

To: All Members (for Information)

When calling please ask for:

Ben Bix, Democratic Services Manager

Legal & Democratic Services

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Calls may be recorded for training or monitoring

Date: 21 February 2024

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, 29 FEBRUARY 2024

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)

Co-Portfolio Holder for Housing (Operations and Services) to approve the minutes of the meeting held on the 19 October 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 26 February 2024.

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 26 February 2024.

5. **HRA PLANNED WORKS: KITCHEN AND BATHROOM CONTRACT EXTENSION** (Pages 9 - 14)

The report outlines the request to enter into an extension period of the existing planned works contract for kitchen and bathroom replacements with PILON from April 2024 to March 2026.

Recommendation

That the Executive Co-Portfolio Holder for Housing (Operations and approves:

1. An extension to the current PILON contract by two years (terms and conditions to remain the same) for planned kitchen and bathroom replacement works.

6. **HRA PLANNED WORKS: EXTERNAL DECORATIONS AND ROOFLINE WORKS CONTRACT EXTENSION** (Pages 15 - 20)

The report outlines the request to enter into an extension period of the existing planned works contract for external redecorations and roofline works, with Ian Williams (Planned) from April 2024 to March 2025.

Recommendation

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

1. An extension to the current Ian Williams (Planned) contract by one year (terms and conditions to remain the same) for planned external redecoration and roofline replacement works.

**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 - 19 OCTOBER 2023

Present

Cllr Paul Rivers

Apologies

Cllr Nick Palmer

1 MINUTES (Agenda item 1)

Co-Portfolio Holder for Housing (Operations and Services), Cllr Paul Rivers, approved the minutes of the meeting held on the 28 September 2023.

2 DECLARATIONS OF INTERESTS (Agenda item 2)

There were no declarations of interest made.

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

There were no questions from members of the public.

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

There were no questions from members of the council.

5 HOUSING SERVICE: SENIOR LIVING FIRE ALARM UPGRADE CONTRACT AWARD (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,

Recommendation

1. That the Executive Co Portfolio Holder for Housing after consulting with the Executive Head of Housing approved the awarding of the 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.

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

Chairman

Waverley Borough Council

Report to: EXECUTIVE CO PORTFOLIO HOLDER FOR HOUSING DECISIONS
and EWG: LSAB

Date: 29 February 2024

Ward(s) affected: All

Report of Director: Community Wellbeing

Author: Robert Killick – Planned Works Manager

Tel: 01483 523 040

Email: robert.killick@waverley.gov.uk

Executive Portfolio Holder: Cllr Paul Rivers

Email: paul.rivers@waverley.gov.uk

Report Status: Open

Key Decision: Yes

HRA Planned Works: Kitchen and Bathroom Contract Extension

1. Executive Summary

The report outlines the request to enter into an extension period of the existing planned works contract for kitchen and bathroom replacements with PILON from April 2024 to March 2026.

2. Recommendation to Executive

That the Executive Co-Portfolio Holder for Housing (Operations and approves:

- an extension to the current PILON contract by two years (terms and conditions to remain the same) for planned kitchen and bathroom replacement works.

3. Reason(s) for Recommendation:

Waverley have a duty to ensure that all their homes have reasonably modern facilities and meet the Decent Homes standard.

PILON currently supplies planned kitchen and bathroom replacement services to Waverley via a measured term contract, which was signed in June 2022, and procured on a '2+2' year term.

Waverley have developed a good working relationship with the incumbent contractor, PILON. The quality of the product delivered on-site over the last 18 months has been consistent. PILON are providing a good service and value for money.

The Planned Works Team recommend extending this current arrangement for two years until March 2026. This option provides Waverley with time to procure replacement contracts as well as releasing resources to complete other current high-priority procurement workloads.

4. Exemption from publication - No

5. Purpose of Report

The current contract ends in March 2024 unless the contract is formally extended. The contract was designed with an extension clause, in accordance with the contract terms and the initial procurement process.

Therefore, agreement is sought to extend the current contract with PILON for two additional years – from April 2024 to March 2026 (as per contract terms allow) to continue to carry out planned kitchen and bathroom replacement works on a rolling programme basis.

6. Strategic Priorities

The report supports the Council's Corporate Commitment to promote *"good quality housing for all income levels and age groups"* and aims to *"be the best council landlord in the southeast and to be acknowledged so by our tenants"*.

7. Background

The Planned Works team have developed a good working relationship with the incumbent contractor PILON, and the quality of the product delivered has been consistent since their start in 2022.

Waverley is currently on target to complete about 60 planned kitchens and planned 75 bathrooms at a cost of about £900k, by the end of FY 2023/24, to a good standard.

This workstream by PILON has also produced a tenant satisfaction score of 94%.

8. Consultations

Tenant Satisfaction Surveys and Landlord Services Advisory Board.

9. Key Risks

The current contract will end in March 2024 unless extended. If the contract ends, then no programmed kitchen and bathroom replacement works will be carried out in FY 2024/25, to the detriment of the housing stock.

10. Financial Implications

The budget for FY 2024/25 is currently awaiting final Council approval, which is due 20 February 2024.

The proposed combined budget for FY 2024/25 is £875k, which would enable similar completion results to last years, c130 replacements.

11. Legal Implications

Legal advice was sought in this matter and Andrew Ogalo, Contracts and Procurement Solicitor (Interim) provided legal advice. Confirming that the original '2+2' year agreement commenced on 1st July 2022, for a period of two years (running until March 2024), with the option to extend for a period of two additional years (from April 2024 until March 2026).

12. Human Resource Implications - None

13. Equality and Diversity Implications - None

14. Climate Change/Sustainability Implications

PILON operate a waste management system to ensure that materials removed from site are recycled and disposed of in an environmentally friendly way, whenever possible.

15. Summary of Options

No other reasonable options are currently available or viable, to ensure this workstream continues in FY 2024/25.

16. Conclusion

It is recommended that the current PILON contract for Kitchen and Bathroom Replacement Works, is extended by two years (from April 2024 until March 2026), to ensure that all identified works are completed as planned.

This extension will provide value for money, ensure consistent quality utilising a contractor with a proven track record, whilst allowing longer term contracts to be procured.

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	22/01/2024
Legal / Governance	26/09/2023
HR	-
Equalities	-
Lead Councillor	6 February 2024
CMB	31 January 2024
Executive Briefing/Liaison	6 February 2024
Committee Services	

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Waverley Borough Council

Report to: EXECUTIVE CO PORTFOLIO HOLDER FOR HOUSING DECISIONS
and EWG: LSAB

Date: 29 February 2024

Ward(s) affected: ALL

Report of Director: Community Wellbeing

Author: Robert Killick – Planned Works Manager

Tel: 01483 523 040

Email: robert.killick@waverley.gov.uk

Executive Portfolio Holder: Cllr Paul Rivers

Email: paul.rivers@waverley.gov.uk

Report Status: Open

Key Decision: Yes

HRA Planned Works: External Decorations and Roofline Works Contract Extension

1. Executive Summary

The report outlines the request to enter into an extension period of the existing planned works contract for external redecorations and roofline works, with Ian Williams (Planned) from April 2024 to March 2025.

2. Recommendation to Executive

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

- an extension to the current Ian Williams (Planned) contract by one year (terms and conditions to remain the same) for planned external redecoration and roofline replacement works.

3. Reason(s) for Recommendation:

Waverley have a duty to ensure that the condition of the external fabric of council homes are maintained to a reasonable standard, to ensure that the components maintain performance and are not subject to premature failure.

Cyclical maintenance, including external redecorations and roofline replacement works; are typically included in our annual budgets and asset management strategy.

Ian Williams Limited (Planned) currently supply external redecoration and roofline replacement services to Waverley via a measured term contract, which commenced in April 2019, and was procured on a '5+1+1+1+1+1' year term.

Waverley have developed a good working relationship with the incumbent contractor, Ian Williams (Planned). The quality of the product delivered on-site has been consistent and reasonable over the last few years. Ian Williams (Planned) are providing a good service and value for money.

The Planned Works Team recommend extending this current arrangement for an additional year, until March 2025. This option provides Waverley with the time to procure replacement contracts as well as releasing resources to complete other high-priority procurement workloads.

4. Exemption from publication - No

5. Purpose of Report

The current contract ends in March 2024 unless the contract is formally extended. The contract was designed with an extension clause, in accordance with the contract terms and the initial procurement process.

Therefore, agreement is sought to extend the current contract with Ian Williams (Planned) for an additional one year period – April 2024 to March 2025 (as per contract terms allow) to continue to carry out planned external redecorations and roofline replacement works on a rolling programme basis.

6. Strategic Priorities

The report supports the Council's Corporate Commitment to promote *"good quality housing for all income levels and age groups"* and aims to *"be the best council landlord in the southeast and to be acknowledged so by our tenants"*.

7. Background

The Planned Works Team have developed a good working relationship with the incumbent contractor, Ian Williams (Planned), and the quality of the product delivered on-site has been consistent.

The team are currently on target to complete the following by the end of FY 23/24, to a good standard:

- External Redecorations to about 290 houses and 6 flat blocks containing 26 flats, at a cost of about £375k.
- Roofline Replacement Works to about 20 house and 14 flat blocks containing 72 flats, at a cost of about £250k.

8. Consultations

Tenant Satisfaction Surveys. Landlord Services Advisory Board.

9. Key Risks

The current contract will end in March 2024 unless extended. If the contract ends, then no programmed external redecorations or roofline replacement works will be carried out in FY 2024/25, to the detriment of the housing stock.

10. Financial Implications

The budget FY 2024/25 is currently awaiting final approval, which is due in February 2024.

The proposed budgets for FY 2024/25 are £390k for external redecorations and £90k for roofline replacements. These budgets would enable similar completion results to last years, as listed above, for external redecoration works; however, with a reduced roofline budget, targeted projects would be selected by priority.

11. Legal Implications

Legal advice was sought in this matter and Andrew Ogalo, Contracts and Procurement Solicitor (Interim) provided this advice. Confirming that the original 5-year contract/framework agreement, that commenced on 1st April 2019, and runs until April 2024, can be extended, on a yearly basis, for up to five further years (i.e. 1+1+1+1+1).

12. Human Resource Implications - None

13. Equality and Diversity Implications - None

14. Climate Change/Sustainability Implications

Ian Williams (Planned) operate a waste management system to ensure that materials removed from site are recycled and disposed of in an environmentally friendly way, whenever possible.

15. Summary of Options

No other reasonable options are currently available or viable, to ensure that these workstreams continue in FY 2024/25.

16. Conclusion

It is recommended that the current Ian Williams (Planned) contract for External Redecorations and Roofline Replacement Works, is extended by one year (from April 2024 until March 2025), to ensure that all identified works are completed as planned.

This extension will provide value for money, ensure consistent quality utilising a contractor with a proven track record, whilst allowing longer term contracts to be procured.

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	22/01/2024
Legal / Governance	17/01/2024
HR	-
Equalities	-
Lead Councillor	6 February 2024
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