

GLEN HOUSING ASSOCIATION

54. CONTRACTORS AND CONSULTANTS LIQUIDATION POLICY

1. INTRODUCTION

- 1.1 This statement outlines the Association's policy on Liquidation of Contractors and Consultants.
- 1.2 In the event of any of our Contractors or Consultants going into liquidation the Director and Chairperson will be advised as soon as possible.

2. POLICY OBJECTIVES

- 2.1 To ensure the Association avoids/minimises any financial loss when a Contractor/Consultant goes into liquidation/receivership.
- 2.2 To ensure any works in which Contractors/Consultants are involved are completed with minimum delay.

3. POLICY STATEMENT

- 3.1 When the Association is notified that a Contractor/Consultant has gone into receivership, payments to the firm will be suspended.
- 3.2 A full audit of their work and invoices will be checked to get a clear position of their work to date and amounts paid.
- 3.3 The liquidator will be contacted to determine if they will complete any remaining work/outstanding works orders.
- 3.4 Where it is in the best interest of the Association we will co-operate with the liquidator/receiver.

3. POLICY STATEMENT (Continued)

- 3.5 Replacement contractors/consultants will be procured as per our Procurement Policy. The Association's procurement process ensures we have alternative preferred contractors for each of the main trades to minimise risk and ensure continuity of service.
- 3.6 If the liquidation affects tenant services, tenants will be advised of any change in service providers immediately, and steps will be taken to ensure there is little or no disruption to those affected.
- 3.7 Any action taken will be reported to the next available Board meeting and The Scottish Housing Regulator advised of the situation as per the Notifiable Events Guidelines.
- 3.8 This policy will be reviewed at least every 5 years.