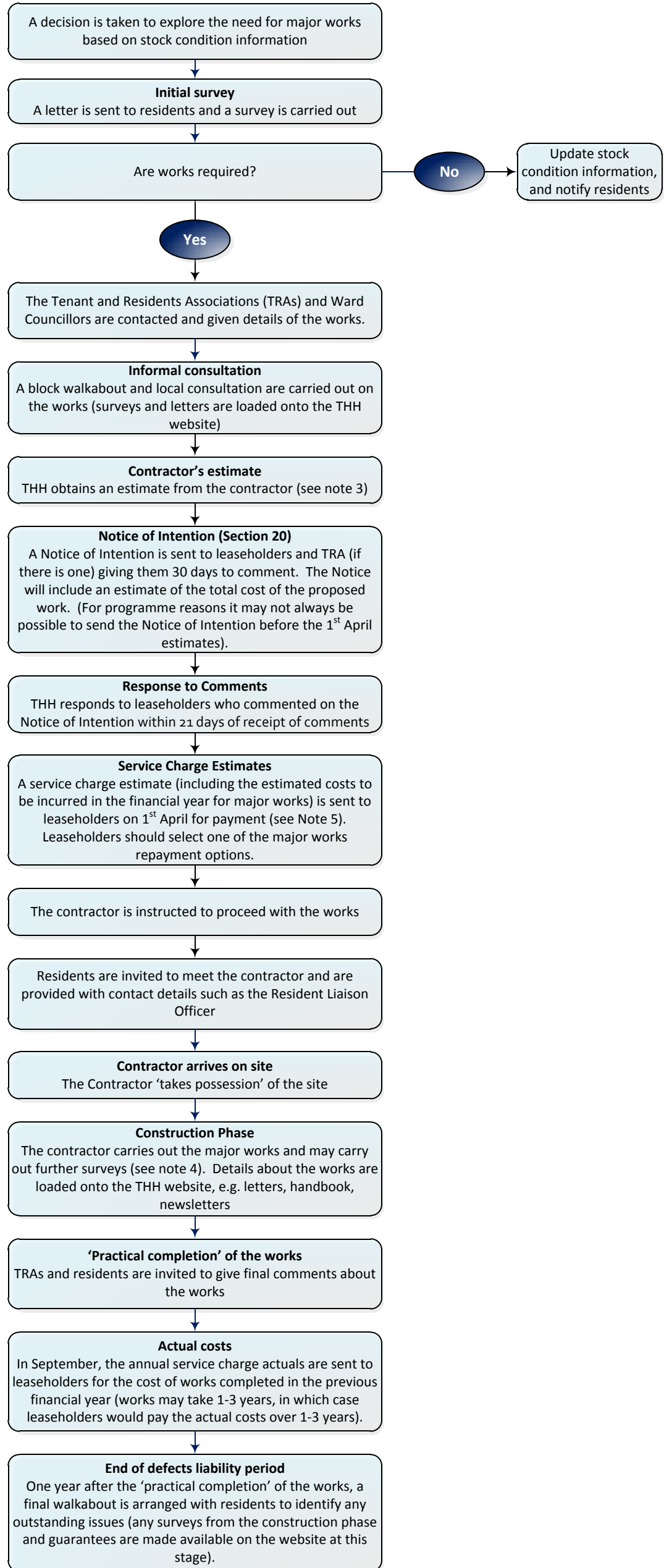


Overview of the Major Works Process for Work Covered by a Qualifying Long-Term Agreement



Notes:

1. This flowchart is a basic outline of the procedure for guidance only. The process and the order of the tasks may vary depending on the type of works being carried out.

2. A Qualifying Long Term Agreement (QLTA) or framework agreement is an agreement entered into by the landlord with a contractor for a period of more than 12 months. Tower Hamlets Homes uses a QLTA for most major works apart from specialist works.

3. The contractor's estimate will be based on the extent of the work and their agreed rates. It will also include sums for unforeseen works.

4. During the construction phase, the contractor may have to carry out further detailed surveys such as asbestos, structural and concrete repair surveys, which may change some of the work.

5. In the event that leaseholders have not received a Notice of Intention for a scheme before 1st April, they may receive it during the financial year.

6. The process may change where emergency works are required.