

Date Issued	March 2026
Last Reviewed	n/a
Department	Asset Management
Title	Energy Performance Certificate (EPC)
Objective	To describe the arrangements for ensuring all properties have a valid EPC
Responsible	Director of R3 & Asset Management
Next Review Date	March 2031

1.0 Introduction

- 1.1 The aim of this policy is to ensure that all relevant properties controlled by East Lothian Housing Association have a valid Energy Performance Certificate (EPC).
- 1.2 The procedures detailed within this policy have been written to ensure all reasonable steps have been taken to comply with the Energy Act 2011, The Energy Performance of Buildings (Scotland) Regulations 2008 and all other relevant legislation.

2.0 Legal and Regulatory Framework

- 2.1 We will comply with all relevant legislation and regulations including the following (the list is not exhaustive):
 - Energy Act 2011
 - Energy Efficiency Directive 2012
 - The Energy Performance of Buildings (Scotland) Regulations 2008
- 2.2 The Energy Efficiency Standard for Social Housing (ESSH)

The ESSH requires that:

“All social housing meets, or can be treated as meeting, EPC Band B (Energy Efficiency rating), or is as energy efficient as practically possible, by the end of December 2032 and within the limits of cost, technology and necessary consent.”

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In addition, no social housing below Energy Performance Certificate Band D should be re-let from December 2025, subject to temporary specified exemptions outlined by the Scottish Government.

3.0 Energy Performance Certificate (EPC)

3.1 An EPC is a document which states the energy efficiency of a building based on the standardised way the building is used, and provides recommendations on how the efficiency could be improved. An EPC is needed when a property is:

- Built
- Sold
- Rented

3.2 An EPC can be defined as:

‘A legally required document that provides energy efficiency and environmental impact of the property’.

4.0 Period Inspection and Testing

4.1 All EPCs are valid for 10 years.

4.2 We are required to provide a new EPC when a new tenancy starts or after the 10-year period.

4.3 EPCs may be updated if significant alterations have been made to a property after the EPC was issued.

5.0 Routine Maintenance

5.1 We will:

- Arrange for an EPC to be prepared by an approved EPC Assessor where a property is to be sold or let
- Provide the EPC free of charge to a prospective tenant or buyer
- Ensure that the EPC is clearly visible to visitors where the property is used as a public building
- consider the recommendations of each EPC and determine whether improvements could/should be made to improve the energy efficiency performance of the premises

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6.0 Monitoring and Review

- 6.1 The Asset Manager will submit reports on the performance of the Energy Efficiency to the Health & Safety Committee. The reports will include performance against set targets or standards, progress on compliance safety inspections and expenditure compared with budget.
- 6.2 Director of R3 & Asset Management is responsible for ensuring that all staff involved comply with this policy and the supporting procedures.

7.0 Policy Review

- 7.1 The Director of R3 & Asset Management will review this policy every five years or sooner if required by changes in legislation or organisational practice. Any minor changes will be approved by the Senior Management Team, but any material changes will be submitted to the ELHA Board for approval.