

**WAVERLEY BOROUGH COUNCIL**

**HOUSING OVERVIEW AND SCRUTINY COMMITTEE**

**26 JANUARY 2021**

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**Title:**

**Housing Maintenance Procurement**  
**UPDATE**

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**Portfolio Holder:** Cllr Anne-Marie Rosoman, Portfolio Holder for Housing and Communities

**Head of Service:** Hugh Wagstaff, Head of Housing Operations

**Key decision:** No

**Access:** Public

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**1. Purpose**

The purpose of this report is to provide an update and overview to committee on the Housing Maintenance Procurement project and to provide assurances that the procurement timeline is on schedule.

**2. Recommendation**

It is recommended that committee find this report as a true reflection of the procurement activities to date and provide officers with any observations or queries they may have.

**3. Background**

- 3.1 Procurement activities commenced in earnest in August 2020, following the presentation to the Housing Overview and Scrutiny Committee on 6 July 2020
- 3.2 Internal consultation and feedback workshops were held with various officers in Housing week commencing 21 September 2020.
- 3.3 A feedback session was held with the incumbent interim repairs contractor Ian Williams on 25 September 2020.
- 3.4 A workshop was held to understand joint procurement opportunities with Runnymede and Woking Borough Councils on 8 September 2020. The decision was made that due to the democratic and governance process there was not enough time for the other Local Authorities to join in the procurement.
- 3.5 It was agreed to hold regular meetings to look for future joint working opportunities and meetings were held on 12 October and 9 December 2020.

- 3.6 A workshop was held to review and agree the pricing and evaluation model methodology on 15 October 2020 which fed into the contract documentation and associated specification.
- 3.7 Tenant Panel engagement workshop took place on 22 October 2020 which was well attended.
- 3.8 The Notice of Intent to commence the Section 20 leaseholder engagement process was published and leaseholder letters circulated. The period ran from 27 October 2020 for 35 days and a number of observations were noted from the leaseholders.
- 3.9 The Prior Information Notice will be published on 11 January and it will be live on the new government procurement portal "Find A Tender" for a period of 30 days.
- 3.10 An updated timeline of key milestones is attached in Annexe 1.

#### **4. Relationship to the Corporate Strategy and Service Plan**

- 4.1 This project's relationship with the Corporate Strategy includes:
- A financially sound Waverley, with infrastructure and services fit for the future
  - Housing to buy and rent, for those at all income levels
- 4.2 This project's relationship with the Housing Operations Service plan includes:
- The service is financially robust with at least £2m reserve
  - The service meets the needs of all tenants and their families
  - The customer experience will be improved by meeting and exceeding satisfaction targets annually

#### **5. Implications of decision**

##### **5.1 Resource (Finance, procurement, staffing, IT)**

The implications of the decision have not substantially changed since the report submitted to Committee on 16 March 2020, these include:

**Finance** - there will be a financial implication in regards to additional costs for consultants to support 2 projects running concurrently (only £50k has been ring fenced). The £50k and a further £150k for additional staff resource support was put into the HRA 20/21 Budget. In addition, the HRA 20/21 Budget includes £200K contingency ring fenced for potential spend. The HRA budget was approved by Council on 18 February 2020.

**Procurement** – there will be a requirement for support from the Procurement Officer to manage the procurement process and ensure compliance with the Public Contract Regulations.

**Staffing** – with the strands of work running concurrently, there will be a need for secondment of officers to focus on the procurement project(s) and therefore requirement to backfill posts to ensure business as usual service delivery is not impacted.

A Housing Operations Support Officer has been recruited on a fixed term contract to support officers during the procurement and mobilisation of the new contract phase.

**IT** – during the procurement phase there is likely to be minimal impact on IT, however following the contract award to whichever option, there will be extensive IT support required to build interfaces and ensure the new service delivery is fit for purpose.

## **5.2 Risk management**

A full risk register is presented to the Housing Maintenance Governance Board for consideration.

## **5.3 Legal**

The contract will be procured in full compliance with both the Council's Contract Procurement Rules, as well as both national and European legislation relating to the procurement of a public contract. Any implications brought about by Brexit, be that a no deal situation or otherwise, will be factored into both the procurement process and the legal support provided for the project.

## **5.4 Equality, diversity and inclusion**

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

## **5.5 Climate emergency declaration**

The environmental and sustainability requirements have been built into the client requirements of the contract specification with a requirement for whoever will deliver the service to ensure services are focused on carbon neutrality wherever feasible.

## **6. Consultation and engagement**

The Housing Overview and Scrutiny Committee have included monitoring and oversight of the Housing Maintenance Procurement as part of their ongoing work programme.

## **7. Governance journey**

- 7.1 The report has been presented to Housing Overview and Scrutiny Committee on 16 March 2020, and a request that the item be kept as a standing agenda item.
- 7.2 A request has been made to the Overview and Scrutiny Governance Board to add the project to the ongoing work programme for review.
- 7.3 A Housing Overview and Scrutiny working group held workshops in June 2020 with a report and recommendations presented to Housing Overview and Scrutiny Committee on 6 July 2020
- 7.4 A governance board made up of key officers from procurement, legal and finance alongside the Portfolio Holder for Housing, Strategic Directors and Head of Housing Operations provide strategic oversight, direction and make key decisions.

## **Annexes:**

Annexe 1 – Programme timeline of key milestones

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## **Background Papers**

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

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Agreed and signed off by:  
Legal Services: 14 December 2020  
Head of Finance: 15 December 2020 (Lindsay Kennedy reviewed)  
Strategic Director: 14 December 2020  
Portfolio Holder: 9 December 2020