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Date: 24 April 2024

Executive Co-Portfolio Holder for Housing Decisions

Attendees:

Cllr Paul Rivers

Cllr Janet Crowe

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, 2 MAY 2024

TIME: 10.00 AM

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 previous meeting.

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 25 April 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 25 April 2024.

5. **CONTRACT EXTENSION: HSL WATER HYGIENE CONTRACTORS** (Pages 7 - 12)

It is recommended that the Executive Co-Portfolio Holder for Housing (Operations) and approves:

An extension to the current HSL contract by 12 Months (terms and conditions to remain the same) for Water Hygiene Compliance: risk assessment, monitoring, sampling, testing and remedial works Services.

6. **CONTRACT EXTENSION: PCM GAS AND ELECTRICAL AUDITORS** (Pages

13 - 18)

It is recommended that the Executive Co-Portfolio Holder for Housing (Operations and Services) approves:

An extension to the current PCM contract by 36 Months (terms and conditions to remain the same) for Gas and Electrical Auditing Services.

7. 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.

8. 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.

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE CO-PORTFOLIO HOLDER FOR HOUSING DECISIONS - 29 FEBRUARY 2024

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

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 19 October 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 HRA PLANNED WORKS: KITCHEN AND BATHROOM CONTRACT EXTENSION
(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. An extension to the current PILON contract by two years (terms and conditions to remain the same) for planned kitchen and bathroom replacement works.

Reason(s) for Recommendation:

1. Waverley have a duty to ensure that all their homes have reasonably modern facilities and meet the Decent Homes standard.
2. 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.
3. 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.
4. 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.

6 **HRA PLANNED WORKS: EXTERNAL DECORATIONS AND ROOFLINE WORKS CONTRACT EXTENSION** (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,

Recommendation

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.

Reason(s) for Recommendation:

1. 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.
2. Cyclical maintenance, including external redecorations and roofline replacement works; are typically included in our annual budgets and asset management strategy.

3. 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.
4. 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.
5. The Planed 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.

The meeting commenced at 11.45 am and concluded at 12.00 pm

Chairman

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Waverley Borough Council

Report to: EXECUTIVE CO PORTFOLIO HOLDER FOR HOUSING DECISIONS

Date: 2nd May 2024

Ward(s) affected: All

Report of Director: Community Wellbeing

Author: Ibiyemi Akoto, Compliance Manager

Tel: 01483 523 553

Email: Ibiyemi.Akoto@waverley.gov.uk

Executive Portfolio Holder: Cllr Paul Rivers

Email: paul.rivers@waverley.gov.uk

Report Status: Open

Key Decision: Yes

HSL Contract Extension: Water Hygiene Contractors (Risk Assessment, monitoring, sampling, testing and remedial works) for Waverly Borough Council

1. Executive Summary

The report outlines the request to enter into an extension period of the existing Water Hygiene Compliance: risk assessment, monitoring, sampling, testing and remedial works contract for services by HSL within Waverley Borough Council.

2. Recommendation to Executive

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

An extension to the current HSL contract by 12 Months (terms and conditions to remain the same) for Water Hygiene Compliance: risk assessment, monitoring, sampling, testing and remedial works Services.

3. Reason(s) for Recommendation:

Waverly Borough Council have a moral and legal duty of care to keep our properties safe and compliant for our tenants to live in without fear of any accidents that could arise due to Water hygiene non-compliance.

Waverley are in the process of reviewing and upgrading the services provided, An extension to the contract will facilitate implementation of an improvement plan to reflect the upgraded services required.

4. Exemption from publication - No

5. Purpose of Report

The current contract ends in May 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 HSL for 12 Months – from May 2024 to May 2025 (as per contract terms allow) to continue to carry out: risk assessment, monitoring, sampling, testing and remedial works Services.

6. Strategic Priorities

The report supports the Council's Corporate Commitment to promote Safe Compliant Homes for our tenants and aim to be the best council landlord in the Southeast and to be acknowledged as such.

7. Background

Due to lack of resources within the Compliance and Procurement Team it was deemed appropriate to request to extend the current Water Hygiene contract for a further one year period. This will allow WBC to dedicate the time needed to re-procure a longer term contract over the coming financial year in accordance with the WBC's CPR's.

It has been recognised that there has been a lack of contact management from both WBC and from the contractor themselves which has led to concerns with their performance and priority in managing the relatively small number of properties. However, the Compliance team are working with HSL to implement a service improvement plan, which will include monthly contract progress meetings, review of risk assessment control measures and programme. We are also in the process of recruiting a Compliance Officer to contract manage all water hygiene compliance, upgrade, replacement and project works to enable us to work with HSL to significantly improve water hygiene moving forward.

Continuing with HSL will improve the monthly compliancy and the overall management of water hygiene.

8. Consultations

Tenant Satisfaction Surveys and Landlord Services Advisory Board.

9. Key Risks

The current contract will end in May 2024 unless extended. If the contract ends, then Waverley Borough Council will have no Water hygiene Compliance contractor.

10. Financial Implications

Budgets have been approved for 2024/2025 on February 20th 2024.

11. Legal Implications

Louisa Cotton, Procurement officer, has consulted with the framework providers NHF to confirm the request falls within scope, i.e. the contract can be extended by one year from May 2024 until May 2025.

12. Human Resource Implications - None

13. Equality and Diversity Implications - None

14. Climate Change/Sustainability Implications - None

15. Summary of Options

No other reasonable options are currently available or viable, to ensure this workstream continues for 2024 to 2025.

16. Conclusion

It is recommended that the current HSL water hygiene contract for Compliance is extended by 12 Months (from May 2024 until May 2025), to ensure that all water hygiene works: risk assessment, monitoring, sampling, testing and remedial works Services are completed to facilitate Water Hygiene Compliance.

This extension will provide value for money and facilitate ongoing improvement, whilst allowing a longer-term contract 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	10/04/2024
CMB	19/03/2024
Executive Briefing/Liaison	26/03/2024
Committee Services	

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Waverley Borough Council

Report to: EXECUTIVE CO PORTFOLIO HOLDER FOR HOUSING DECISIONS

Date: 2 May 2024

Ward(s) affected: All

Report of Director: Community Wellbeing

Author: Gareth Plunkett M&E manager

Tel: 01483 523 040

Email: Gareth.Plunkett@waverley.gov.uk

Executive Portfolio Holder: Cllr Paul Rivers

Email: paul.rivers@waverley.gov.uk

Report Status: Open

Key Decision: Yes

PCM Contract Extension: Gas and Electrical Auditors for Waverly Borough Council

1. Executive Summary

The report outlines the request to enter into an extension period of the existing planned works contract for Gas and Electrical Auditing Services by PCM for Compliance Gas & Electrical services within Waverly Borough Council.

2. Recommendation to Executive

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

An extension to the current PCM contract by 36 Months (terms and conditions to remain the same) for Gas and Electrical Auditing Services.

3. Reason(s) for Recommendation:

Waverly Borough Council have a moral and legal duty of care to keep our properties safe and compliant for our tenants to live in without fear of any accidents that could arise from Gas and Electrical non-compliance.

Waverly have developed a good working relationship with PCM - the current incumbent contractor for auditing of Gas and Electrical compliance.

PCM have delivered a good monthly audit service for the last 30 Months with their contract due to expire in October 2024

4. Exemption from publication - No

5. Purpose of Report

The current contract ends in October 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 PCM for 36 Months – from October 2024 to October 2027 (as per contract terms allow) to continue to carry out auditing services of Gas and Electrical compliance.

6. Strategic Priorities

The report supports the Council's Corporate Commitment to promote Safe Compliant Homes for our tenants and its strategic aim to be the best council landlord in the southeast and to be acknowledged as such.

WBC are required to carry out audits of LGSR's and new installation with an independent consultant as per WBC Gas & LPG, solid and Oil Fuel Safety Policy (V3, February 2022)

7. Background

The Compliance team have developed a good working relationship with PCM over the past 30 Months.

WBC has achieved each month, circa 97.3% compliance on their Gas LGSR certification and working towards 100% compliance within the new 5 year EICR (electrical certificates) Cycle from 10 years. Both services are audited by PCM. PCM assist the Compliance team to ensure LGSRs and new installations are carried out competently to required regulations by carrying out monthly audits (10% minimum) on the LGSR/EICRS via site visits, each month, . The contactors have access to the PCM's portal where they can correct any issues found which will be checked again and a monthly report submitted to WBC Compliance for use in the monthly contractor meetings

Continuing with PCM will maintain the monthly assurance works are being carried out in line with Regulations and assist with WBC compliancy.

With the new Gas and Electrical contacts due to commence this financial year, consistency in the audit process was deemed preferable and with agreement, continue with PCM.

The PCM contract will be managed by the M&E Manager with regular monthly review meetings to monitor and assess quality assurance of LGSR, EICR's and planned electrical and heating upgrades.

8. Consultations

Tenant Satisfaction Surveys and Landlord Services Advisory Board.

9. Key Risks

The current contract will end in October 2024 unless extended. If the contract ends, then Waverly Borough Council will have no independent auditing service for the Gas and Electrical Compliance.

10. Financial Implications

Budgets have been approved for 2024/2025 on February 20th 2024.

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 36 Month agreement commenced on 1st October 2021, for a period of 36 Months (running until October 2024), with the option to extend for 36 Months (from October 2024 until October 2027).

12. Human Resource Implications - None

13. Equality and Diversity Implications - None

14. Climate Change/Sustainability Implications - None

15. Summary of Options

No other reasonable options are currently available or viable to ensure this workstream continues from 2024 to 2027

16. Conclusion

It is recommended that the current PCM contract for Gas and Electrical Compliance is extended by 36 Months (from October 2024 until October 2027), to ensure that all identified works that do not comply or are substandard are notified to Waverly Borough Council Compliance department.

This extension will provided value for money and ensure consistent quality audits, whilst allowing a longer term contract 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
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