

To: All Members (for Information)

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 20 September 2023

Executive Co-Portfolio Holder for Housing Decisions

Cllr Nick Palmer

Cllr Paul Rivers

Dear Councillors

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

DATE: THURSDAY, 28 SEPTEMBER 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

Susan Sale
Executive Head of Legal & Democratic Services & 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 the meeting held on 20 July 2023.

2. **DECLARATIONS OF INTEREST**

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 Tuesday 25 September 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 Tuesday 25 September 2023.

5. **HOUSING ASSET MANAGEMENT IT SOLUTION (PART EXEMPT)** (Pages 7 - 42)

The housing services asset management IT system (AMS) is a core system that stores all housing asset information on c.5000 properties and their components. The AMS supports the delivery of core services to tenants alongside the housing management system (HMS). It is essential that the

council has a clear understanding of housing assets to manage and maintain homes effectively and meet regulatory and legal requirements.

Recommendation

That the Executive Co-Portfolio Holder for Housing (Operations & Services) approves:

1. The strategy used to procure an AMS, comprising of a direct award of over £100,000
2. Following the framework guidance on issuing direct award to MIS Active Management System through the Vertical Application Solution, a Crown Commercial Framework Agreement, RM6259; and
3. The delegation of authority to award the resultant contract to the Executive Head of Housing.

Reason(s) for Recommendation:

Following a comprehensive review into the service needs and research into what is available on the market, one product has been identified. It is the only product on the market that meets our user needs, fulfils our technical requirements, and can be installed as a stand-alone system and not part of an integrated HMS.

6. HOUSING REVENUE ACCOUNT BUY BACK EX-LOCAL AUTHORITY PROPERTY, WEYBOURNE, FARNHAM (PART EXEMPT) (Pages 43 - 82)
[Wards Affected: Farnham Weybourne]

The purpose of this report is to request the approval to buy back an ex-council home in Weybourne, Farnham to provide quality housing in an area with high housing need. The purchase of the home will be funded from the Housing Revenue Account buy back reserve. After one year from purchase the property will start to make a net income contribution to the Housing Revenue Account.

Recommendation

That the Executive - Co Portfolio Holder for Housing (Operations & Services) is asked to:

1. Approve the principle of the buy back on the terms set out in the report, and the use of the buyback reserve for this, together with any related professional costs and Stamp Duty Land Tax. Further approves the property being appropriated for Housing Purposes as part of the Housing Revenue Account.
2. Delegate to the Executive Head of Housing to approve the final terms of the purchase.

3. Grant delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of wording of any legal agreements related to the purchase.

Reason(s) for Recommendation:

To support the Council's ability to meet housing needs in the borough.

7. AIDS AND ADAPTATIONS HOME EXTENSION WORKS PROCUREMENT – FARNHAM (FULLY EXEMPT) (Pages 83 - 92)

The purpose of this report is to make recommends to seek approval from the Executive Co-Portfolio Holder of Housing the provision of major adaptations to a council property in Farnham, to meet the needs of a disabled child. The family's Occupational Therapist has confirmed that the adaptations are necessary and appropriate.

Recommendations

That the Executive Co-Portfolio Holder for Housing (Operations & Services) is asked to:

1. Approve an application for major adaptations to a council home to facilitate the needs of a resident disabled young person, with the agreed scheme budget subject to the Council entering into a joint funding agreement with Surrey County Council.
2. Approve the overall allocation from the Aids and Adaptions Budget to part fund the cost of the adaptations, and delegate authority to the Executive Head of Housing to enter into an agreement with Surrey County Council to fund the balance of the overall scheme costs.
3. Delegate authority to the Executive Head of Housing to procure and award a contract to carry out the adaptations referred to in the exempt report, subject to the Council entering into a joint funding agreement with Surrey Council.

Reason(s) for Recommendation:

The reason for making these recommendations to the Executive are so that the housing needs of a family with a disabled child are met.

For further information or assistance, please telephone Ben Bix, Democratic Services Manager, on 01483 523226 or by email at Ben.Bix@waverley.gov.uk