

To: All Members (for information)

When calling please ask for:

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Date: 15 February 2023

Executive Co-Portfolio Holder for Housing - Decisions

Cllr Paul Rivers

Dear Councillors

The EXECUTIVE CO-PORTFOLIO HOLDER FOR HOUSING will sit to consider the reports and recommendations set out in the attached Agenda, as follows:

DATE: THURSDAY, 23 FEBRUARY 2023

TIME: 11.30 AM (or at the conclusion of the Landlord Services Advisory
Board meeting scheduled for 10am on the same day, if later)

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

The meeting can be viewed remotely via [Waverley Borough Council's YouTube channel](#) or by visiting www.waverley.gov.uk/webcast.

Yours sincerely

Stephen Rix,
Executive Head of Legal & Democratic Services (Interim) & Monitoring Officer

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NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

AGENDA

1. **MINUTES** (Pages 5 - 6)

To agree the minutes of 26 January 2023.

2. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

3. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Co-Portfolio Holder for Housing to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Thursday 16 February 2023.

4. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

The Co-Portfolio Holder for Housing to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Thursday 16 February 2023.

5. **HOUSING SERVICE FIRE REMEDIATION AND FIRE DOOR INSTALLATION CONTRACT** (Pages 7 - 14)

[Portfolio Holder: Portfolio Holder for Housing (Operations)]

Recommendation

It is recommended that the Executive Co-Portfolio Holder for Housing endorses the signing of the Fire Remediation and fire Door Installation contract with Ian

Williams Limited, maximum contract duration 2023 to 2028.

6. EXCLUSION OF THE PRESS AND PUBLIC

To consider the following recommendation on the motion of the Co-Portfolio Holder for Housing:

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

7. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone
Fiona Cameron, Interim Democratic Services Manager, on 01483
523226 or by email at fiona.cameron@waverley.gov.uk**

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE CO-PORTFOLIO HOLDER FOR HOUSING DECISIONS - 26 JANUARY 2023

(To be read in conjunction with the Agenda for the Meeting)

Present

Cllr Paul Rivers

Also Present

Danielle Sleightholme (Waverley Tenants Panel), Dennis Smith (Waverley Tenants Panel), Robert Stratford (Waverley Tenants Panel), Councillor Paul Follows, Councillor Maxine Gale and Councillor Stephen Mulliner

8 MINUTES (Agenda item 1)

The Minutes of the meeting held on 30 November 2022 were confirmed and signed as a correct record.

9 DECLARATIONS OF INTERESTS (Agenda item 2)

There were no declarations of interests raised under this heading.

10 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 3)

There were no questions received from members of the public.

11 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 4)

There were no questions received from Members of the Council.

12 HEATING POSITION PAPER FOR WARMTH, SAFETY AND EFFICIENCY (PART ONE - DOMESTIC GAS BOILER PROGRAMME) (Agenda item 5)

Having considered the comments of the Landlord Services Advisory Board, the Executive Co-Portfolio Holder for Housing, Cllr Paul Rivers,

RESOLVED:

- **to endorse the boiler replacement programme 2023/24 to 2029/30 as outlined in Annexe 1 – the Domestic Gas Boiler Programme, and**
- **to approve the award of a six year boiler (domestic and commercial) replacement and servicing contract to the total value of £14m**

Reason for the decision:

To :

- ensure the Council meets it's legal and regulatory requirements to provide safe and warm homes
- mitigate, with a replacement programme, the risk of boiler failure and inefficiency, due to current boilers' age, and
- consider future energy initiatives in advance of 2030
- ensure the Housing service can enter promptly and effectively into contract arrangements to secure the warmth and safety of tenants' homes.

13 ASBESTOS SURVEYING AND REMOVAL WITHIN COUNCIL HOUSING STOCK
(Agenda item 6)

Having considered the comments of the Landlord Services Advisory Board, the Executive Co-Portfolio Holder for Housing, Cllr Paul Rivers:

RESOLVED to

- **endorse the signing of the Asbestos removal contract with Envirocall LTD, maximum contract duration 2022 to 2028**
- **agree to secure £1.2m of capital funding in the Housing Revenue Account to finance the six year term.**
- **endorse the signing of the Asbestos Surveying and Analysis contract with Environtec LTD; maximum contract duration 2022 to 2028, and**
- **agree to secure £1.2m Revenue funding in the Housing Revenue Account to finance the six year term.**

Reason for the decision:

Waverley Borough Council has a statutory requirement to identify, manage and remove asbestos-containing materials within council owned properties. This is to protect residents and contractors working in these properties from harmful exposure to asbestos, as outlined in the Control of Asbestos Regulations 2012. These contracts are required in order to facilitate the fulfilment of these obligations.

The meeting commenced at 11.30 am and concluded at 11.40 am

Chairman

WAVERLEY BOROUGH COUNCIL

LANDLORD SERVICES ADVISORY BOARD

23 FEBRUARY 2023

EXECUTIVE CO-PORTFOLIO HOLDER FOR HOUSING DECISIONS MEETING

23 FEBRUARY 2023

Title:

FIRE REMEDIATION AND FIRE DOOR INSTALLATION CONTRACT

Portfolio Holder: Cllr Paul Rivers, Co-Portfolio Holder for Housing (Operations)

Head of Service: Andrew Smith, Executive Head of Housing

Key decision: Yes

Access: Part Exempt

Note pursuant to Section 100B(5) of the Local Government Act 1972. This report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, namely: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

1. Purpose and summary

1. To share the proposal to enter into contracts for Fire Remediation and Fire Door Installation Services.

2. Recommendation

2. It is recommended that the Executive Co-Portfolio Holder for Housing:
 - endorses the signing of the Fire Remediation and Fire Door Installation contract with Ian Williams Limited, maximum contract duration 2023 to 2028

3. Reason for the recommendation

3.1 Waverley Borough Council has a statutory requirement to ensure buildings are maintained in a manner that will reduce the spread of smoke or fire, in the event a fire starts in a flat managed by Waverley.

3.2 Waverley Borough Council also has a statutory requirement to ensure all fire door sets installed in the buildings they manage, are maintained and repaired in a manner that maintains the fire integrity of the door.

3.3 This is to protect residents and other visitors from the effects of smoke and fire, and to ensure escape routes are kept free of smoke and fire. This contract is required in order to facilitate the fulfilment of these obligations

4. Background

4.1 The existing contract with Ian Williams was awarded as a direct award, in light of significant remediation works identified at Riverside Court. As such the contract did not go through the typical section 20 process for notifying leaseholders of our intentions to tender and award the contract, and therefore any works completed under this contract can only be charged to leaseholders up to the maximum of £250 per flat.

4.2 This new contract has been tendered in adherence to the section 20 notification process, in order that Waverley Borough Council can recoup from leaseholders, any cost as a result of works exceeding £250 per flat.

4.3 The services provided under these contracts affect multiple stakeholders who rely on them to carry out workstreams in a safe and informed manner.

- Compliance
- Responsive Repairs
- Voids
- Planned works

4.4 In advance of this tender, Fire Risk Assessments and fire door inspections were completed at all HRA owned flat blocks. These have identified works required to improve fire safety.

4.5 Tender period was live between 12 December 2022 and 20 January 2023. Three responses were submitted for this tender.

4.6 Procurement was conducted with the support of the Council's procurement officer and followed section 20 leaseholder engagement requirements.

4.7 The contract is JCT Measured Term and terms are written to reflect existing terms agreed with Ian Williams on the existing fire remedial contract.

5. Relationship to the Corporate Strategy and Service Plan

5.1 The report supports the Council's Corporate commitments to promote "Good quality housing for all income levels and age groups" and "Improving the health and wellbeing of our residents and communities", as well as the Council's aim to "be the best council landlord in the South East and to be acknowledged so by our tenants."

5.2 These contracts also support the Housing Asset Management , Strategic Objective to ensure our properties are safe, secure and compliant, meeting all our landlord obligations.

6. Implications of decision

If we are unable to enter contracts formally, we would subsequently be putting at risk our ability to meet our statutory requirements. We would also have a lack of ability to endorse the terms of the contract should the contractors fail to deliver the respective services as required.

6.1 Resource (Finance, procurement, staffing, IT)

Drafted by: Candice Keet

The cost of this £5.75m contract over five years has been budgeted for in the HRA capital budget which is going to Council in February 2023. An allowance has also been made in the inflation provision of 9% in 2023/24, 4% in 2024/25 and 2% going forward which can be drawn if required during the year.

6.2 Risk management

There are a number of risks that present themselves should we not be able to enter these contracts:

- Increased risk to residents, contractors and other visitors of HRA owned flat blocks
- Increased risk to the buildings and neighbouring buildings, if steps aren't taken to ensure spread is limited in the event of a fire
- Should there be a significant incident requiring the notification of the HSE or Surrey Fire and Rescue Service, there is significant risk that the Council would be found liable for managing fire safety in an unsuitable manner.

6.3 Legal

Drafted by: Ian Hunt

The Council is responsible for the management of Health and Safety within its premises, this includes the provision of appropriate fire safety. The Council is entitled as landlord to engage contractors and if having gone through the appropriate consultation process recharge the full cost of works to tenants. In conducting procurement processes the Council is bound to follow the defined scoring and evaluation matrix. The Council essentially have the option of either awarding the tender to the highest ranked contractor or withdrawing from the procurement process.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the Council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

Questions regarding minimising environmental impact were included within the quality questions for both tenders.

Ian Williams stated they have a **Sustainability Strategy with the objective of becoming Carbon Neutral Organisation by 2035** (if not before) to ensure our planet's longevity for future generations.

Their Companywide **approach is built on Annual Sustainability Future Plans (2022-2023)** which encompasses planet-people-place. **Contains year-on-year targets, tactics and metrics** which feed into our longer-term Sustainability Strategy. Added Value: **creates the right culture**, where the climate emergency is central to our day-to-day operations.

They noted a list of initiatives, including:

- Increase hybrid/fully electric cars
- Introduce hybrid/fully electric vans ASAP
- Promote sustainable driving
- Zero waste to landfill
- Year on year reduction in consumable use- reduced single plastic usage, using more durable PPE etc.
- Greener offices- 100% of Ian Williams owned building to use renewable energy suppliers, annual campaigns to change behaviour of office staff
- Carbon offsetting- work with their partners to support tree planting in local communities

7. Consultation and engagement

Leaseholder consultation carried out in accordance with Section 20 requirements. No wider consultation carried out.

8. Other options considered

Not applicable

9. Governance journey

Executive Briefing, O&S if requested, Landlord Service Advisory Board and Co-Portfolio Holder for Housing Decisions.

Annexes:

Exempt Annexe 1 – Waverley BC Fire Remediation and Fire Door Tender Report

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Drew Roberts
Position: Compliance Officer (Fire Safety)
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Agreed and signed off by:

Legal Services: Ian Hunt 31/01/2023
Head of Finance: Candice Keet 31/01/2023

Strategic Director: Annie Righton 31/01/2023
Portfolio Holder: Cllr Paul Rivers 31/03/2023

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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