

PROPERTY FACTORS (SCOTLAND) ACT 2011

RESPONDENT INFORMATION FORM

Please Note: that this form **must** be returned with your response to ensure that we handle your response appropriately.



1. Name/Organisation

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3. Permissions

I am responding as...

Group/Organisation

(a)	Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)? <i>Please tick as appropriate</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	(c)	The name and address of your organisation will be made available to the public (in the Scottish Government library and/or on the Scottish Government web site).
(b)	Where confidentiality is not requested, we will make your responses available to the public on the following basis <i>Please tick ONE of the following boxes</i>		Are you content for your response to be made available? <i>Please tick as appropriate</i> Yes <input type="checkbox"/>
	Yes, make my response, name and address all available <input type="checkbox"/>		
	<i>Or</i>		
	Yes, make my response available, but not my name and address <input type="checkbox"/>		
	<i>Or</i>		
	Yes, make my response and name available, but not my address <input type="checkbox"/>		
(d)	We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise? <i>Please tick as appropriate</i> Yes <input type="checkbox"/> No <input type="checkbox"/>		

QUESTIONNAIRE

CONSULTATION: PROPERTY FACTORS (SCOTLAND) ACT 2011 DRAFT CODE OF CONDUCT FOR PROPERTY FACTORS

Section 1 – General obligations

QUESTION 1: Does Section 1 cover all of the over-arching obligations required of this statutory Code?

If your answer is no, please explain what additional information you would require to explain the obligations more fully.

No. Section 1 should also refer to obligations to follow all relevant legislation (as per 3rd last para of Introduction). IHBC request addition (to Introduction &/or Section 1) of a specific reference to a requirement to understand and follow historic environment legislation, guidance, policies and advice, where a listed building or conservation area designation is involved – as this will be critical for the proper management of much of our older housing and property stock.

Section 2 – Written statement of services

QUESTION 2: Does Section 2 cover the key information that should be provided in the written statement of services?

If your answer is no, please explain what you would like to see expanded.

No. IHBC would wish to see the addition - perhaps at point (c) - of a requirement for a written Management Plan, setting out standards and frequencies for all regularly occurring maintenance issues, *at least* where a listed building or conservation area designation is involved.

Section 7 – Carrying out repairs and maintenance

QUESTION 8: Does Section 7 cover the key matters relating to repairs and maintenance?

If your answer is no, please explain what information you would like to see expanded upon.

No. IHBC wish to see the addition of a requirement for a written Management Plan, setting out standards and frequencies for all regularly occurring maintenance issues, *at least* where a listed building or conservation area designation is involved. This could be included by an amendment to 7.4 which at present appears to be voluntary (*if* the care service.....). It may also be desirable to make reference to a need for tenants to contribute to a fund to cover those regular maintenance issues identified in a Management Plan.

Secondly, at 7.3 IHBC suggests it may be worth adding the phrase “eg due to the need for specialist, accredited contractors in a particular skill.”

General question

QUESTION 10: Overall, Is the Code clear, understandable and easy enough to interpret?

If your answer is no, please explain which points require further clarification (where possible, please refer to the numbers of specific standards).

The draft code is clear on the issues it covers.
IHBC has made one suggestion (at Question 1) for being more explicit on the requirements to follow historic building legislation and correct procedures and standards (as set out in government guidance, policies and advice).
IHBC has also made a request (at both Questions 2 and 8) that Sections 2 and 7 of the draft Code include a requirement for a written Management Plan to be produced.

