

**Housing and Property  
Electrical Testing Compliance Improvement Plan**

Action	Responsibility	Target	Timescale	Status
<b>Compliance by 30 November 2024</b>				
Scottish Housing Regulator engagement	Head of Housing and Property (HHP)	28 Sep 2023	28 Sep 2023	Completed
Submit assurance statement to Scottish Housing Regulator	Head of Housing and Property	31 Oct 2023	31 Oct 2023	Completed. Committee approved 12 Sep 2023
Procurement of contractors	Design Manager (DM)	Adoption of Scotland Excel Maintenance framework	31 Oct 2023	Completed 4 Oct 2023
	Building Services Manager (BSM)	Quick Quote from Local Contractors framework/PIN QQ	30 Sep 2023	Completed 29 Sep 2023
Management of Contractors	Design Manager	3,000 EICRs procured and instructed	30 Nov 2023	In progress
		3,000 EICRs completed	30 Nov 2024	
	Building Services Manager	1,000 EICRs procured and instructed	31 Oct 2023	Completed 19 Oct 2023
		1,000 EICRs completed	30 Sep 2024	
Progress Monitoring/Recording	Head of Housing and Property	Actual 2,204 EICRs complete (35%) to 30 Sep 2023	31 Oct 2023	SHR updated 27 Oct 2023
		Target 3,500 (55%) EICRs complete	31 Mar 2024	SHR updated 27 Oct 2023
		Target 6,382 (100%) EICRs complete	30 Nov 2024	SHR updated 27 Oct 2023
		Monthly Progress Updates to SHR	Ongoing	

Action	Responsibility	Target	Timescale	Status
<b>SHR ARC Evidence/record keeping</b>				
Recording of all EICRs in SharePoint/ Elec Tag	Building Services Manager/ Design Manager	Within 28 days of completion of certificate	31 Oct 2023	Complete
Recording of all EICRs in Elec Tag	Building Services Manager	Within 28 days of completion of certificate	31 Dec 2023	
Provision of EICRs for recording in NEC Planned Maintenance	Building Services Manager/ Design Manager	Within 28 days of completion of certificate	31 Dec 2023	
Recording in NEC Planned Maintenance Module	Housing Asset Manager	Within 56 days of completion of certificate	30 Apr 2024	
Identify new build properties less than 5 years old (i.e. compliant)	Housing Strategy and Development Manager (HSDM)	Monthly updates to be provided to HHP/BSM/HAM	Ongoing	263 EICRs as at 31 Oct 2023
Annual Report on the Charter (ARC) evidence	Housing Strategy and Development Manager	Single, cleansed and verified dataset	30 Apr 2024 (dummy run 31 Dec 2023)	Elec Tag/NEC data entry