provision of additional affordable housing. The housing strategy also takes account of the wider area as outlined in the Strategic Development Plan (SESplan) for the region.

Our proposals to deliver housing will be detailed in our annual Strategic Housing Investment Plan (SHIP). This is submitted annually to the city council.

The fundamental principle underpinning our development activities will be our absolute commitment to deliver a consistently high standard of housing and other services to individuals and communities.

## 3. COLLABORATION

To assist Prospect on Development opportunities, to provide expert knowledge of the local housing market and to act as a conduit between ourselves and CEC development department, Prospect will work with an experienced, Edinburgh based housing association or make use of an experienced consultant.

## 4. ASSESSMENT OF DEVELOPMENT OPPORTUNITIES

All potential development opportunities will be assessed against an approved list of criteria in order to determine whether or not they should be included in our Development Programme.

The assessment criteria are divided into two sections: 'Core' and 'Non-Core'. Failure to meet any of the 'Core' criteria will normally mean automatic rejection of the proposal, unless there are exceptional circumstances to be taken account of.

The assessment will be carried out by senior staff under delegated authority from the Management Committee. If it is concluded that it would be appropriate for Prospect to pursue a particular development opportunity, a formal report will be made to the Management Committee who will decide whether or not to proceed.

If it is decided during the assessment process that it would not be appropriate for an opportunity to be pursued then a written report will be produced by the Property Services Manager, to be kept on file, detailing the full reasons why such a decision was taken.

## 5. HOUSING NEEDS ASSESSMENT

Our primary area of operation is within Wester Hailes and the immediate surrounding neighbourhoods.

The Local Housing Strategy will also be used as a reference to assess the housing needs of any potential site.

We recognise that assessing housing need is not only about liaison with statutory authorities and the analysis of statistics, but also about obtaining the views of those who live in the community we work within. We will ensure that these views are sought and obtained in the following ways:

- through local & tenant membership of the Management Committee;

- by participating in the work of any Local Development Groups that may be set up to consider issues such as housing in a particular area;
- by ensuring that the local community is represented on any Project Sub-Groups set up to progress individual developments.
- by participating in local consultation exercises at the initial planning stages of specific projects.

The combination of information and consultation outlined above, together with the contribution of internal departments and information from other partners, will ensure that the assessment of housing needs is kept up-to-date, in order to provide a sound basis on which each project is planned and designed.

## **6. DESIGN BRIEF AND PERFORMANCE SPECIFICATION**

We will ensure that our new-build or converted properties are built to the highest possible standards, with a Design Brief and Performance Specification that meets all current legislation, building standards and guidance on issues such as accessibility, space standards, energy efficiency, sustainability and security.

As Design Team leader, the Architect will be required to liaise with the statutory authorities and departments such as Planning Department and Building Control as well as public utilities. Where we work directly with a Developing Contractor they will fulfil the role of the Architect.

We will carry lead responsibility for non-statutory community consultation on development proposals. The Architect/Developer will participate in this process and will ensure that appropriate drawings are available as required. Other forms of presentation may also be required, as agreed with us. As part of this process, it will be the Architect's/Developers responsibility to obtain permissions from statutory authorities and notify adjoining proprietors.

## 7. PROSPECT EQUALITY IMPACT ASSESSMENT RECORD

<b>Title of policy/ practice/ strategy</b>	<b>Development Policy</b>
<b>Department</b>	Property Services Department
<b>Who is involved in the EQIA?</b>	Neil Munro
<b>Date completed</b>	September 2024

### Stage 1: Screening Record

#### ***What is the main purpose of the policy?***

The document describes our overall policy for developing new or converted affordable housing.

#### ***Who will the policy benefit and how?***

The policy will ensure that the design and construction new or converted housing is carefully considered to ensure accessibility and suitability to all potential tenants.

#### ***For each equality group, does or could the policy have a negative impact?***

Protected characteristic	Negative	Positive/no impact	Don't know
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief (including no belief)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### ***Are there any potential barriers to implementing the policy?***

Availability of land, availability of funds and a change in our Development Policy.

	Yes	No
<b><i>Is a full EQIA required?</i></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Stage 2: Assessing the impacts

**Considering Prospect's Equalities Data and Community Profile summaries, how might the policy impact on people who share protected characteristics?** Include both positive and negative impacts.

Protected Characteristic	Description of Impact
Age	We shall ensure that our housing design is suitable for tenants of various ages.  We shall monitor demand of our houses from all age groups.
Disability	We shall ensure that our houses are accessible in accordance with building regulations and housing for varying needs demands and shall liaise with social work or other organisations to see if tenants can be identified before work is completed to potentially adapt houses before the tenants move in.  We shall monitor demand of our houses from disabled tenants.
Gender reassignment	No specific impact identified.
Marriage & civil partnership	No specific impact identified.
Pregnancy & maternity	No specific impact identified.
Race	No specific impact identified.
Religion or belief (including no belief)	No specific impact identified.
Sex	No specific impact identified.
Sexual orientation	No specific impact identified.

### ***How does the policy promote equality of opportunity?***

We will assess the demand for affordable housing to ensure housing design is suitable for all characteristics.

### ***How does the policy promote good relations?***

We will work with partner organisations to ensure housing design meets the demands.

## Stage 3: Decision making and monitoring

### ***Identifying and establishing any required mitigating action***

If, following the impact analysis, you think you have identified any unlawful discrimination – direct or indirect - you must consider and set out what action will be undertaken to mitigate the negative impact.

Does the assessment show a potential for differential impact on any group(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there potential for unlawful direct or indirect discrimination?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

***What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified?***

We will ensure our housing design is suitable to meet the needs of various characteristics.

***Describing how Equality Impact analysis has shaped the policy making process***

We will ensure that before we undertake any new development our plans take account of age and disability characteristics of our potential tenants. This may result in better housing mix of tenants within our communities.

***Monitoring and Review***

This policy will be reviewed every three years and will be monitored and reviewed at the time of any developments.

## Stage 4 - Authorisation of EQIA

Please confirm that:

- ◆ This Equality Impact Assessment has informed the development of this policy:

Yes  No

- ◆ Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:

- Eliminating unlawful discrimination, harassment, victimisation
- Removing or minimising any barriers and/or disadvantages
- Taking steps which assist with promoting equality and meeting people's different needs
- Encouraging participation (e.g., in public life)
- Fostering good relations, tackling prejudice and promoting understanding

Yes  No

### Declaration

**I am satisfied with the equality impact assessment that has been undertaken for Antisocial Behaviour.**

**Name: Neil Munro**

**Position: Property Services Manager**

**Authorisation date: 10 September 2024**