

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
Ben Bix, Democratic Services Manager, on or by email at
ben.bix@waverley.gov.uk**

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE CO-PORTFOLIO HOLDER FOR HOUSING DECISIONS - 28 SEPTEMBER 2023

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

Present

Cllr Paul Rivers

Apologies

Cllr Nick Palmer

Also Present

Chris Austin (Lucas Field Residents Group), Terry Daubney (Waverley Tenants' Panel),
Councillor Jacque Keen and Councillor John Robini

24 MINUTES (Agenda item 1)

Co-Portfolio Holder for Housing (Operations and Services), Cllr Paul Rivers,
approved the minutes of the meeting held on the 20 July 2023.

25 DECLARATIONS OF INTEREST (Agenda item 2)

There were no declarations of interest.

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

There were no questions received from members of the public.

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

There were no questions received from member of the council.

28 HOUSING ASSET MANAGEMENT IT SOLUTION (PART EXEMPT) (Agenda item 5)

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

RESOLVED to,

1. Approved the strategy used to procure an AMS, comprising of a direct award of over £100,000

2. Approved 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. Approved 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.

29 HOUSING REVENUE ACCOUNT BUY BACK EX-LOCAL AUTHORITY PROPERTY, WEYBOURNE, FARNHAM (PART EXEMPT) (Agenda item 6)

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

RESOLVED 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.

30 AIDS AND ADAPTATIONS HOME EXTENSION WORKS PROCUREMENT – FARNHAM (FULLY EXEMPT) (Agenda item 7)

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

RESOLVED 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.

The meeting commenced at Time Not Specified and concluded at Time Not Specified

Chairman

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Waverley Borough Council

Report to: Executive Co-Portfolio for Housing (Operations & Services)
Decisions

Date: 19 October 2023

Ward(s) affected: All wards affected

Report of Director: Community Wellbeing

Author: Drew Roberts, Compliance Officer (Fire Safety)

Tel: 01483 523 563

Email: drew.robert@waverley.gov.uk

Executive Portfolio Holder: Cllr Paul Rivers

Email: paul.rivers@waverley.gov.uk

Report Status: Open

Housing Service: Senior Living Fire Alarm Upgrade Contract Award

1. Executive Summary

- 1.1 Waverley Borough Council has statutory requirements to ensure it meets its fire safety obligations and maintain the safety of tenants and properties.
- 1.2 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.

- 1.3 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.

2. Recommendation to Executive Co Portfolio Holder for Housing

- 2.1 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.

3. Reason(s) for Recommendation:

- 3.1. Waverley Borough Council has statutory requirements to ensure it meets fire safety obligations.
- 3.2. 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.

4. Purpose of Report

- 4.1. To approve awarding a Senior Living Fire Alarm Upgrade contract, following a competitive tender process.

5. Strategic Priorities

- 5.1. The report supports the Council's Corporate commitment to promote "*Good quality housing for all income levels and age groups*" and aim to "*be the best council landlord in the South East and to be acknowledged so by our tenants.*"

6. Background

- 6.1 During fire risk assessments completed during 2021, it was noted by the fire risk assessor that the fire alarm system at the following senior living sites: Blunden Court; Bowring House; Dower House; Moat Lodge and Shepherds Court, were all reaching the end of their working life and consideration be given to upgrading these systems.
- 6.2 At the same time, recommendations were also received from our fire equipment maintenance contractor, Sureserve, to upgrade the fire alarm systems at the above sites.
- 6.3 For completeness, a further review of the fire alarm systems at the remaining senior living sites was completed. Rolston House was fully upgraded as part of the refurbishment works completed in 2014 and met current standards, Riverside Court was upgraded as part of extensive fire safety works in 2020-21 and Falkner Court Sureserve advised no work was required but that upgrades should be planned alongside the other sites, although this system later failed and was upgraded as a matter of urgency.
- 6.4 Following the above recommendations, our consultants, Fraser Walker Associates, were employed to complete surveys of each site and provide recommendations on whether full upgrades (replacement of fire alarm panel and all associated equipment) are necessary or if upgrading the aged fire panels would be sufficient. This review identified that as well as the aged fire panels, coverage from detectors and break glass manual call points was insufficient, therefore full upgrades would be the best approach.
- 6.5 Fraser Walker Associates were subsequently employed to commence with the designing of new fire alarm systems at the five senior living sites and to complete a competitive tender process. This tender process will take place during September, with the aim of identifying a suitable contractor by early October.
- 6.6 The anticipated value of this contract will be £393,000.

7. Consultations

- 7.1. Our contractors Fraser Walker Associates and Sureserve Fire and Electrical were consulted on the need to upgrade systems.
- 7.2. Following successful award of contract, tenants and senior living officers will be contacted to notify them of the planned work and the reason work is needed.

8. Key Risks

- 8.1 In the event a fire alarm system failed and Sureserve Fire and Electrical are unable to source spare parts to keep the system operational, there would be an urgent need to identify a contractor and award upgrade works without a competitive tender. This wouldn't offer best value for money.
- 8.2 In addition, in the event a fire alarm system fails, the Council would be forced to rely on battery powered smoke detectors which only sound if activated and will not raise the alarm, therefore relying on a building occupant to call the emergency services. This would put building occupants at increased risk as they may not become aware a fire had started and the emergency services may be delayed in being notified and attending in a timely manner.

9. Financial Implications

Drafted by: Candice Keet, Senior Accountant

- 9.1 The cost of this contract (£393,000) will be spread across financial years. Part of the cost will be met from within the 2023/24 existing capital budgets. The remainder will spent in 2024/25. This cost will be included in the capital programme which will be going to February 2024 Council for approval. The service will adhere to the Councils CPR's when procuring this contract which will support the HRA in ensuring value for money is being achieved.

10. Legal Implications

Drafted by: Jayne La Grua, Deputy Borough Solicitor

- 10.1 The Regulatory Reform (Fire Safety) Order 2005 (the Order) places a statutory duty on the Council to take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that premises the Council are in control of are safe. The Order places specific duties on the Council to, amongst other matters, carry out suitable and sufficient fire risk assessments and, where necessary in order to safeguard the safety of any person on or in the immediate vicinity of the premises, ensure that the premises are equipped with fire-fighting equipment and with fire detectors and alarms.
- 10.2 It is an offence for any responsible person to fail to comply with the above requirements where that failure places any person lawfully on or in the immediate vicinity of the premises at risk of death or serious injury in case of fire.

11. Human Resource Implications

- 11.1. There are no HR implications from this report.

12. Equality and Diversity Implications

- 12.1. An equality impact assessment has been completed for this contract. As noted in Annexe 1, current fire alarm installations are not adequate for persons with reduced mobility or reduced sensory, particularly those with reduced hearing.
- 12.2. The new fire alarm systems are to be designed to reduce travel distances between manual call points and to ensure a combination of visual and auditory alarms are used.

13. Climate Change/ Sustainability Implications

13.1. There are no direct negative Climate change/ sustainability implications in this report.

14. Summary of Options

14.1. To approve awarding the contract to the successful bidder at the end tender period, allowing upgrade of fire alarm systems to go ahead.

14.2. To do nothing and be at risk of breaching our statutory and regulatory obligations as a landlord, putting tenants health and lives at risk.

15. Conclusion

15.1 The proposed contract aims to ensure tenant safety within the five sites, as well as offering better value for money by upgrading older systems in a proactive manner.

16. Background Papers

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

Annexes:

Annexe 1 – Summary Report of Fraser Walker Associates Findings

Please ensure the following service areas have signed off your report. Please complete this box, and do not delete.

Service	Sign off date
Finance / S.151 Officer	CK 31/07/2023
Legal / Governance	JLG Sept 2023
HR	n/a
Equalities	n/a
Lead Councillor	Sept 2023
CMB	19 Sept 2023
Executive Briefing/Liaison	n/a
Committee Services	

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Summary Report of Fraser Walker Associates Findings

Senior Living Fire Alarm Upgrades

Purpose

The following report aims to summarise the findings of Fraser Walker Associates, following surveys they completed on fire alarm systems at Blunden Court, Bowring House, Dower House, Moat Lodge and Shepherds Court. These surveys were completed 14th December 2022.

Site Details

The below table summarises details of the current fire alarm system at each site. See appendix 1 for details on classification terms.

Site	Type of System	Age of System	Communal Classification	Flat Classification
Blunden Court	Conventional, Multiple Zones	At least 15 years	L4 (assumed)	LD2 (advised)
Bowring House	Conventional, Multiple Zones	At least 15 years	L4 (assumed)	LD2 (advised)
Dower House	Conventional, Multiple Zones	At least 10 years	L4 (assumed)	LD2 (advised)
Moat Lodge	Conventional, Multiple Zones	At least 10 years	L4 (assumed)	LD2 (advised)
Shepherds Court	Conventional, Multiple Zones	At least 15 years	L4 (assumed)	LD2 (advised)

Findings

Below is an extract showing the defects identified at all five sites.

Deviations observed

- There is a lack of detection in communal areas*
- Insufficient detection either side of fire doors with hold open devices*
- The distance between detectors is greater than permitted in some areas*
- There are no beacon sounders in the disabled toilets or boiler room.*
- The travel distances between Manual Call Points (MCP) appear greater than permitted in some areas – Note: Good practice is to install MCP's at reduced travel distances and changes of direction in buildings of this type where residents may be infirm or confused.*

In addition to the above defects, some site-specific issues were also identified. These have been noted below.

- Bowring House-
 - The day centre has no detection on the staircase from the mezzanine floor to the ground floor.
- Moat Lodge-
 - No detection was observed in the accessible void spaces.
 - No detection was observed in part of the basement.
 - The detector in the basement boiler room is obscured by pipework.
 - A MCP is not fitted in the basement.
- Shepherds Court-
 - There is a lack of detection in some areas, in particular two staircases were observed to have no detection fitted.
 - All MCP's are mounted higher than approved by BS5839-1 and may not be accessible to all.
 - Remote indicators outside each flat have been removed.

Recommendations

Across all five sites Fraser Walker Associates have made the same recommendations. An extract of their recommendations is provided below.

We recommend a fully addressable fire alarm system is installed to communal areas, voids where there is a risk of fire spread and associated high risk areas complying with BS 5839-1:2017 to provide L2 standard of coverage:- Category L2: systems installed only in defined parts of the building. A Category L2 system ought to include the coverage necessary to satisfy the recommendations of this standard for a Category L3 system; the objective of a Category L2 system is identical to that of a Category L3 system, with the additional objective of affording early warning of fire in specified areas of high fire hazard level and/or high fire risk;

Category L3: systems designed to give a warning of fire at an early enough stage to enable all occupants, other than possibly those in the room of fire origin, to escape safely, before the escape routes are impassable owing to the presence of fire, smoke or toxic gases;

NOTE 1 To achieve the above objective it is normally necessary to install detectors in rooms which open onto an escape route.

We understand a stay put policy is currently in place however a system designed to the above standard would provide early warning of fire developing within a flat should the Tunstall system be inoperative such escape route integrity is maintained should a general evacuation become necessary. This also could be programmed to warn residents of an impending evacuation if deemed necessary by the fire service or site manager.

In addition the functional integrity of the Tunstall system should be investigated. An additional smoke detector should be added to hallways and heat detector to kitchens

where necessary to achieve BS5839-6:2019 Category LD 2 Additional Protection - Escape routes plus high risk rooms.

Appendix 1- Fire Alarm Classifications

Life protection fire alarm systems are classified from L1 to L5, depending on the level of coverage. Below provides a brief summary of the level of protection offered.

L1 provides for Automatic Fire Detection (AFD) to be installed into all areas of a building.

L2 provides Automatic Fire Detection (AFD) as defined in L3 as well as high risk or hazardous areas. Examples of this could be Kitchens, boiler rooms, sleeping risk, storerooms if not fire resistant or if smoke could affect escape routes.

L3 Automatic Fire Detection (AFD) with smoke detection should be installed on escape routes with detection in rooms opening onto escape routes.

L4 provides Automatic Fire Detection (AFD) within escape routes only.

L5 is installed in building with a specific risk that has been identified. An example of this would be if there was an area of high risk that requires detection the category would be L5/M.

Within domestic settings, fire alarm detection are classified from LD1 to LD3, depending on level of coverage. Below provides a brief summary of the level of protection offered.

Category LD1 – Maximum life protection for a domestic property

LD1 alarm systems are installed throughout domestic premises. Detectors are fitted in all areas that form escape routes and in all rooms and other areas, other than those that have a low risk of ignition, such as bathrooms and toilets. The goal is to provide the earliest possible warning for occupants to ensure the preservation of life.

Category LD2 – Additional life protection for a domestic property

LD2 fire alarm systems require detectors to be installed in circulation areas that form part of the escape routes, and in certain rooms or areas that present a high risk of fire to occupants. This would include a kitchen and a key habitable room in the building.

Category LD3 – Standard life protection for a domestic property

Category LD3 systems feature detectors in all areas that form escape routes from the property. Unlike LD2 systems, LD3 systems do not have to place alarms close to high-risk sources of ignition.

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