

Appendix 2 – H DA List of Services

- A. Project management of housing schemes from inception to post occupation.
- Site Finding.
 - Initial site appraisal – physical, legal, planning and access.
 - Outline scheme, financial viability and risk assessment.
 - Option appraisal including analysis of procurement, contractual and funding options.
 - Production of build specification and development of other client requirements.
 - Commissioning of detailed scheme design.
 - Advising on selection of partner contractors; house-builders and developers.
 - Negotiation of legal terms with partner organisations.
 - Finalising scheme viability and budget.
 - Co-ordinating of collation of information for pre-planning application.
 - Commissioning specialist Planning advice.
 - Management of build contract; build quality; cost control; and variations to contract.
 - Management of handover into management including production of estate management strategy; service charges; commercial lettings; and transfer of public realm into management and maintenance.
 - Marketing and sales of intermediate and market sale options.
 - Resident; community; and stakeholder engagement on a project by project basis.
- B. Programme Management of Development Schemes

As well as individual project management, the HDA will manage programmes of schemes on behalf of the partner authorities.

- C. Strategic Development of Housing Delivery Models

As well as project management the HDA will respond to the changing housing sector and will advise and report on alternative approaches to housing delivery, including innovative models of delivery.