



Housing. Development. Regeneration.

Authors of a detailed development procedure manual used by numerous housing organisations, PDW can provide procedure guidance tailored to your company. We are also able to offer development scheme audits and audit advice.

DEVELOPMENT PROCEDURE MANUAL

- We produce full development procedure manuals for RSL and Stock Transfer clients.
- Our manual covers all aspects of the development process for a wide range of project types. We have a generic manual that we tailor to meet the requirements and procedures within your organisation.
- Our manual is divided into distinct modules that detail the development process and actions required in a chronological order and meets all audit requirements that your organisation is likely to face.
- Our manual can be adapted to incorporate existing procedures set in place and incorporates standard documentation for all aspects of the RSL process: standard letters, appointment documentation, audit checklists, flow charts, action planning tools, project filing systems and reporting formats.
- Our manual is written to be used as a practical document, helpful for the development of staff at all levels of experience.
- We offer guidance on particular aspects of the development process: Reporting Procedures; Audit Control; Procurement Advice; OJEU Procedure; Appointment Documentation.
- We can produce regular updates to the full manual to amend particular sections as policy or procedures change.
- We have recently developed and incorporated guidance to assist with inspection requirements.
- The manuals can be provided as hard copy or CD format.

OUR TRACK RECORD

- Development Procedure Manuals, training and Audit Control for over 15 RSL clients across the UK.

EXAMPLES INCLUDE

- **Chester and District Housing Association**
- **Arena Housing**
- **Wulvern Housing**
- **Great Places Housing Group**
- **Headrow Ltd**
- **The Ridings Housing Association**
- **Knowsley Housing Trust**

ADDED VALUE

- Experience of wide range of similar commissions.
- Broad knowledge and experience of all aspects of the development process.
- Wide experience within the team of delivery and project management of development schemes.
- Direct experience of scheme audit.

[For further information and case studies please refer to our website](#)