

BOROUGH OF BARROW-IN-FURNESS

HOUSING MANAGEMENT FORUM

Meeting: Thursday 15th January, 2015
at 2.00 p.m. (Committee Room No. 4)

Group Meetings at 1.15 p.m.

A G E N D A

PART ONE

1. To note any items which the Chairman considers to be of an urgent nature.

2. Admission of Public and Press

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

3. Declarations of Interest

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

4. Confirmation of the Minutes of the meeting held on 27th November, 2014 (copy attached).

5. Apologies for Absence/Changes in Membership.

OPERATIONAL

(R) 6. Housing Revenue Account 2015/16

(D) 7. Housing Maintenance Investment Programme 2015/16

(D) 8. Cumbria Housing Partners Contractor Selection Procedure

FOR INFORMATION

9. Housing Management Performance Report.

NOTE: (D) – Delegated to the Executive Committee
(R) – Referred to the Council

HOUSING MANAGEMENT FORUM MEMBERS:

Councillors: K Hamilton (Chairman)
D Barlow
M Irwin
A Johnston
F G Murray
R J Pointer
J Richardson
K Williams

Tenant Representatives: Mr A. McIntosh
Mr W. Ward
Mrs K. Warne
Mrs G. Anderson
Mrs G. Giddings (substitute)
Mr W. McEwan (substitute)

For queries regarding this agenda, please contact:

Keely Fisher
Democratic Services Officer
Tel: 01229 876313
Email: ksfisher@barrowbc.gov.uk

Published: 7th January, 2015.

HOUSING MANAGEMENT FORUM

Meeting: Thursday 27th November, 2014
at 2.00 p.m.

PRESENT:- Councillors Hamilton (Chairman), Barlow, Murray and Pointer.

Tenant Representatives:- Mr A. McIntosh, Mr W. McEwan and Mr B. Ward.

Officers Present:- Colin Garnett (Assistant Director – Housing).
Keely Fisher (Democratic Services Officer).

21 – Minutes

The Minutes of the meeting held on 28th August, 2014 were taken as read and confirmed.

22 – Apologies for Absence/Changes in Membership

Apologies for absence were submitted from Councillors Irwin and Johnston and Tenant Representatives Mrs K. Warne and Mrs M. Anderson.

23 – Housing Maintenance Investment Programme 2015/16 – Cumbria Housing Partners Contractor Selection Procedure

The Assistant Director – Housing updated Members regarding the continuing utilisation of the Cumbria Housing Partners (CHP) Framework as the Council's preferred investment delivery model and was asking Members to agree a suitable methodology from which to evaluate contractors listed on the new 2014 CHP framework. At the meeting held on 28th August 2014, Members had agreed to the Council's membership of CHP and its commitment to deliver investments in line with other member organisations.

CHP were presently undertaking an independent review of the frameworks viability by carrying out a "value for money" assessment. This assessment would include comparisons with other similar consortia and service providers and it was expected to be completed by mid-February 2015.

In advance of this report, Officers confirmed that the delivery of existing housing investments via CHP continued to provide significant savings with regard to procurement costs and had led to a reduction in management time through efficiency improvements associated with payment processing and improved operational management systems. In addition, customer satisfaction was exceptionally high with contractors presently achieving 99% to 100%. An example of typical cost benefits were shown in the table below:-

WORKSTREAM	BBC DELIVERY COST	PROCURE PLUS AVERAGE COST (NORTH WEST)	CHP AVERAGE COST (CUMBRIA)
BATHROOMS	£1040.87	£1423.61	£1232.47
KITCHENS	£2122.87	£2758.28	£2146.42
CENTRAL HEATING*	£2401.51	£2157.04	£1937.02

* BBC costs for heating include additional equipment and relate to larger property types: i.e. houses rather than flats

The Council was also presently undertaking a condition survey of the housing stock. Results of the survey would be presented to Members at the next meeting scheduled for 15th January, 2015. Whilst Officers were unable to advise Members about the content of the survey it was expected that there would remain a continuing on-going investment need for key components such as kitchens, bathroom, heating and electrical rewire as they were by nature replaced on a cyclical basis.

The Assistant Director – Housing reported that the new OJEU compliant framework had been prepared on behalf of CHP by Procure Plus and a partner company called “Realize”. The new framework identified a range of key work streams that were broken down between internal and external housing components. It also separated out the various services provided by contractors and suppliers.

Each of the CHP work streams was sub divided into small (Less than 50 No.) and large (More than 50 No.) investment categories to ensure both smaller and larger contractors were able to compete on a fair and transparent basis. Contractors were not permitted to bid for both categories within a particular work stream.

Some of the most popular work streams available to landlords included:-

- a. Electrical rewiring and testing;
- b. Painting improvements;
- c. Re-Roofing works;
- d. External works;
- e. Kitchen improvements;
- f. Bathroom improvements;
- g. Heating improvements;
- h. Solar panelling and renewal energies;
- i. Communal areas;
- j. Insulation works;
- k. Fire precaution works;
- l. Adaptation works; and
- m. Asbestos removal.

He advised that there were several locally based contractors on the new CHP framework and were, along with other contractors, eligible for selection using one of the following methods:-

- a. Direct call off; and
- b. Mini competition.

The Direct Call off Procedure allowed landlords to directly select a contractor within a particular work stream based on the original OJEU evaluation procedure that took account of the contractor's cost and quality submissions.

The Mini Competition Procedure allowed landlords to evaluate contractors using a range of pre-determined assessment criterion that may vary from landlord to landlord.

Officers were proposing to undertake mini competitions using the following assessment procedure:-

1. **Written submission**

Contractors would be required to answer questions covering the following areas:-

Evaluation Criteria	Weighting
Customer Satisfaction	30%
Equality and Diversity	5%
Service Delivery	25%
Health, Safety and Environmental	5%
Local and Social Skills Benefits	10%

This section of the assessment will contribute **75%** to the total mark.

2. **Pricing document**

Contractors would be required to submit rates to carry out the works. These rates would be fixed for this particular scheme and would be open for acceptance for 48 months.

This section of the assessment would contribute **25%** to the total mark.

3. **Preferred contractor(s) status pricing document**

The results of each mini competition would be summarised and ranked for consideration by the Housing Management Forum. The Housing Management Forum would advise Officers of their decision regarding contractor appointment for each individual work stream.

Officers would ensure CHP/Procure Plus confirmed in writing contractors appointed by the HMF.

RECOMMENDED:- To agree that:-

- (i) Officers continue with the process of appointing CHP contractors for cyclical type work streams in advance of the stock condition findings;
- (ii) Officers proceed with the evaluation of contractors from the 2014 Cumbria Housing Partners Framework using one of the following selection methods:
 - (a) Direct call off
 - (b) Mini competition; and
- (iii) Officers evaluate planned investment work streams using the following methods of contractor selection:
 - (a) **Electrical rewiring and testing** – Option a; Direct call off procedure
 - (b) **Painting improvements** – Option a; Direct call off procedure
 - (c) **Re-roofing works** – Option a; Direct call off procedure
 - (d) **External works** – Option a; Direct call off procedure
 - (e) **Kitchen improvements** – Option b; Mini competition procedure
 - (f) **Bathroom improvements** – Option b; Mini competition procedure
 - (g) **Heating improvements** – Option b; Mini competition procedure.

24 – Solid Fuel Appliances

The Assistant Director – Housing reported that over recent years the Housing Department had been implementing the existing policy regarding gas fire installations to ensure that gas fires and other appliances that act as a secondary heat source were removed when a property became vacant.

The primary reason for this undertaking was to reduce the long-term costs with on-going repair and maintenance of the appliance and its flue/chimney. The removal of these appliances also helped to reduce the risk from carbon monoxide poisoning as the incomplete products of combustion from a faulty secondary gas appliance or flue could no longer escape into the property and hence cannot put tenants or their families at risk from harm.

This policy was created in the knowledge that there existed a very high percentage of the housing stock that has a modern high efficiency central heating boiler with a radiator in every room.

The Housing Department had existing systems in place to manage the safety of all gas and solid fuel appliances. This included an annual safety test and inspection by a qualified engineer and the provision of supplementary carbon monoxide detectors for tenanted properties with solid fuel appliances.

Officers advised that whilst these arrangements were presently adequate the risks associated with solid fuel installations may cause additional safety concerns regarding the following points:-

- Solid fuel appliances have no safety control measures (unlike gas appliances);

- Solid fuel appliances increase the risk of fires within the property;
- Solid fuel appliances create a 40-50% higher risk from carbon monoxide poisoning when compared to equivalent gas appliances;
- Solid fuel appliances need to be inspected annually by a suitably qualified engineer (This incurs additional costs); and
- Solid fuel appliances need to be maintained on a daily and weekly basis to ensure compliance with the manufacturer's instructions (The Council has no means to ensure compliance with this requirement).

Part 5 of the Council's Tenancy Agreement informed tenants of their rights with regard to carrying out repairs to their home. Sub section 5 of the agreement goes on to advise tenants that they must not carry out any alterations without written permission from the Council.

Officers periodically receive requests from tenants to install a new solid fuel appliance such as a coal fire or solid fuel stove/burner and in light of the comments made above Members are requested to amend the existing policy so that future requests from tenants to install new solid fuel appliances were declined.

It was moved by Councillor Hamilton and seconded by Councillor Pointer that the recommendation be amended to read "Members are asked to reaffirm rather than Members are asked to amend". This was voted upon, and

RECOMMENDED:- To agree that the existing gas fire policy be reaffirmed to include the removal of existing solid fuel appliances when properties become vacant and to decline requests from tenants to install new solid fuel appliances.

25 – Responsive Repairs Contract

The Assistant Director – Housing sought Members' agreement to work in collaboration with other members of Cumbria Housing Partners (CHP) to pursue the option of progressing a joint responsive repairs contract.

The current Responsive Repairs Contract would end on 4th November, 2015.

It was unclear whether it would be prudent or not at the current time to offer an extension to the current contractor or to assume they would be interested in an extension.

Approval had been sought to appoint advisors in order to assist to the Council to prepare should it be necessary to re-let this Contract on behalf of the Borough Council.

However, the Assistant Director – Housing had been in discussion for some months with other social housing providers in Cumbria who were members of CHP regarding the possibility of a joint procurement process for appointing contractors to complete responsive repairs.

Including Barrow Borough Council, there were four members of CHP that were interested in progressing this option.

The first stage would be to appoint a suitably qualified consultant to carry out a scoping exercise to establish the feasibility of whether a joint procurement process would be appropriate for the four landlords. At the current time, two advisors had been asked for a price to carry out this work and the Group had identified a possible advisor. The cost of the work would be £2,950 plus VAT, plus mileage. It was proposed the work could be completed within five to six weeks and each landlord contribute equally towards the cost.

At the present time it was unclear the most appropriate direction to take with regard to the delivery of the responsive repairs contract and the Assistant Director – Housing suggested that there was merit in continuing the approach already started independently but secondly to remain part of a Cumbria-wide approach to assess whether this would be a feasible or beneficial option rather than procuring directly.

RECOMMENDED:- To agree that resources be made available from existing budgets to complete a scoping exercise in order to consider whether a joint approach would be viable.

26 – Griffin Community Centre

The Assistant Director – Housing requested Members to agree arrangements for the installation of PV panels at the Griffin Community Centre.

The Centre was managed by a voluntary management group who met all of the day-to-day running costs and organised the activities within the centre. The Council maintained the building and an Officer completed Health and Safety Audits as required.

There was no formal contractual arrangement between the Group and the Council.

The Council previously supported an application to the SofP Fund to carry out upgrading to the Centre with the primary objective of assisting the voluntary management group to meet the running costs of the centre.

The application to the SofP fund had been agreed by Cumbria Housing Partners (CHP) to the value of £25k. Work had started to replace the heating system and improve the thermal insulation of the building. Windows would also be upgraded in due course.

The Assistant Director – Housing had also had discussion with CHP regarding the funding of PV panels on the roof which would further assist in reducing the running costs of the centre and provide another source of income for the Group.

Details were to be finalised, but the PV panels would provide electricity during daylight hours for users of the Centre, with any surplus being paid by the utility supplier in the form of a feed in tariff.

From discussion with CHP it would appear that it was the practice of utility suppliers to pay the owner or tenant any feed-in tariff due from the panels.

The Community Group did not have a formal lease on the property and therefore the feed-in tariff would be paid to the Council.

Final arrangements for the option of installing PV panels were yet to be agreed. However, should it proceed the Assistant Director – Housing asked Members to agree any feed-in tariff the Council received be paid to the Group to assist in the cost of running the Centre.

RECOMMENDED:- To agree the installation of PV panels at the Centre which will be funded through the Cumbria Housing Partners Sense of Place (SofP) Fund and any feed-in tariff due to the Council be paid to the Community Centre Group to assist in the running costs of the centre.

27 – Housing Management Performance Report

The Assistant Director – Housing submitted information relating to the Housing Management Performance 2014/15 and Best Value Performance Indicators. The information is attached at **Appendix A** to these Minutes. He provided a brief commentary to assist Members in their understanding of the key trends.

RESOLVED:- To note the Housing Management Performance Report.

28 – Planned Investments and Planned Maintenance

The Assistant Director – Housing reported information relating to the Planned Investment and Planned Maintenance Programme for 2014/15. The information is attached at **Appendix B** to these Minutes.

RESOLVED:- To note the information.

The meeting closed at 2.30 p.m.

HOUSING MANAGEMENT PERFORMANCE REPORT APPENDIX A

Performance Indicator	Actual 2011/12	Actual 2012/13	Actual 2013/14	Apr-June 2014	Apr-Sept 2014	Target (Median)
£ Rents Collection						
£ Rent & Service Charges due (exc Void)	£9,228,558	9,728,187	10,687,981	2,549,037	5,386,720	£10,726,368
£ Rent collected	£9,134,875	9,604,739	10,482,254	2,451,512	5,272,405	£ 10,511,841
Rent collected as % of rent due (exc ft)	98.98%	98.73%	98.08%	96.17%	97.9%	98%
£ Current Arrears (dwellings)	£181,230	£203,623	£370,804	£465,845	£474,254	£321,791.04
£ Former Arrears (dwellings)	£92,499	£135,745	£162,969	£184,016	£220,481	£160,768
Write Offs (Gross)	£75,538	£38,573	£137,688	£8,969	£13,809	£150,000
Tenants evicted for rent arrears	6	5	15	1	4	15
Current tenants arrears % of rent owed	2.0%	2.1%	3.5%	4.3%	4.2%	3%
Former tenants arrears % of rent owed	1.0%	1.4%	1.6%	1.7%	2.0%	2%
£ Rent arrears Garages	£1,824	£1,452	£1,763	£3,635	£8,011	£ 3,750
£ Rent Arrears Shops	£16,602	£22,146	£15,464	£12,122	£12,905	£ 15,000
Void management	2694	2686	2677	2672	2667	2666
Tenancy Turnover %	8.4%	10.1%	12.9%	3.6%	6.2%	8.05%
Total number of re-lets	278	245	340	78	167	370
No. of Voids	227	270	344	95	171	350
Ends due to Under Occupation			48	0	3	10
Average relet time for dwellings (inc days spent in MW)	37	32	35	52		30
£ rent loss through vacant dwellings	£ 100,227	£ 111,607	£ 165,336	£ 40,169	£ 90,137	£ 168,229
£ rent loss due to vacant garages	£5,098	£2,290	£2,157	£339	£970	£ 4,500
£ rent loss due to vacant shops	£16,546	£5,000	£1,022	£0	£0	£ 4,000
£ rent loss due to vacant dispersed	NA	NA	NA	£2,166	£12,097	£ 13,019
% properties accepted on first offer	86.4%	78.4%	76.5%	80.7%	78.0%	70%
Loss per Void (Rents, Repairs, Arrears)	£ 2,846	£ 2,684	£ 1,341	£ 1,022	JC	£2,000
Maintenance						
No. Repair Orders issued (Tenant Demand)	11,587	10,109	10,822	2,575	5,101	9,197
Responsive & Void repairs per property	4.3	3.7	4.0	1.0	1.9	3.4
P1 & P2 as a % of total repairs	61.7%	63.8%	63.0%	55.0%	54.6%	47.5%
% all responsive repairs completed on time	87.3%	77.1%	71.2%	83.5%	82.2%	96.3
P1 % emergency repairs completed on time	94.6%	94.6%	89.0%	92.7%	95.1%	96.7
P2 % urgent repairs completed on time	78.9%	77.3%	73.0%	79.5%	79.9%	94.6
Average end-to-end time for all reactive repairs (days)	12.25	19.78	17.46	10.75	13.14	8.2
Percentage of repairs completed 'Right First Time'	78.5%	79.79	N/A	N/A	N/A	88.8
Appointments kept as a percentage of appointments made	77%	61%	N/A	N/A	N/A	96.8
Appointments made as a percentage of repair orders (exc gas &	NA	100%	N/A	N/A	N/A	94.1
Percentage of dwellings with a valid gas safety certificate	99.89%	100%	100.0%	100.0%	100.0%	99.8%
Percentage of homes that fail to meet the Decent Homes Standard	0%	0%	0%	0%	0%	0.2%
*Average energy efficiency rating of dwellings (based on RD SAP	69.2	69.2	69.2	69.2	69.2	68.90%
Homeless						
Homeless ave. days in temporary dispersed accommodation	59	57	56	29	36	
Homeless ave. days in temporary B&B accommodation	20	27	35	37	38	
Homeless Total Cases Closed	752	903	782	83	293	
Homeless Advice	339	408	187	25	92	
Homeless Prevention	114	170	492	38	165	
Homeless Applications	185	147	103	20	36	
Homeless Successful Preventions	85	148	277	24	89	
Eligible Homeless (Owed a full duty)	29	30	19	3	6	

HOUSING MANAGEMENT PERFORMANCE REPORT APPENDIX A

Housing Register	Actual 2011/12	Actual 2012/13	Actual 2013/14	Apr-June 2014/15	Apr-Sept 2014/15	
Applicants on housing register						
Active Direct Applicants		1471	1162	1070	1133	
Active Transfer Applicants		346	286	248	266	
Cumbria Choice Register	1745	1817	1448	1318	1399	
Equality & Diversity						
ASB cases reported	82	72	58	11	35	143
Percentage of closed ASB cases that were successfully resolved	91%	99%	96%	83%	100%	88%
% Diversity Information : Age	100%	100%	100%	100%	100%	100%
Gender	100%	100%	96.6%	97.9%	98.6%	98%
Ethnicity	95%	82%	93.4%	94.3%	95.0%	75%
Disability	100%	100%	96.1%	97.3%	97.9%	75%
Sexuality	56%	52%	48.1%	48.8%	49.1%	55%
Religion or belief	57%	53%	48.5%	49.1%	49.5%	55%
Percentage of Stage 1 complaints upheld	22%	40%	14%	0%	50%	NA
Value for Money - Direct Costs per property						
Overhead per property	£ 324	£ 274	£ 319			130
Major & Cyclical works	£ 1,256	1100	1232			1200
Responsive Repairs	£ 480	391	514			375
Void Repairs	£ 167	166	164			150
Housing Mgt	NA	277	259			250
Leasehold	£ 70	134	152			150
Total staff turnover	7.0%	5.9%	3.8%	0.0%	1.9%	1.9
Ave. working days lost / sickness absence	14.0	18.9	18.1	5.9	9.2	
Satisfaction						Target
Percentage of tenants satisfied with the landlord's services overall		88%				83%
Percentage of tenants satisfied with repairs and maintenance		87%				79%
Percentage of tenants satisfied that their views are taken into		78%				64%
Percentage of tenants satisfied with the quality of the home		90				N/A
Percentage of residents satisfied with the neighbourhood as a place		84%				82%
Percentage of tenants satisfied that their rent provides value for		90%				N/A
Percentage of tenants satisfied that their service charges provide		81%				N/A
Housing Stock						
Houses	1290	1284	1274	1270	1266	
Flats	1248	1245	1247	1245	1244	
Bungalows	157	157	157	157	157	
Total Dwellings	2694	2687	2678	2672	2667	
Total Dispersed /Temporary Dwellings	10	10	8	9	9	
Community Centres	5	5	5	5	5	
Leaseholds	202	204	205	206	207	
Garages	484	486	486	489	489	
Shops	20	20	19	19	19	
TOTAL PROPERTIES	3415	3412	3401	3400	3396	
Sold Property / Land	2011/12	2012-13	2013/14	Apr-June	Apr-Sept	2014/15
Houses	3	252,750	365,040	162,030	355,340	8
Flats	1	42,160	19,320	14,760	32,820	2
Land	1	0	0	3,000	3,000	1
TL	4	294,910	384,360	179,790	391,160	11

PLANNED INVESTMENTS 2014-15

SCHEME	CONTRACTOR OR SUPPLIER	AVAILABLE BUDGET	NO OF PROPERTIES (P) OR BLOCKS (B)	EXPENDITURE TO DATE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	CONTRACTOR	COMMENTS	Leasholders affected?
RE-ROOFING AND POINTING WORKS ROOSEGATE ESTATE (2-3 YEARS DELIVERY PLAN)	CUMBRIA HOUSING PARTNERS	£390,000	56 (P)	£ 421,147	16/06/2014	31.3.2015	DLP Roofing	80% COMPLETE	No
RE-ROOFING WORKS FLAT ORMSGILL ESTATE	CUMBRIA HOUSING PARTNERS	£132,000	20 (B)	£ 277	01/08/2014	31.3.2015	CUMBRIA ROOFING	30% COMPLETE	Yes
RE-POINTING/RENDERING DEVONSHIRE ESTATE	CUMBRIA HOUSING PARTNERS	£590,000	30 (P)	£ 5,317	01/08/2014	31.3.2015	DLP Roofing	DUE TO COMMENCE 1/12/14	No
WINDOW REPLACEMENTS CENTRAL & WALNEY	CUMBRIA HOUSING PARTNERS	£100,000	137 (P)	£ -	01/09/2014	31.3.2015	TOP NOTCH	DUE TO COMMENCE 1/12/14	No
COMMUNAL ENTRANCE LIGHTING UPGRADES - CENTRAL	CUMBRIA HOUSING PARTNERS	£64,000	14 (B)	£ 8,411	01/10/2014	31.3.2015	K WILSON	100% COMPLETE	Yes
COMMUNAL ENTRANCE PAINTING - CENTRAL	CUMBRIA HOUSING PARTNERS	£30,000	14 (B)	£ -	01/11/2014	31.3.2015	GEORGE JONES	WORKS TO COMMENCE IN LATE AUTUMN	Yes
COMMUNAL ENTRANCE DOOR UPGRADES - ORMSGILL	CUMBRIA HOUSING PARTNERS	£120,000	18 (B)	£ 120,000	01/08/2014	31.3.2015	SS GROUP	100% COMPLETE	Yes
GARAGE IMPROVEMENTS	CUMBRIA ROOFING	£48,600	10 (B)	£ 82,172	01/04/2014	31.3.2015	CUMBRIA ROOFING	100% COMPLETE	No
REWIRES	CUMBRIA HOUSING PARTNERS	£150,000	120	£ 171,650	01/04/2014	31.3.2015	K WILSON	70% COMPLETE	No
BATHROOMS	CUMBRIA HOUSING PARTNERS	£410,000	200	£ 192,438	01/04/2014	31.3.2015	AB MITCHELL	60% COMPLETE	No
KITCHENS	CUMBRIA HOUSING PARTNERS	£200,000	300	£ 126,616	01/04/2014	31.3.2015	AB MITCHELL	60% COMPLETE	No
HEATING	CUMBRIA HOUSING PARTNERS	£525,000	200	£ 259,480	01/04/2014	31.3.2015	AB MITCHELL	50% COMPLETE	No
PAINTING	CUMBRIA HOUSING PARTNERS	£250,000	500	£ 66,875	09/06/2014	31.3.2015	G JONES	90% COMPLETE	Yes

HOUSING MAINTENANCE COMMITMENTS 2014-15

	Funding Available 2014-15	EXPENDITURE TO DATE	Weekly Available	Gross Comm. as a % funds available
Tenant Demand Repairs	£ 1,085,671	£ 663,625	£ 20,878	61%
Voids	£ 238,243	£ 207,232	£ 4,582	87%
Gas Servicing	£ 99,049	£ 51,952	£ 1,905	52%
Decoration Vouchers	£ 45,000	£ 19,681	£ 865	44%
Disrepair Claims	£ 15,000	£ 1,722	£ 288	11%
Environmental Impmts	£ 25,000	£ 7,205	£ 481	29%
Disabled Adaptations	£ 100,000	£ 96,092	£ 1,923	96%
Electrical Testing	£ 80,700	£ 28,276	£ 1,552	35%
Door Entry Maintenance	£ 20,000	£ 1,012	£ 385	5%
Total	£1,783,663.00	£1,076,797.00	£32,858.90	

HOUSING MANAGEMENT FORUM	(R) Agenda Item 6
Date of Meeting: 15th January, 2015	
Reporting Officer: Colin Garnett, Assistant Director - Housing	
Title: Housing Revenue Account 2015/16	
Summary and Conclusions:	
<p>The purpose of this report is to agree a Housing Revenue Account Budget for the financial year 2015/16.</p> <p>The report also provides an Expected Outturn Budget for the current year 2014/15 and information regarding balances.</p>	
Recommendations:	
Members are asked to:	
<ol style="list-style-type: none">1. Note the information at (1)2. Note the information on balances and Voluntary Repayment Provision at (2)3. Agree the Dwelling and Garage Rent increases of 2.2% at (3) and note the information in Appendix B4. Note the information in point (4) and agree 2015/16 budgets as shown in Appendix A.5. Note the information at (5)	

Report

The purpose of this report is to agree a Housing Revenue Account Budget for the coming financial year 2015/16. Information about the Expected Outturn Budget and balances for the current year is also included (attached at **Appendix A**).

Last year we asked and you agreed that we could bring forward convergence to Target Rents early so that we could and dispense with Target rents in any future rent considerations. The additional uplift was minimal.

The anticipation that the additional uplift to bring rents in line with Target Rents would be removed has been confirmed. Guidelines are that we should use the annual CPI (1.2%) + 1% to determine future rent increases.

Our rents match Target Rents.

Rents within the HRA 30-year business plan are predicated at 3%.

Attached at **Appendix B** are examples of the effect of applying the increases to a range of property types. The effects of convergence mean that, for the first time, you will see that the same % increase is applied across all property types. Some lines of property types have been deleted as rents are identical for example, 1 bedroom ground floor and upper floor flats and bungalows.

In line with previous practice I have applied the same increase to Garage rents.

We are expected to manage expenditure incurred in maintaining tenancies and stock from the rents collected and we suggest that any surpluses be applied across the following:

- (1) debt repayment
- (2) debt provision
- (3) increased investment in stock
- (4) investment projects where the need or the return is clearly identifiable

1. Expected Outturn Budget 2014/15

The outturn for the year forecasts a net loss of (£176,550). Key factors are:

- HRA Income is in line with expectations
- The increase in expenditure is due to the additional costs associated with relocation to the town hall as and the cost of settling the dilapidations.
- Right to Buy sales are likely to exceed expectations of 13 for this year. We have had 13 to 1/12/14 and would expect another 4-6 to convert from applications in progress. This would leave a dwelling stock of 2,657* at year end.
* Excludes Adelphi Court
- From January we are expecting to take the 12 Adelphi Court flats out of ordinary management and will show these properties as a separate rent group in future stock figures*.
- Tenancy terminations appear to have stabilised but although lower than last year when we experienced the effects of under/over occupation the numbers are still higher than we had previously experienced. 54% of all terminations are from 1 bedroom flats.

Whilst we suspect that young single tenants who are wholly dependent on benefits cannot afford the upkeep of a home and independent living

costs we will carry out additional work to gather and analyse data. This will be reported back to members

2. Balances on the Expected Outturn for 2014/15

The above is likely to result in the following movement in balances.

2.1 **Major Repair Reserve balance as at 31 March 2014** : **£597,385**

The above funds are not expected to be spent by year end and will carry forward.

2.2 **Housing Revenue Account balance 31 March 2014** : **£2,376,816**

2.3 Breakdown of Balance on Account

Housing Revenue Account as at 31 March 2014	: <u>£2,376,816</u>
Forecast (Deficit)/Surplus 2014/15	: <u>(£ 176,550)</u>
Estimated Balance at year end	: <u>£2,393,336</u>

2.4 Voluntary Repayment Provision

Provision as at 31 March 2015	: <u>£3,975,704</u>
Forecast 2015/16	: <u>£1,222,410</u>
Provision at 31 st March 2016	: <u>£5,198,114</u>

3. Proposed Dwelling Rents and Other Charges 2015/16

In proposing the rents and charges for 2015/16 the following factors have been taken into account:

- 3.1 The Settlements Payments Determination provided a budgetary and business planning framework for rental income and the management of tenancies, major repairs and maintenance expenditure. The guidelines are that we apply inflationary increases determined by CPI of 1.2% + 1%.
- 3.2 Last year we brought forward convergence so that our rents now match target rents and no further uplifts are needed.
- 3.3 The **Calculation for 2015/16** for this authority is as follows:

CPI in September 2014 = 1.2% + 1% = 2.2% increase to Barrow Borough Council rents

	52 Weeks	48 Weeks
2014/15	£75.33	£81.60
2015/16	£76.99	£83.40
Increase	2.20%	2.20%

**Average Rent increase
over 48 weeks**

£1.80

- 3.3 Further details are further details of the resultant rents for different property types are attached at Appendix B. Rents on an individual property basis will differ
- 3.4 The proposed budget includes a 2.2% increase on garage rents. The effect on individual garage rents:

	No.	2014/15	2.20%	Increased revenue 15/16
Garage rate 1	31	£6.81	£6.96	£4,677
Garage rate 2	458	£9.21	£9.41	
TOTALS	489	£212,60	£217,28	

There is a 100+ strong waiting list garages with few vacancies and the proposed new rent appear on par with the private sector.

- 3.5 The service and facility charges for supported, furnished and dispersed properties are about right. I suggest that we leave them as is, provided that we continue to recover their cost.
- 3.6 Members will be aware that we do occasionally sell parcels of land and charge £100 upfront to deter frivolous applications and recover some of the cost. Those costs have risen and I would like to propose that we raise the fee to £200.

4 Proposed HRA Budget 2015/16

- 4.1 Universal Credit has started in our area and although the initial roll out is for new claimants only it is expected that we will see an increase in arrears. It is difficult to forecast what that increase might be but based on the experience of the pilots and the early adopters collection rates for those on direct payments could be as low as 80%. The more significant risk will be in future years (possibly 2016/17) when all our tenants will be migrated to Direct Payments. The risk to the HRA will be re assessed as part of the Welfare Reform project and is covered in more detail in that report. In the meantime we consider it prudent to build up the bad debt provision and add £100k.

Our collection rates currently run at 97.9%

- 4.2 Members approved a review of Housing's Information, Communication and Management systems in August 2014 because our needs are not met by the current system. The review, completed by Capita, assesses and outlines what the gaps are now and against future needs and the options available to us. The options with outline costs will be presented to members and approval will be sought to agree the Housing ICT strategy and any case for investment.

Although the final outcome is not yet known or agreed it is anticipated that we will have to invest further in our management systems and that we will require the services of a specialist Housing IT advisor/consultant

to provide the detailed design requirement and take us through any procurement and implementation. The estimated cost of such services is £45k which has been provided for in the budget.

It is envisaged that the cost of any additional or replacement Housing Management systems would be met from reserves.

- 4.3 Although there is no compulsory requirement to survey Tenants, it is seen as good practice to obtain a current view of how well we meet tenants' needs and to gain their perspective of how services should develop in the future. The last STAR survey was carried out in 2012 and is now due. A budget of £12k has been allocated to conduct the survey during 2015.
- 4.4 The budget has allowed for investment projects to be considered which improve the appearance and safety of certain neighbourhoods and this is further considered within the Maintenance budget elsewhere on this agenda.
- 4.5 In recent years we have set aside a budget of £25k for Area Improvements. We would like to propose that £20k be retained for that purpose under the management of area Tenancy Officers. As we move towards generic area based officers it would seem a motivational tool to encourage and instill ownership for the appearance and well-being of their area and community. Each Tenancy Officer would have a £1k budget to be used for enhancements. Details of the scheme will be formalised with the Tenants Forum so that they are kept aware of the initiatives that are being delivered.
- 4.6 To enhance the Welfare Reform project plan it is proposed that we set aside a £20k Opportunities Fund which supports initiatives that help tenants into work and training by improving employment opportunities and their employability.
- 4.7 The housing Major Repairs and maintenance budget has been increased to allow for additional stock investment and environmental improvements and allows a total £2,102 per dwelling based on a stock level of 2,669 *(includes Adelphi Court).

5 Business Improvement Initiatives

Initiatives for 2015/16 will include:

- Gearing up for the changes brought about by Welfare Reforms and Universal Credit in particular to ensure a smooth transition.
- Adapting practices and procedures to protect cash flow and arrears
- In consultation with tenants review United Utility water charge collection
- Improving IT systems to manage rent collection as Universal Credit gathers momentum. Maximise the online technology to improve customer access and need for information
- The 30 year business plan will be updated and re-forecasted from the results of the stock condition survey and the revised rent and arrears projections

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

The recommendation has financial implications as detailed.

(iv) Health and Safety Implications

The recommendation has no detrimental impact the built environment or public realm.

(v) Equality and Diversity

The recommendation has little impact on users with disabilities and Furness Equality and Diversity Partnership have been consulted.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

APPENDIX A

Housing Revenue Account				
Budget 2015-2016	Actual 2013-2014	Original 2014-15	Revised 2014-2015	Budget 2015-16
Expenditure				
Repairs and maintenance	2,780,366	3,650,300	3,650,300	3,578,960
Supervision and management	2,912,173	3,204,620	3,456,480	3,224,520
Rents, rates, taxes and other charges	8,075	3,700	7,710	9,440
Depreciation and impairment of dwellings	1,948,610	1,660,950	1,660,950	1,648,750
Depreciation and impairment of non-dwelling assets	133,745	126,460	126,460	130,730
Debt management costs	9,987	13,910	13,910	12,210
Movement in the allowance for bad debts	328,589	247,290	247,290	147,290
Total Expenditure	8,121,545	8,907,230	9,163,100	8,751,900
Income				
Dwelling rents	(9,793,218)	(10,280,770)	(10,280,000)	(10,377,540)
Non-dwelling rents	(334,697)	(348,610)	(348,840)	(354,680)
Charges for services and facilities	(1,127,892)	(1,136,440)	(1,216,300)	(1,040,060)
Total Income	(11,255,807)	(11,765,820)	(11,845,140)	(11,772,280)
Net Total	(3,134,262)	(2,858,590)	(2,682,040)	(3,020,380)
HRA services' share of Corporate and Democratic Core	288,287	246,590	246,590	223,000
HRA share of other Non Distributed Costs	(813)	(820)	(820)	(820)
Net (Income)/Expenditure for HRA Services	(2,846,788)	(2,612,820)	(2,436,270)	(2,798,200)
HRA share of operating income and expenditure:				
Gain or (loss) on sale of HRA non-current assets	(76,552)	0	(527,380)	0
Interest payable and similar charges	930,420	945,930	945,930	945,170
Pensions interest cost and expected return on pension assets	250,541	190,000	190,000	251,000
(Surplus) or deficit for the year on HRA services	(1,742,379)	(1,476,890)	(1,827,720)	(1,602,030)
Adjustments between accounting basis & funding basis under regulations				
Reversal of depreciation and impairment of non-current assets	(1,660,908)	(1,660,950)	(1,660,950)	(1,648,750)
Reversal of revaluation losses on Property, Plant and Equipment	(760,935)	0	0	0
Reversal of amounts of non-current assets written off on disposal or sale	76,552	0	527,380	0
Add the voluntary provision for the financing of capital investment	1,069,970	1,165,800	1,165,800	1,222,410
Transfer of cash sale proceeds credited as part of the gain/loss on disposal	473,233	0	0	0
Reversal of Major Repairs Reserve credited to the HRA	2,265,920	1,922,000	1,922,000	2,031,000
Debt rescheduling premium and discounts released	33,366	(1,030)	(1,030)	440
Reversal of technical items relating to retirement benefits	(351,537)	(190,000)	(190,000)	(251,000)
Employer's pension costs	208,758	241,070	241,070	247,930
Reversal of accumulated absences charges	2,238	0	0	0
Total Adjustments	1,356,657	1,476,890	2,004,270	1,602,030
(Surplus)/Deficit for the Year	(385,722)	0	176,550	0

APPENDIX B

Sample Rents 2015-16									
Basic Rents Charged									
Archetype		No. Beds	Area/Sub Area	48 Week Rent 2013/14	48 Week Rent 2014/15	48 Week Rent 2015/16	Week Difference	% Change	52 week Rent 2015/16
House	End Terrace	2	ORM/OR1	£77.92	£81.28	£83.07	£1.79	2.2%	£76.68
Ground Floor Flat	Low Rise	1	ORM/OR1	£64.65	£67.41	£68.89	£1.48	2.2%	£63.59
Ground Floor Flat	Medium Rise	3	CEN/CEN	£82.11	£85.46	£87.33	£1.87	2.2%	£80.61
Bungalow	Semi Detached	1	ORM/GRI	£72.84	£75.55	£77.21	£1.66	2.2%	£71.27
House	Mid Terrace	3	WAL/NWA	£89.24	£94.57	£96.64	£2.07	2.2%	£89.21
Ground Floor Flat	Medium Rise	2	ROO/NBN	£76.00	£80.13	£81.89	£1.76	2.2%	£75.59
House	Mid Terrace	2	CEN/HIN	£78.96	£82.91	£84.73	£1.82	2.2%	£78.21
House	End Terrace	3	ROO/ROO	£85.09	£89.78	£91.77	£1.99	2.2%	£84.71
Ground Floor Flat	Medium Rise	1	CEN/CEN	£67.78	£71.46	£73.03	£1.57	2.2%	£67.41
Upper Floor Flat	Low Rise	1	WAL/NWA	£67.89	£72.03	£73.61	£1.58	2.2%	£67.95
House	Semi Detached	2	ROO/GGS	£80.26	£84.23	£86.08	£1.85	2.2%	£79.46
House	Mid Terrace	4	ROO/GGS	£94.52	£100.50	£102.71	£2.21	2.2%	£94.81
Upper Floor Flat	Low Rise	3	ROO/NBN	£81.79	£87.12	£89.04	£1.92	2.2%	£82.19
House	End Terrace	5	ROO/GGS	£101.77	£107.39	£109.75	£2.36	2.2%	£101.31
Bungalow	Mid Terrace	3	ORM/OR2	£91.18	£95.51	£97.62	£2.11	2.2%	£90.11
Upper Floor Flat	Low Rise	2	ORM/OR2	£73.77	£78.01	£79.73	£1.72	2.2%	£73.60
Ground Floor Flat	Low Rise	2	ORM/GRI	£76.95	£81.23	£83.03	£1.80	2.2%	£76.64
House	Semi Detached	3	WAL/WAL	£90.80	£95.51	£97.62	£2.11	2.2%	£90.11
Upper Floor Flat	Medium Rise	1	CEN/LHI	£66.05	£69.46	£70.99	£1.53	2.2%	£65.53
House	End Terrace	4	ROO/ROO	£92.89	£98.15	£100.31	£2.16	2.2%	£92.59
House	Semi Detached	5	ROO/ROO	£109.94	£117.70	£120.29	£2.59	2.2%	£111.04
Bungalow	Semi Detached	3	ROO/NBN	£91.57	£95.51	£97.62	£2.11	2.2%	£90.11
House	Semi Detached	4	DAL/DAL	£98.55	£103.55	£105.83	£2.28	2.2%	£97.69
Bungalow	Semi Detached	2	DAL/DAL	£81.43	£84.67	£86.53	£1.86	2.2%	£79.87

HOUSING MANAGEMENT FORUM	(D) Agenda Item 7
Date of Meeting: 15th January, 2015	
Reporting Officer: Colin Garnett, Assistant Director – Housing	
Title: Housing Maintenance Investment Programme 2015/16	
Summary and Conclusions:	
<p>The purpose of this report is to agree the expenditure profile for 2015/16. The proposed profile and priorities are based on the agreed Five-year Asset Management Strategy 2010 and makes reference to some of the provisional findings of the 2014 stock condition survey. (A detailed report of the findings of the 2014 stock condition survey will be presented to members at the next meeting to be held on 26th February 2015).</p>	
<p>The Report also provides details of progress during the current year and has regard to operational issues that have emerged during the delivery of this ongoing Programme.</p>	
Recommendations:	
Members are asked to:	
<ol style="list-style-type: none">1. Note progress on achieving and maintaining the Decent Homes Standard;2. Agree the annual investment profile shown at Appendix C;3. Agree continued delivery through CHP; and4. Agree to the appointment of Richard Coates as Quantity Surveyor and Baker Mallett as CDMC for the period 2015 to 2019.	

Report

The purpose of this report is to agree the expenditure profile for 2015/16. The proposed profile and priorities are based on the agreed Five-year Asset Management Strategy 2010 and makes reference to some of the provisional findings of the 2014 stock condition survey.

The Report provides details of progress during the current year and has regard to operational issues that have emerged during the delivery of this ongoing Programme.

Background

The 2014/15 Investment Programme is funded from the Housing Revenue Account. The principles adopted in drafting the programme continue with the previously agreed targets set out in the 2010 Asset Management Plan (AMP) and seeks to ensure:

- The Council maintains the Decent Homes Standards.
- The aspirations of tenants are considered and incorporated within the Programme.
- To work collaboratively with other housing providers and contractors to improve delivery of planned and responsive repair services.

The information below provides an update on the progress with regard key targets included in the AMP.

- (i) Increase % of Sedbuk A rated boilers from 44% to 75% by 2015
Actual percentage of Sedbuk A rated boilers as identified by the 2014 stock condition report = 99%
- (ii) Increase % of bathrooms less than 15 years old from 40% to 60% by 2015
Actual percentage of bathrooms less than 15 years old as identified by the 2014 stock condition report = 82%
- (iii) Increase % of kitchens less than 15 years old from 40% to 60% by 2015
Actual percentage of kitchens less than 15 years old as identified by the 2014 stock condition report = 96%

It is our normal practice when presenting this report to provide an update on the number of properties failing the decent homes standard. Members should be aware that the previous stock condition surveys have been carried out on a sample basis (20% of the stock). The 2014 survey looked to inspect 100% of the housing stock to provide information that is statistically more reliable. The actual inspection rate was 88.1% (2362 properties)

Our assessment of the Decent Homes standard references the Housing Health and Safety Rating System (HHSRS). The results shown below have been taken from the provisional information provided by the 2014 Stock Condition Survey completed in December 2014. The updated property records of the investment work completed since the survey indicates that the current position is:

	Number of properties failing the decent homes standard	Percentage of Stock
Baseline survey 20.6.2006	509	18%
as at 1.4.2009	6	Less than 1%
as at 7.6.2010	32	1%
as at 31.12.2012	0	0%
Baseline survey December 2014	76	2.84%

Officers advise that the initial analysis of the 2014 stock condition data indicates that the 76 failures include the following elements;

Criterion A – Fitness Standard	1	This property has now been sold
Criterion B - Disrepair	72	Windows, Roofs, External doors
Criterion C – Modern Facilities	4	Kitchen or bathroom age/layout
Criterion D – Thermal Comfort	0	No failures

Members are advised that officers will be reviewing the content of the draft stock condition report during January to identify future options for investment. The review will include a detailed analysis of the decent homes failures to identify the extent of any remedial works required. A provisional sum of £76,000 has been included within the investment profile shown in **Appendix C**.

1. Progress during the Current Year 2014/15

Investment via CHP has continued to be an effective delivery method in terms of value for money, compared with historical costs. Additional efficiencies have been made through improved delivery by providing a streamlined approach to the management, administration and monitoring of the contracts.

All planned investment works have progressed satisfactorily during the year. The re-roofing and re-pointing work on Roosegate flats is complete. Similar works are presently on site on the Devonshire estate and are expected to be completed by the end of March 2015.

Progress on delivery will continue to be reported to this Forum on a regular basis through the Planned Maintenance Information Report (Agenda Item 9).

The table below gives an indication of the number of properties that have benefited from significant investment during 2014. Details will be updated where appropriate at year end.

Type of Work	No of Properties/Blocks due for improvement in 2014/15	No of Properties estimated to be completed by 31/3/15
Kitchens	200 (Properties)	80
Bathrooms	200 (Properties)	279
Central Heating	200 (Properties)	218
Rewires	120 (Properties)	115
Painting	500 (Properties)	484
Minor Adaptations	100 (Properties)	90
Major Adaptations	50 (Properties)	40
Re-Roofing (Roosegate)	56 (Properties)	56
Re-Roofing (Devonshire)	29 (Properties)	29
Flat Roofing (Ormsgill)	20 (Blocks)	20
Replacement doors	100 (Properties)	120

Replacement windows	137(Properties)	210
Communal door	18 (Blocks)	18
Communal lighting	32 (Blocks)	32
Communal painting	32 (Blocks)	32

2. Suggested Investment Profiles for 2015/16

Attached at **Appendix C** is the proposed investment profile for 2015/16.

The profile follows the “sustainable” investment model shown in the 2010 AMP and builds on existing priorities to upgrade bathrooms, heating and electrical circuits. Members should note that the proposed budget for kitchen improvements has reduced significantly as 96% of properties have kitchens less than 15 years old.

The HRA baseline model allocation for 2015/16 is:

Maintenance Allowance (per property £1338.42)	£3,578,960
Major Repairs (per property £759.54)	£2,031,000
Total	£5,609,960

I would also ask you note, resources have been identified for the following newly arising investment need identified in the provisional 2014 stock condition report;

- Re-roofing and re-rendering properties on the Roosegate estate
- Re-rendering properties on the Ormsgill estate
- Renewal of flat roof coverings to Lower Hindpool and Ewan Close
- Commencement of a replacement window programme
- Undertaking improvements to the 76 No HHSRS properties
- Upgrading communal lighting with energy efficient bulbs or fittings (LED)
- Upgrading security doors in Dalton and Ewan Close
- Undertaking garage improvements (Roofing and damp repairs)
- Upgrading perimeter fencing in Ormsgill and Roosegate

In addition to the planned investments, supplementary expenditure has been committed for responsive repairs and void property improvements. Members will be aware of their decision at the meeting held on 28th August 2014 to appoint Procure Plus as advisors for the re-procurement of these services. Officers advise that a budget of £30,000 has been allocated within the draft investment profile to facilitate this initiative.

A detailed report on the progress regarding the re-procurement process will be presented to members at the meeting to be held on 26th February 2015.

3. Progressing the Planned Investment Works

The majority of our planned works have been delivered through our arrangement with CHP.

A new four-year framework for CHP members was established in 2014. A separate report has been included for members and highlights the results of the “direct call off” and ‘mini-competition’ evaluation that were completed in December 2014.

Officers also advise that the delivery of some of the larger projects in 2014/15 such as re-roofing and external works required the services of a specialist quantity surveyor with knowledge and familiarity with the CHP e procurement systems. In delivering this years CHP programme we have engaged the services of a local quantity surveyor called Richard Coates. Richard has been engaged on a competitive hourly rate and has helped with the preparation of CHP’s underlying contracts. Members are requested to agree to the continuing appointment of this specialist service for the period 2015 to 2019 and agree to classify his appointment as an “exception” under item 15 of the Council Standing Orders.

In addition, the delivery of planned works often requires the appointment of a CDMC in line with the 2007 CDM Regulations. Officers request Members’ agreement to appoint Baker Mallett as CDMC for the period 2015 to 2019 on the basis of their tender submission ref OJEU 2009/S 173-250131 and letter of re-appointment from the Councils Technical Services Unit dated 10th June 2013.

4. Summary

The recommendations from the 2005 and 2010 stock condition surveys resulted in a range of investment priorities that focused on properties without modern facilities such as kitchens, bathrooms and central heating.

As these investment streams are almost complete officers wish to advise members that the provisional results of the 2014 stock condition survey indicate that future investments for 2016/17 are likely to focus on wider external problems such as window, replacements, roofing, rendering and environmental issues. A full and detailed report about the 2014 survey will be presented to members at the meeting to be held on 26th February 2015.

(i) Legal Implications

The recommendation requires officers to prepare underlying contracts for all work streams delivered via CHP

(ii) Risk Assessment

The recommendation requires officers to ensure contractors risk assessments and method statements are suitable and sufficient for the work to be undertaken.

(iii) Financial Implications

The recommendation has significant financial implications outlined in the body of the report.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

APPENDIX C

Total Budget **£5,609,860**

Routine Property Repairs

£1,070,200	Tenant Demand Repairs
-£10,000	Rechargeable Repair Income
-£9,315	Leasehold Repairs Income

Void Property Repairs

£400,355	Void Property Repairs
-£15,000	Void Repairs Income

£1,436,240

Cyclical Repairs

£195,392	Gas Servicing/Breakdown
£19,176	Door Entry Maintenance
£250,000	External Decoration (CHP)
£81,000	Electrical Testing
£14,405	Ground Maintenance
£11,524	TV Aerials
£30,000	Consultancy Fees
£7,800	Legal Fees
-£27,023	Service Charge Income

£582,274

Major Improvement Work

£100,000	Disabled Adaptations
£15,000	Asbestos Surveys
£30,000	Decoration (After Major Works)
£120,000	Fencing and Gates
£300,000	Rerendering (ORMS) - (CHP)
£350,000	Rerendering - (ROOSE) (CHP)
£76,000	HHSRS Upgrades
£175,000	Window Renewal(ROOSE) (CHP)
£49,000	Communal Lighting (CHP)
£97,500	Communal Doors
£37,500	Communal Painting (CHP)
£88,020	Garage Improvements
£7,600	Shop Improvements
£5,000	Community Centres
£25,000	EEB Improvements
£102,689	Void Major Works
-£17,963	Service Charge Income

£1,560,346

MRA - Capitalised Improvement Work

£255,000	Rewires (CHP)
£455,000	Heating and Insulation (CHP)
£180,000	Bathrooms (CHP)
£125,000	Kitchens (CHP)
£450,000	Re-Roofing (Roose Houses)
£66,000	Communal Flat Roofs
£500,000	Window Replacements (CHP)

CHP = Cumbria Housing Partners

£2,031,000

HOUSING MANAGEMENT FORUM	(D) Agenda Item 8
Date of Meeting: 15th January, 2015	
Reporting Officer: Colin Garnett, Assistant Director – Housing	
<p>Title: Cumbria Housing Partners Contractor Selection Procedure</p> <p>Summary and Conclusions:</p> <p>Officers wish to advise Members that the evaluation process to appoint suitably qualified and experienced contractors to undertake improvement works via the Cumbria Housing Partners (CHP) framework is now complete.</p> <p>This report looks to inform members about the outcome of the evaluation process and seek Members' approval to appoint contractors in line with the recommendations from Procure Plus.</p> <p>Recommendations:</p> <p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Agree to appoint Keith Wilson Electrical Contractors Limited as its preferred CHP electrical contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus. 2. Agree to appoint George Jones as its preferred CHP painting contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus. 3. Agree to appoint DLP Roofing as its preferred CHP roofing and external works contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus. 4. Agree to appoint AB Mitchell Developments as its preferred CHP kitchen contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus. 5. Agree to appoint AB Mitchell Developments as its preferred CHP bathroom contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus. 6. Agree to appoint AB Mitchell Developments as its preferred CHP heating contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus. 	

Background

On 28th August 2014, Members agreed to the Council's membership of Cumbria Housing Partners (CHP). Members will also be aware of the Council's ongoing commitment to deliver around 70 % of its planned investments through the CHP framework.

Report

At your meeting held on 27th November 2014 Members agreed the methodology for the selection and appointment of contractors from the 2014 CHP framework.

Officers can advise members that the process of selecting contractors using direct call off or mini competition is now complete. The results of the evaluation are shown below:

1. Electrical rewiring and testing – Direct call off procedure

Procure Plus has independently evaluated 12 electrical contractors from the CHP framework and has recommended the appointment of Keith Wilson Electrical Contractors Limited. A copy of the Procure Plus report has been placed in the Members' Room for your information.

Officers request Members' agreement to appoint **Keith Wilson Electrical Contractors Limited** as its preferred electrical contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus.

2. Painting improvements– Direct call off procedure

Procure Plus has independently evaluated 12 painting contractors from the CHP framework and has recommended the appointment of George Jones as its preferred painting contractor for 2015 to 2019. A copy of the Procure Plus report has been placed in the Members' Room for your information.

Officers request Members' agreement to appoint **George Jones** as its preferred CHP painting contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus.

3. Re-Roofing and External works – Direct call off procedure

Procure Plus have independently evaluated 14 roofing and external works contractors from the CHP framework and have recommended the appointment of DLP Roofing as its preferred CHP roofing and external works contractor for 2015 to 2019. A copy of the Procure Plus report has been placed in the Members' Room for your information.

Officers request Members' agreement to appoint **DLP Roofing** as its preferred CHP roofing and external works contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus.

4. Kitchen improvements – Mini competition procedure

Procure Plus has independently evaluated 7 contractors from the 2014 kitchen framework and has recommended the appointment of Contractor No1 based on an overall score (cost and quality) of 98.25. A summary of evaluation is shown in the table below. A copy of the Procure Plus report has been placed in the Members' Room for your information.

Company	Weighted Price Score (Out of 25%)	Weighted Quality Score (Out of 75%)	Total (Out of 100%)	Rank
Contractor No 1	25	73.25	98.25	1
Contractor No 2	19.78	53.5	73.28	2
Contractor No 3	21.55	51	72.55	3
Contractor No 4	18.78	49	67.78	4
Contractor No 5	18.09	48.25	66.34	5
Contractor No 6	18.63	46.75	65.38	6
Contractor No 7	18.95	43.75	62.7	7

Officers request Members' agreement to appoint Contractor No 1; AB Mitchell Developments as its preferred CHP kitchen contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus.

5. Bathroom improvements – Mini competition procedure

Procure Plus has independently evaluated 6 contractors from the 2014 bathroom framework and has recommended the appointment of Contractor No1 based on an overall score (cost and quality) of 83.11. A summary of evaluation is shown in the table below. A copy of the Procure Plus report has been placed in the Members' Room for your information.

Company	Weighted Price Score (Out of 25%)	Weighted Quality Score (Out of 75%)	Total (Out of 100%)	Rank
Contractor No 1	12.86	70.25	83.11	1
Contractor No 2	25	51	76	2
Contractor No 3	13.43	52	65.43	3
Contractor No 4	16.52	48.75	65.27	4
Contractor No 5	11.07	53.5	64.57	5
Contractor No 6	10.77	46.75	57.52	6

Officers request Members' agreement to appoint Contractor No 1; AB Mitchell Developments as its preferred CHP bathroom contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus.

6. Heating improvements – Mini competition procedure

Procure Plus has independently evaluated 7 contractors from the 2014 heating framework and has recommended the appointment of Contractor No1 based on an overall score (cost and quality) of 91.36. A summary of evaluation is shown in the

table below. A copy of the Procure Plus report has been placed in the Members' Room for your information.

Company	Weighted Price Score (Out of 25%)	Weighted Quality Score (Out of 75%)	Total (Out of 100%)	Rank
Contractor No 1	18.11	73.25	91.36	1
Contractor No 2	25	62	87	2
Contractor No 3	16.54	52	68.54	3
Contractor No 4	14.52	53.5	68.02	4
Contractor No 5	12.86	54	66.86	5
Contractor No 6	16.96	49.5	66.46	6
Contractor No 7	17.02	47.5	64.52	7

Officers request Members' agreement to appoint Contractor No 1; AB Mitchell Developments as its preferred CHP heating contractor for the period 2015 to 2019 in line with the recommendation from Procure Plus.

(i) Legal Implications

The recommendation requires underlying contracts to be prepared for each work stream.

(ii) Risk Assessment

The recommendation requires site specific risk assessments to be prepared and evaluated.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no detrimental impact the built environment or public realm.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Copies of the Procure Plus reports have been placed in the Members' Room for your information or tenants can obtain copies from the Maintenance and Asset Manager.

PLANNED INVESTMENTS 2014-15

SCHEME	CONTRACTOR OR SUPPLIER	AVAILABLE BUDGET	NO OF PROPERTIES (P) OR BLOCKS (B)	EXPENDITURE TO DATE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	CONTRACTOR	COMMENTS	Leasholders affected?
RE-ROOFING AND POINTING WORKS ROOSEGATE ESTATE (2-3 YEARS DELIVERY PLAN)	CUMBRIA HOUSING PARTNERS	£390,000	56 (P)	£ 423,659	16/06/2014	31.3.2015	DLP Roofing	100% COMPLETE	No
RE-ROOFING WORKS FLAT ORMSGILL ESTATE	CUMBRIA HOUSING PARTNERS	£132,000	20 (B)	£ 9,017	01/08/2014	31.3.2015	CUMBRIA ROOFING	35% COMPLETE	Yes
RE-POINTING/RENDERING DEVONSHIRE ESTATE	CUMBRIA HOUSING PARTNERS	£590,000	30 (P)	£ 6,755	01/08/2014	31.3.2015	DLP Roofing	DUE TO COMMENCE 5/1/15	No
EXTERNAL DOOR REPLACEMENTS WINDOW REPLACEMENTS CENTRAL & WALNEY	CUMBRIA HOUSING PARTNERS (MATERIALS)	£60,000	100 (P)	£ 36,577	01/11/2014	Jan-15	BARROW CENTRAL JOINERY	75% COMPLETE	No
COMMUNAL ENTRANCE LIGHTING UPGRADES - CENTRAL	CUMBRIA HOUSING PARTNERS	£100,000	137 (P)	£ -	01/09/2014	31.3.2015	TOP NOTCH	DUE TO COMMENCE 5/1/15	No
COMMUNAL ENTRANCE PAINTING - CENTRAL	CUMBRIA HOUSING PARTNERS	£64,000	14 (B)	£ 8,411	01/10/2014	31.3.2015	K WILSON	100% COMPLETE	Yes
COMMUNAL ENTRANCE DOOR UPGRADES - ORMSGILL	CUMBRIA HOUSING PARTNERS	£30,000	14 (B)	£ -	01/11/2014	31.3.2015	GEORGE JONES	30% COMPLETE	Yes
GARAGE IMPROVEMENTS	CUMBRIA HOUSING PARTNERS	£120,000	18 (B)	£ 120,000	01/08/2014	31.3.2015	SS GROUP	100% COMPLETE	Yes
REWIRES	CUMBRIA ROOFING	£48,600	10 (B)	£ 82,172	01/04/2014	31.3.2015	CUMBRIA ROOFING	100% COMPLETE	No
BATHROOMS	CUMBRIA HOUSING PARTNERS	£150,000	120	£ 209,592	01/04/2014	31.3.2015	K WILSON	70% COMPLETE	No
KITCHENS	CUMBRIA HOUSING PARTNERS	£410,000	200	£ 264,221	01/04/2014	31.3.2015	AB MITCHELL	60% COMPLETE	No
HEATING	CUMBRIA HOUSING PARTNERS	£200,000	100	£ 174,509	01/04/2014	31.3.2015	AB MITCHELL	60% COMPLETE	No
PAINTING	CUMBRIA HOUSING PARTNERS	£525,000	200	£ 339,105	01/04/2014	31.3.2015	AB MITCHELL	60% COMPLETE	No
	CUMBRIA HOUSING PARTNERS	£250,000	500	£ 123,885	09/06/2014	31.3.2015	G JONES	100% COMPLETE	Yes

HOUSING MAINTENANCE COMMITMENTS 2014-15

	Funding Available 2014-15	EXPENDITURE TO DATE	Weekly Available	Gross Comm. as a % funds available
Tenant Demand Repairs	£ 1,085,671	£ 605,175	£ 20,878	56%
Voids	£ 238,243	£ 135,498	£ 4,582	57%
Gas Servicing	£ 99,049	£ 94,253	£ 1,905	95%
Decoration Vouchers	£ 45,000	£ 24,170	£ 865	54%
Disrepair Claims	£ 15,000	£ 1,722	£ 288	11%
Environmental Impmts	£ 25,000	£ 7,670	£ 481	31%
Disabled Adaptations	£ 100,000	£ 100,015	£ 1,923	100%
Electrical Testing	£ 80,700	£ 42,409	£ 1,552	53%
Door Entry Maintenance	£ 20,000	£ 1,247	£ 385	6%
Total	£1,783,663.00	£1,012,159.00		