

To: All Members (for Information)

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 11 October 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, 19 OCTOBER 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 - 8)

To approve the minutes from 28 September 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 Monday 16 October 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 Monday 16 October 2023.

5. **HOUSING SERVICE: SENIOR LIVING FIRE ALARM UPGRADE CONTRACT AWARD** (Pages 9 - 20)

[Wards Affected: All Wards]

Waverley Borough Council has statutory requirements to ensure it meets its fire safety obligations and maintain the safety of tenants and properties.

During recent fire risk assessments and fire alarm service visits, it was noted

that five of the fire alarm systems maintained by the Council are nearing the end of their working life and plans should be made to upgrade.

Work is currently underway with our consultants Fraser Walker Associates, to design new systems and tender a contract to identify a suitable contractor to complete the upgrades.

Recommendation to Executive Co Portfolio Holder for Housing

1. That the Executive Co Portfolio Holder for Housing consults with Executive Head of Housing to approve awarding of Senior Living Fire Alarm Upgrade Contract, following a competitive tender.

Reason(s) for Recommendation:

1. Waverley Borough Council has statutory requirements to ensure it meets fire safety obligations
2. Failure to upgrade systems before the existing become obsolete, puts the Council at risk of systems failing and replacement parts not being available. An urgent awarding of works following failure of a system would not provide best value for money.

**For further information or assistance, please telephone
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