

## HOUSING IMPROVEMENT FUND (HIF)

### A. Funding

- A.1 The amount allocated to HIF is set at the beginning of each financial year and depends upon the results of the previous financial year and how much the Association can afford.

### B. Allocation of Funds

- B.1 The amount of HIF is allocated between four separate budgets:
- a) **Pre-planned programmes:** to be used for increasing the heating in properties where it is necessary. The decision as to which properties are to benefit is to be based on the age of the property.
  - b) **Voids:** to be used for upgrading the heating in any voids which arise during the year; to be restricted to providing one extra gas fire per void.
  - c) **Heating requests:** to be used for providing extra heating in properties where it is needed, based upon a request by the tenant and according to certain criteria. (See HMSC below).
  - d) **Other requests:** to be used for providing other improvements as requested by tenants, eg. Fencing, draught-proofing, insulation, according to certain criteria. (See HMSC below).

### C. Responsibility for HIF

- C.1 **The Development and Maintenance Sub-Committee (DMSC):** is responsible for ensuring that the budgets for the pre-planned programme and for voids are administered effectively.
- C.2 **The Housing Management Sub-Committee (HMSC):** is responsible for administering the budget for providing improvements based upon tenant's requests. In order to do this they take into account the following criteria:
- a) Property related considerations: size of property, age etc.
  - b) The tenant's circumstances: age, disability, health, financial situation etc.
  - c) The availability of funds.

### D. Administration of HIF

- D.1 The Maintenance Section will arrange for all HIF work to be carried out.

- D.2 The Maintenance Section will report to the DMSC regarding the budget for pre-planned and void improvements, and will also present a report to the DMSC detailing the pre-planned improvements.
- D.3 The Maintenance Section will inform the Housing Managers of the cost of improvements carried out relating to tenant's requests, and will estimate the cost of outstanding work yet to be carried out. They will also supply the Housing Managers with any information they may require on a specific property in relation to a HIF request.
- D.4 The Housing Managers will provide a report for the HMSC on any HIF request, in order that the HMSC can make a decision. The Housing Managers will also ensure that the HMSC is aware of the Budget available for HIF when considering a request.

### **E. Tenant Appeal**

- E.1 If a tenant has requested an improvement and been refused, there is a right of appeal to the Management Committee. The tenant should contact the Secretary, preferably in writing, in order to give the reasons for the appeal.
- E.2 The Secretary will then arrange for the appeal to be heard by either
  - i) the HMSC, if new and previously unknown information has been provided by the tenant, or
  - ii) the Management Committee.

A tenant has the right to appear at the appeal hearing in order to put their case.