



Agenda item:

**Decision maker:** CABINET MEMBER FOR HOUSING DECISION  
**MEETING 12 MARCH 2013**  
**Subject:** COUNCIL HOUSING MAINTENANCE AND IMPROVEMENTS  
**AND HOUSING IT BUSINESS SOFTWARE 2013/2014**  
**Report by:** OWEN BUCKWELL HEAD OF LOCAL AUTHORITY  
**HOUSING MANAGEMENT**  
**Wards affected:** ALL  
**Key decision (over £250k):** YES

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### 1. Purpose of report

The Council Housing Repairs & Maintenance Budgets for 2012/13 and 2013/14 were approved at the Full Council meeting on 12 February 2013.

The revised 2012/13 and 2013/14 Housing Investment Programme budgets together with the proposed programmes for 2014/15 to 2018/19 were approved by the City Council on 12 February 2013.

The purpose of this report is to inform members of the spending proposed for the next financial year for revenue and capital funded maintenance and improvement programmes together with Housing IT Business Software and to seek approval to incur expenditure in respect of the capital schemes and rolling programmes and to show how the budgets have been allocated on an area office basis.

### 2. Recommendations

- I. That the area programmes and allocation of finance for the funding of the Revenue Budgets for repairs and maintenance of dwellings be noted.
- II. That the capital budgets listed in Appendix B, Appendix C and Appendix D commencing in 2013/2014 be approved and the Local Authority Housing Manager be authorised under Financial Rules, Section B14 to proceed with schemes within the sums approved.
- III. That the Head of Financial Services and Section 151 Officer financial appraisal be approved for the capital programme - global provision.

### 3. Background

Area office Budget Programmes have been prepared, which outline all programmed expenditure to the housing stock including the allocation for cleaning and grounds maintenance. (Attached to this report)

**4. Revenue Budgets - Repair and Maintenance of Dwellings Budget**

The main summary for all areas showing the headings for the allocation of the £23,420,000 budget is attached to this report as Appendix A along with the analyses of each individual Area Office Budget programme (detailed area office budget breakdown to follow

**Capital Budgets - Various Schemes**

A summary of this \*£26,501,267 budget is shown in Appendix B. There are several areas within this programme for 2013 / 2014 where the budget shown represents a global provision from which a number of smaller schemes are financed.

(\*total including professional fees)

**5. Equality impact assessment (EIA)**

Not relevant in this instant

**6. Head of legal services' comments**

The City Solicitor is satisfied that there are no immediate legal implications arising from this report.

**7. Head of finance's comments**

Financial Rules Section B14 states that expenditure cannot be incurred unless a full report and financial appraisal has been prepared and approved. The financial appraisal is included on Appendix B.

**8. Access to Information**

Background list of documents - Section 100D of the Local Government Act 1972

The Information used in preparing this report has been made available from within the Repairs and Maintenance team (Chaucer House) of the Local Authority Housing Management Service.

.....  
Signed by:

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

# COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS

## APPENDIX A

### REVENUE BUDGET TOTAL - 2013/2014

REPAIRS AND MAINTENANCE		*Notes	SUMMARY	
COST CODE	HEADING		2013/2014	
	<b>Response Repairs</b>		£	
HR3221	General (Day to Day) Response (Including: Leaking Water Services Renewal of DPC'S, Water Penetration Repairs)	Held by AO		£12,000,000
HR3226	Out of Hours Repairs Service	Held by RM		Inc
HR3225	Community Centres: Response Repairs	Held by RM		£100,000
				£12,100,000
HR3231	Void Cost	Held by AO		£2,550,000
	<b>TOTAL FOR RESPONSE REPAIRS</b>			<b>£14,650,000</b>
	<b>Planned &amp; Cyclical Work</b>			
HR3211	Contingency Sum	Held by RM		Inc
HR3222	Contractors Fee	Held by AO		Inc
HR3271	Decoration Allowance to Tenants	Held by AO		Inc
HR3281	Redec for Elderly / Disabled	Held by AO		Inc
HR3311	Fittings Sheltered Accommodation	Held by RM		£45,000
	Area Office re-configuration			£100,000
HR3321	Asbestos Surveys	Held by RM		£100,000
HR3331	Repair to fire damaged properties	Held by RM		Inc
HR3341	Structural Repairs	Held by RM		Inc
HR2062	Pest Control	Held by AO		£95,000
HR3421	External Painting & Repairs Including Fencing Renewal	Held By RM		£4,550,000
HR3431	Annual Gas Servicing/Repair	Held by RM		£2,650,000
HR3471	Replacement of Refuse Bins	Held by RM		Nil
HR3481	Central Communication System	Held by RM		£65,000
HR3491	Mechanical Plant & Lifts	Held by RM		£750,000
HR3501	Maintenance of Fire Alarms	Held by RM		£65,000
HR3511	Residents Initiative Bids	Held by RM		£65,000
HR3521	Improvements to office access	Held by RM		Nil
HR3541	Maintenance of CCTV equipment/	Held by RM		£195,000
HR3551	Replacement of CCTV equipment	Held by RM		£90,000
	<b>TOTAL FOR PLANNED &amp; CYCLICAL</b>			<b>£8,770,000</b>
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>			<b>£23,420,000</b>

\* RM = Repairs Manager  
 AO = Area Office  
 PM = Property Manager

## COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS CAPITAL PROGRAMME - 2013/2014

ITEM No	COST CODE NGFS	HEADING	NOTES	2013/2014 £
<b>Planned &amp; Cyclical Work</b>				
4	New 8	Somerstown Hub Area Office	Held by RM	200,000
8	ZH5028	Purchase Properties for Supported Living	Held by LC	250,000
9	ZH5029	Eastern Road New Properties AMS Fees	Held by LC	1,056,064 2,500
13	ZH5041	Adult Learning Supported Living	Held by LC	300,000
14	ZH5044	Replacement Homes	Held by LC	955,203
16	ZH1002	Prevention of Homelessness	Held by HO	95,000
18	ZH1004	Repurchase ex Council Homes	Held by LC	200,000
20	ZH5023	Angerstein Road	Held by LC	150,000
21	ZH5035	Seaway Crescent & Jarvis Road Refurbishment	Held by LC	75,000
22	ZH100B	Mobile Home Sites	Held by LC	25,000
23	ZH4018	Garage Demolitions and Enabling Works	Held by LC	100,000
24	ZH100E	Commercial Properties Upgrade	Held by LC	50,000
25	ZH5013	Sustainable Communities	Held by GH	75,000
26	ZH4024	Area Office Accomodation	Held by LC	50,000
27	ZH4089	Chaucer House Roof	Held by RM	100,000
28	ZH4033	Renovation of Community Centres	Held by LC	200,000
29	ZH4051	Adventure Playgrounds	Held by LC	50,000
32	ZH4092	Adventure Playgrounds Wecock and Leigh Park AMS Fees	Held by LC	150,000 22,500
34	ZH4053	Birmingham Blocks Refurbishment	Held by RM	350,000
36	ZH4055	Landport Central Cladding	Held by RM	475,000
37	ZH4056	Hawthorn Crescent Roof and Concrete Repairs	Held by RM	150,000
39	ZH4059	Grosvenor House External Refurbishment	Held by RM	300,000
42	ZH4037	Estella Road / Grafton Street	Held by RM	25,000
<b>Total carried over to next page</b>				<b>5,406,267</b>

<b>Carried over from previous page</b>				<b><u>5,406,267</u></b>
44	ZH4045	Wilmcote House Energy Improvement Works	Held by RM	4,000,000
45	ZH4058	Wilmcote House Energy Improvement Consultants Fee	Held by RM	325,000
46	ZH4046	Maxstoke, Rednal and Cotteridge House Cladding	Held by RM	50,000
66	ZH4076	Digital TV Aerial Upgrade	Held by RM	400,000
67	ZH4099	Wingfield Street & Westminster Place Improvements	Held by R&M	600,000
69	ZH4012	Mill Gate, Copperfield and Pickwick Houses - Structural Repairs AMS Fees	Held by RM	725,000 50,000
70	ZH4103	Multi Storey Blocks - Measured Surveys AMS Fees	Held by RM	150,000 15,000
73	ZH4106	Sarah Robinson House - Car Park Refurbishment AMS Fees	Held by RM	75,000 10,000
54	ZH4062	Mill Gate House - Refurbishment	Held by RM	2,500,000
74	ZH4PRM	Capital Planned Works *(see below for breakdown) AMS Fees	Held by AO	3,975,000 30,000
77	ZH4088	The Lakes Blocks Fire Doors	Held by RM	200,000
83	ZH4083	Highfield Road Site Screens	Held by RM	40,000
88	ZH4039	Eastern Road Improvements Fire Doors and Screens	Held by RM	320,000
89	ZH4036	Asbestos Removals	Held by AO	750,000
90	ZH4048	Electrical Improvements - Emergency Lighting	Held by RM	350,000
93	ZH320Z	Conners Keep Flats Reconfiguration	Held by RM	250,000
94	ZH4108	St Clares Court Flats Reconfiguration	Held by RM	100,000
95	ZH400N	Lifts	Held by RM	600,000
96	ZH3208	Disabled Facilities Grants	Held by AO	1,400,000
97	ZH400L	New Heating Installations	Held by RM	2,500,000
99	ZH2003	Improvements to Energy Efficiency / Sustainability	Held by RM	140,000
<b>Total carried over to next page</b>				<b><u>24,961,267</u></b>

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100	ZH4034	Energy Surveys	Held by RM	10,000
101	ZH4049	Housing Health & Safety Rating System	Held by RM	10,000
102	ZH4109	Communal Heating Installations	Held by RM	250,000
103	ZH5042	Tokar Street Refurbishment	Held by RM	10,000
104	ZH4111	Environmental Improvements	Held by RM	100,000
105	ZH4112	Downton House Improvements	Held by RM	60,000
107	ZH4114	Gerard & Loring House Cladding	Held by RM	300,000
108	ZH4115	Angmering and Dale Park Improvements	Held by RM	500,000
111	ZH4118	Belney House Windows	held by RM	50,000
112	ZH4119	M&E Services Improvements	Held by RM	200,000
113	ZH4121	Fire Upgrade Works	Held by RM	50,000
<b>Total Capital</b>				<b><u>26,501,267</u></b>

**\*Capital Planned Works**

74	Mangement & Security of Housing Estates
74	TV Aerials/estate communications
74	Electrical Rewiring
74	Video Security & Door Entry
74	Improvements/major repairs-single units
74	Underpinning - Foundation Improvements
74	Roof Renewlas
74	Window Replacements
74	Internal Refurbishments
74	Replacement of Water Services/ Drainage Modernisation

**APPENDIX B**

**COUNCIL HOUSING MAINTENANCE AND IMPROVEMENTS - 2013/14  
CAPITAL BUDGETS - VARIOUS**

ITEM NO	COSTS CENTRE	DESCRIPTION	NO OF UNITS	TOTAL SCHEME COST IN 2013/2014	ADDITIONAL ANNUAL COST OF MAINT'CE	ANNUAL INCOME IN FULL YEAR HRA.	NET ANNUAL REVENUE EFFECT ON COUNCIL HOUSING A/C
				£	£	£	£
16	ZH100	Prevention of Homelessness		£95,000			
19	ZH100A	Under Occupation Scheme		£50,000			
22	ZH100B	Mobile Home Sites		£25,000			
99	ZH2003	Improvements to Energy Efficiency/Sustainability	120	£140,000			
25	ZH5013	Sustainable Communities		£75,000			
96	ZH3208	Disabled Facilities Grants	1,100	£1,400,000	£20,000		£20,000
70	ZH4103	Multi storey blocks - measured surveys AMS Fees		£150,000 £15,000			
102	ZH4109	Communal Heating Installations		£250,000			
104	ZH4111	Environmental Improvements		£100,000			
112	ZH4119	M&E Services Improvements		£200,000			
113	ZH4121	Fire Upgrade Works		£50,000			
97	ZH400L	New Heating Installations	860	£2,500,000	£20,000		£20,000
95	ZH400N	Lifts AMS Fees	545	£600,000 £100,000			
89	ZH4036	Asbestos Removal	1,110	£750,000			
90	ZH4048	Electrical Improvements - Emergency Lighting		£350,000			
23	ZH4018	Garage Demolitions & Improvements	65	£100,000			
28	ZH4033	Renovation of Community Centres	5	£200,000			
101	ZH4049	Housing Health & Safety Rating System	50	£10,000			
100	ZH4034	Energy Surveys		£10,000			
24	ZH100E	Commercial Properties Upgrade	50	£50,000			
29	ZH4051	Adventure Playgrounds		£50,000			
32	ZH4092	Adventure Playgrounds Wecock & Leigh Park AMS Fees		£150,000 £22,500			
28	ZH4024	Area Office Accomodation	7	£50,000			
74	ZH4PRM	<b>CAPITAL PLANNED WORKS</b> AMS Fees	5,000	£3,975,000 £30,000	£100,000		£10,000
		Professional charges relating to the above schemes					
		- Asset Management Service		£230,000			
		- Housing Service fee		£1,933,222			
				£2,163,222			
30	ZH2006 &	<b>Review of Business software</b>		£580,000	£258,753		£258,783
18	ZH1004	<b>Repurchase of ex Council homes</b> (see Appendix D)		£200,000	£1,000		£1,000
				£14,440,722	£399,753		£309,783

A number of the above schemes such as the replacement of heating systems are likely to achieve savings through reduced maintenance costs, although these savings cannot be quantified

Professional fees in the order of £2,163,222 will be incurred on the schemes detailed above. Of these £1,933,222 are Housing Service fees and £230,000 are AMS fees.  
If approval is given for the individual schemes, approval will also be deemed to have been given to the incurring of fees on those schemes.

Capital expenditure can be financed from capital receipts and any borrowing allowed for the financial year. For the purposes of this financial appraisal it is assumed that these sources of funding will be used for schemes in progress and that new schemes will be financed by Revenue Contributions. The revenue effects on the HRA which will result from implementation of the above schemes are detailed below:

	<b>2013-14</b>	<b>FULL</b>
	<b>£</b>	<b>YEAR</b>
		<b>£</b>
Revenue contributions	£14,440,722	-
Maintenance		399,753
	<u>£14,440,722</u>	<u>399,753</u>



# Information Service

IT Capital Schemes – 2013/14 HIP Expenditure Plan - £580k

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## 1. Infrastructure

These funds are used to provide resources to support improvements to LA Housing services. The key business objective is to provide the hardware, software and network technologies to replace equipment where business demand is clearly identified. This will replace outdated equipment and support new and innovative ways of working. Some examples might be the replacement of slow and unreliable network links to remote sites, CAD workstations to produce detailed drawings of stock and new provisions for the Somerstown Hub building.

**Hardware: £175,000**

**Software: £35,000**

## 2. Flexible and mobile working

This is allocated to contribute towards flexible and mobile initiatives to improve service delivery e.g. cut out waste caused by double entering of data in some areas (by hand and then computer).

**Hardware: £10,000**

**Software: £10,000**

## 3. Small enhancements

This allocation is used to enhance and develop systems to support new and changed business processes, such as:

- Cash management services and web payments
- Business Objects (management) reporting
- System interfaces

**Hardware: £15,000**

**Software: £25,000**

## 4. Development Projects inc. SLA

This allocation is used to support development work within the Housing Service and associated Information Service strategies. The forward work plan this year includes:

- Rental Account Management System (RAMS)
- Housing Options Lettings Database
- Stock, Repairs and Maintenance system
- Green and Clean System
- Reserve Fund Database

**Hardware: £10,000**

**Software: £300,000**

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## Appendix D

### **Repurchase of Leasehold Flats on Hardship Grounds**

Under delegated power 41/Housing 2000 it was resolved that;

- (1) that the criteria outlined in the report be approved for the re-purchase of leasehold flats sold under the Right to Buy;
- (2) that the Head of Housing be given delegated authority to spend the allocated budget within the HIP item 5 for the re-purchase of leasehold flats sold under the Right to Buy in accordance with the approved criteria (copy of the minutes attached)

The criteria set out in the report to committee states as follows;

- 4.1 In all cases where re-purchase of flats is to be considered SOCH staff will discuss the matter with the lessees and all alternatives will be looked at.
- 4.2 Re-purchase of any property will only be recommended where:
  - a refurbishment/improvement scheme could be stopped by the lessees
  - the financial circumstances of the lessees clearly shows that they cannot pay their service charges and meet their outgoings
  - the high cost of maintenance or improvements may lead to hardship for lessees over a protracted period
  - the lessees are under threat of possession because of financial hardship, and changes in their circumstances, such as poor health or inability to work, prevent them avoiding the possession
  - it is impossible to sell the flat on the open market because of mortgage restrictions or they are difficult to sell

Budget for 2013-14 £200,000.00

Jo Bennett – Leasehold and Commercial Services Manager 29.01.13