



NOTICE OF MEETING

CABINET MEMBER FOR HOUSING

TUESDAY, 24 SEPTEMBER 2013 AT 4.00 PM

EXECUTIVE MEETING ROOM - THE GUILDHALL

Telephone enquiries to Joanne Wildsmith Tel 9283 4057

Email: joanne.wildsmith@portsmouthcc.gov.uk

CABINET MEMBER FOR HOUSING

Councillor Darren Sanders (Liberal Democrat)

Group Spokespersons

Councillor David Horne, Labour

Councillor Luke Stubbs, Conservative

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Kings Road Area Fire Doors (Pages 1 - 10)

The report seeks permission to go out to tender and appoint a contractor to

undertake installation of composite fire doors to 41 no blocks of flats in the Kings Road area.

The works are required to comply with the Regulatory Reform (Fire Safety Order) 2005 and to ensure the integrity of the buildings and reduce their on-going maintenance.

If approved, it is anticipated that the works could commence by April 2014.

RECOMMENDED:

- (1) That approval be given to tender the works based on a budget estimate of £575,000 including a £60,000 allowance for contingencies / unforeseen works.**
- (2) That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.**
- (3) The financial appraisal is approved.**

4 St James' Road Improvements (Pages 11 - 18)

The report seeks permission to go out to tender and appoint a contractor to undertake planned maintenance works to 29-51 St James's Road and 53-75 St James Road.

The works are required to ensure the integrity of the buildings and reduce the on-going maintenance.

If approved, it is anticipated that the works could commence by January 2014.

RECOMMENDED:

- (1) That approval be given for a budget estimate of £385,000 including a £37,000 allowance for contingencies / unforeseen works.**
- (2) That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.**
- (3) The financial appraisal is approved.**

5 Marshfield House - Cladding and external repair (Pages 19 - 26)

The report seeks seek permission to go out to tender and appoint a contractor

to undertake planned maintenance works to 1-24 Marshfield House.

The works are required to ensure the integrity of the building and reduce the on-going maintenance required.

If approved, it is anticipated that the works could commence by March 2014.

RECOMMENDED:

- (1) That approval be given to tender the works based on a budget estimate of £340,000 including a £25,000 allowance for contingencies / unforeseen works.**
- (2) That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.**
- (3) The financial appraisal is approved.**

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Agenda Item 3



Portsmouth
CITY COUNCIL

Agenda item:

3

Title of meeting: Housing Cabinet

Date of meeting: 24 SEPTEMBER 2013

Subject: KINGS ROAD AREA - FIRE DOOR REPLACEMENT

Report by: OWEN BUCKWELL – HEAD OF HOUSING AND PROPERTY SERVICES

Wards affected: St Thomas

Key decision: Yes – Over £250,000

Full Council decision: No

1. Purpose of report

- 1.1 To seek permission to go out to tender and appoint a contractor to undertake installation of composite fire doors to 41No blocks of flats in the Kings Road area.
- 1.2 The works are required to comply with the Regulatory Reform (Fire Safety Order) 2005 and to ensure the integrity of the buildings and reduce their on-going maintenance.
- 1.3 If approved, it is anticipated that the works could commence by April 2014.

2. Recommendations

i That approval be given to tender the works based on a budget estimate of £575,000 including a £60,000 allowance for contingencies / unforeseen works.

ii That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.

3. Background

- 3.1 The blocks are all located in the St Thomas Ward of Portsmouth and are of traditional construction, built between 1952 and 1960.
- 3.2 The 41No blocks contain 322No properties of which 213No are leaseholders.

- 3.3 Each block is served by a single staircase that the property entrance door opens directly onto. There is also resident storage sheds located in the stairwell that open directly into the stairwell.
- 3.4 After undertaking of Fire Risk Assessments to these blocks it has been identified that all property entrance doors, shed doors and electrical cupboard doors that open directly into the stairwell need to be replaced with FD30s rated fire doors.
- 3.5 Installing FD30s rated fire doors will maintain a fire break between the communal stairwell means of escape route and individual properties helping to reduce spread of fire and assist the PCC stay-put policy in the event of a fire breaking out.
- 3.6 The type of door proposed is a composite fire door, this type of door should reduce future maintenance as they do not require cyclical decoration, offer better thermal performance and will be more secure than traditional timber doors.
- 3.7 It is anticipated that the contract to install fire doors will commence during April 2014 with a contract period of 16 weeks. Once the fire doors have been installed, a contract for external decorations and associated repairs will commence by September 2014 to all the blocks and it is anticipated that this work will be completed by March 2015.

4. Reasons for recommendations

- 4.1 The works are requirement of the Regulatory Reform (Fire Safety) Order 2005 following the undertaking of a Fire Risk Assessment. The Hampshire Fire & Rescue Service, who is the enforcing authority, have reviewed the Fire Risk Assessments undertaken and concluded that they are a comprehensive assessment of the risks and planned actions.
- 4.2 The works will ensure the safety of residents and in the event of a fire contain it by preventing fire spread which will reduce the potential harm to residents and any potential damage to the building structure.
- 4.3 The installation of the composite doors will assist the longer term maintenance of the blocks with reduced life cycle costs.
- 4.4 The doors will afford residents improved security to their flats.

5. Options considered and rejected

- 5.1 Due to the nature of the works there are few alternative options available. The fire safety measures are necessary as a result of a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005.
- 5.2 An option considered and rejected was to upgrade the existing timber doors to make them FD30s. This was rejected as the original doors are of a style that is

not capable of being upgraded. This has been validated independently by Fire Door Services, who are a specialist external consultant and a member of the Fire Protection Association, who undertook a door survey of the existing doors.

- 5.3 An option considered and rejected was to replace the existing doors with new timber fire doors and frames. Whilst this offers an initial cost saving, a life cycle costing indicates in the longer term it is more expensive due to the on-going maintenance costs. The option would also cause more disturbance and inconvenience to the residents during installation due to the additional number of visits required, compared to the installation of composite doors.

6. Duty to involve

- 6.1 An initial first phase of consultation has been undertaken to the area north of Kings Road with 97No leaseholders and they have all been issued with a Notice of Intent. This has involved two separate consultation events held at Southsea Community Centre in April and May 2013, as well as home visits. All leaseholders in the first phase of consultation have been informed of the works by letter, phone call, voice mail or E-mail. The feedback from leaseholders is that they are generally satisfied with the repayment options available to them and the proposed work.
- 6.2 A similar second phase of consultation is required for the area south of Kings Road. It is planned to commence this consultation in October 2013 and these leaseholders will be issued a Notice of Intent.
- 6.3 When tenders are returned, section 20 notices will be sent to all leaseholders informing them of the successful contractor and outlining their required contributions when the work is completed. The earliest that any leaseholder is likely to receive a bill for any aspect of the work is September 2015.
- 6.4 Flexible repayment plans with appropriate timescales will be discussed and agreed individually with each leaseholder. These include options to encourage leaseholders to increase their reserve fund contributions where appropriate to meet anticipated estimated costs of the work and ensure that they have sufficient reserve fund balances when bills are issued in September 2015. Access to Council loans is also available. If any leaseholder is identified who may not have sufficient reserve funds to pay the costs, they will be specifically and closely supported throughout by the Leasehold & Commercial team, to ensure appropriate repayment plans are agreed that are proportionate, lawful, accountable and necessary (PLAN).
- 6.5 Prior to the commencement of works full consultation will be undertaken with the residents of all the blocks. This will involve face to face consultation through door to door visits and resident meetings if deemed necessary. Letters will also be sent to all residents informing them of the works, start date and any likely disruption. Residents will also be consulted on the style and colour of door installed.

6.6 Following completion of the works residents will be consulted in order to gain their feedback on the overall service they have received so that learning can be gained to improve the planned maintenance service.

7. Implications

7.1 It is considered that the works will have a positive implication by helping to maintain the properties whilst improving the visual appearance of both the blocks and the surrounding area.

7.2 The works should have positive implications by ensuring that PCC maintains good quality housing that is secure and safe.

7.3 The potential disruption to residents during the works such as restricted access together with noise and dust could have a negative impact. However a quality assessment of the tender and management of the successful contractor will reduce these occurrences to a minimum.

7.4 There is a potential for a negative reaction from leaseholders due to the costs they will be required to pay for the works; however there are mechanisms in place to help spread the cost of any works. Currently PCC is not aware of any leaseholders within the scheme who have already been consulted where a satisfactory repayment plan will not be achieved.

7.5 The work is subject to the normal legal risk relating to building work, the financial and technical competence of the chosen contractor and the disruption that the work will cause to the occupiers generally. These should all be subject to existing risk control assessment and mechanisms for such work and as such minimised before work commences.

8. Corporate Priorities

8.1 The report and the planned maintenance works will contribute to the following Corporate Priorities:

- Increase availability, affordability and quality of housing
- Improve efficiency and encourage involvement
- Regenerate the city
- Cleaner and greener city

9. Equality impact assessment (EIA)

9.1 An EIA is not needed for this project. The project will not affect any equality group unequally and this no adverse impact on people who belong to any of the equality groups. Residents who live in the blocks affected by the project will be consulted on the work and specific needs will be address so that tenants with protected characteristics can be fully involved in the consultation. The project is expected to have positive outcomes for all current and future tenants.

10. Legal Implications

- 10.1 The legal risks referred to at paragraph 7.5 above will be addressed through a detailed procurement process in compliance with the Council's Contracts Procedure Rules and managed under the terms of the resulting construction works contract.
- 10.2 Under Part 2 Section 3 of the City Council's Constitution (responsibilities of the Cabinet) and further in accordance with the Scheme of Delegations at Appendix A to the Executive Procedures Rules in Part 3 of the Constitution, the Cabinet Member for Housing has the authority to approve the recommendations set out in this report.

11. Head of finance's comments

- 11.1 These works are part of a long term planned programme of works and are essential to ensure that the dwellings affected remain of a required standard for habitation. Funding has been allocated already for these schemes in the capital programme that was approved by Council in the February 2013, under line 17 of the Housing Revenue Account capital programme 'Major Repairs - Dwellings'. All funding is from HRA sources, specifically from revenue and leaseholder contributions.

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Signed by:

Owen Buckwell – Head of Housing and Property Services

Appendices:

Appendix A - Financial Appraisal

Appendix B - Block List

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

NIL

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by the Cabinet Member for Housing on 24 September 2013

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Signed by:
Councillor Darren Sanders

Appendix B - Block List

Full list of properties;

Astley Street (78-100)
Copper Street (1-6)
Copper Street (7-18)
Eldon Street (25-35)
Elm Grove (1-17)
Flint Street (4-20)
Hambrook Street (22-44)
Hambrook Street (46-56)
Kings Road (100-110)
Kings Road (10-26)
Kings Road (112-122)
Kings Road (124-134)
Kings Road (15-25)
Kings Road (27-37)
Kings Road (28-38)
Kings Road (40-62)
Kings Road (64-74)
Kings Road (76-86)
Kings Road (88-98)
Little Southsea Street (13-16)
Little Southsea Street (1-4)
Little Southsea Street (5-8)
Little Southsea Street (9-12)
Norfolk Street (27-43)
Norfolk Street (28-38)
Norfolk Street (4-26)
Norfolk Street (45-61)
Silver Street (14-24)
Silver Street (2-12)
Silver Street (26-36)
South Street (1-23)
South Street (2-24)
South Street (25-35)
South Street (26-36)
South Street (37-48)
St Pauls Road (14-30)
St Pauls Road (2-12)
Stone Street (1-12)
Stone Street (13-24)
Stone Street (25-36)
Sussex Place (6-11)

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FINANCIAL APPRAISAL

Kings Road - Fire Door Replacement

Page 9

	A	B	C	D	
1	SUMMARY OF OPTIONS - Figures in brackets are net incomes, all others are net costs		Total capital cost for PCC - Housing Investment Programme	Total revenue effect over 30 years	Net Present Value
		£ million	£ million	£ million	
2	Option 1 - Replace property doors with composite fire doors	£0.60	£0.36	£0.81	
3	Option 2 - Replace property doors with timber fire doors	£0.47	£0.60	£0.81	

NOTES

Option 1 is the preferred option

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Agenda Item 4



Portsmouth
CITY COUNCIL

Agenda item:

4

Title of meeting: Housing Cabinet

Date of meeting: 24 SEPTEMBER 2013

Subject: ST JAMES'S ROAD IMPROVEMENTS

Report by: OWEN BUCKWELL – HEAD OF HOUSING & PROPERTY SERVICES

Wards affected: St. Thomas

Key decision: Yes – Over £250,000

Full Council decision: No

1. Purpose of report

- 1.1 To seek permission to go out to tender and appoint a contractor to undertake planned maintenance works to 29-51 St James's Road and 53-75 St James Road.
- 1.2 The works are required to ensure the integrity of the buildings and reduce the on-going maintenance.
- 1.3 If approved, it is anticipated that the works could commence by January 2014.

2. Recommendations

i That approval be given for a budget estimate of £385,000 including a £37,000 allowance for contingencies / unforeseen works.

ii That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.

3. Background

- 3.1 The blocks 29-51 St James's Road and 53-75 St James Road are located within the St. Thomas Ward. Both blocks were built in 1966 using concrete ring beam construction method.
- 3.2 The blocks 29-51 St James's Road and 53-75 St James's Road contains 2No three bedroom flats, 4No two bedroom flats and 18No three bedroom maisonettes.

- 3.3 There are 3No Leaseholders within 29-51 St James's Road and 1No Leaseholder within 53-75 St James Road.
- 3.4 The key demand from both blocks is the poor decorative condition of the metal stairwell screens that are also indicating corrosion as well as contributing to issues with the communal flooring that becomes hazardous when wet due to the semi-open design. In addition the blocks require redecoration and spalling areas of concrete on the ring beams require repair.
- 3.5 The proposed works consist of complete replacement of the stairwell screens in order to fully enclose the communal stairwell, undertaking concrete repairs and other associated structural works across the blocks, fire safety upgrades, external and communal decoration and other associated repairs.
- 3.6 A Fire Risk Assessment undertaken to these blocks has highlighted planned fire upgrade works that will be incorporated into the scheme including installing FD30s rated fire doors to all property entrance doors and emergency lighting.
- 3.7 It is anticipated that the contract will commence during January 2014 with a contract period of 14 weeks.

4. Reasons for recommendations

- 4.1 The works will ensure the structural integrity of the blocks and help protect it against future deterioration, thus maintaining a lettable asset for PCC.
- 4.2 The project will improve the visual appearance of the blocks, helping to improve the external environment for both residents and neighbouring properties.
- 4.3 The works will improve the safety of the block by reducing the likelihood of a resident slipping or falling and thus minimising the potential for a claim to be made against PCC.
- 4.4 It is considered that once the proposed works are undertaken the blocks will continue to provide a good living environment for the residents.
- 4.5 The scheme will maintain the security of the internal communal areas.

5. Options considered and rejected

- 5.1 Due to the nature of the defects present to the building there are few alternative options available. The structural works are essential to ensure to the integrity of the building and fire safety measures are necessary due as a result of a Fire Risk Assessment undertaken to comply with the Regulatory Reform (Fire Safety) Order 2005.
- 5.2 An option considered and rejected was to remove the existing stairwell screens and not to replace them. Whilst this would be a cheaper option it was rejected as additional works would be required to protect the building structure from the

weather and ensure that the floor surfaces were slip resistant when fully exposed to the elements, this would lead to increased on-going maintenance costs. The communal areas would also become unsecured which would be considered unacceptable by residents.

6. Duty to involve

- 6.1 Consultation has begun with leaseholders with the Notice of Intent letters being sent out to them in July 2013. Where requested members of the Leasehold & Commercial team have met with individual leaseholders to discuss the project.
- 6.2 When tenders are returned section 20 notices will be sent to all leaseholders outlining their required contributions when the work is completed. The earliest that any leaseholder is likely to receive a bill for the completed work is September 2015.
- 6.3 Flexible repayment plans with appropriate timescales will be discussed and agreed individually with each leaseholder. These include options to encourage leaseholders to increase their reserve fund contributions where appropriate to meet anticipated estimated costs of the work and ensure that they have sufficient reserve fund balances when bills are issued in September 2015. Access to Council loans is also available. If any leaseholder is identified who may not have sufficient reserve funds to pay the costs, they will be specifically and closely supported throughout by the Leasehold & Commercial team, to ensure appropriate repayment plans are agreed that are proportionate, lawful, accountable and necessary (PLAN).
- 6.4 Prior to the commencement of works full consultation will be undertaken with all the residents of both blocks. This will involve face to face consultation through door to door visits and resident meetings if deemed necessary. Letters will also be sent to all residents informing them of the works, start date and likely disruption.
- 6.5 Following completion of the works residents will be consulted in order to gain their feedback on the overall service they have received so that learning can be gained to improve the planned maintenance service.
- 6.6 A planning application has been submitted for the proposed work and a decision will be made in October 2013.

7. Implications

- 7.1 It is considered that the works will have positive implication by helping to maintain the properties whilst improving the visual appearance of both of the blocks and the surrounding area.
- 7.2 The works should have positive implications by ensuring that PCC maintains good quality housing that is secure and safe.

- 7.3 The potential disruption to residents during the works such as restricted access to their property together with noise and dust could have a negative impact. However a quality assessment of the tender and management of the successful contractor will reduce these occurrences to a minimum.
- 7.4 There is potential for a negative reaction from leaseholders due to the costs they will be required to pay for the works; however there are mechanisms in place to help spread the cost of any works. If there is a shortfall in funds, the Leasehold Service Officer will endeavour to assist the leaseholder in finding an affordable solution.
- 7.5 The work is subject to the normal legal risk relating to building work, the financial and technical competence of the chosen contractor and the disruption that the work will cause to the occupiers generally. These should all be subject to existing risk control assessment and mechanisms for such work and as such minimised before work commences.

8. Corporate Priorities

- 8.1 The report and the planned maintenance works will contribute to the following Corporate Priorities:
- Increase availability, affordability and quality of housing
 - Improve efficiency and encourage involvement
 - Regenerate the city
 - Cleaner and greener city

9. Equality impact assessment (EIA)

- 9.1 An EIA is not needed for this project. The project will not affect any equality group unequally and this no adverse impact on people who belong to any of the equality groups. Residents who live in the blocks affected by the project will be consulted on the work and specific needs will be address so that tenants with protected characteristics can be fully involved in the consultation. The project is expected to have positive outcomes for all current and future tenants.

10. Legal Implications

- 10.1 The legal risks referred to at paragraph 7.5 above will be addressed through a detailed procurement process in compliance with the Council's Contracts Procedure Rules and managed under the terms of the resulting construction works contract.
- 10.2 Under Part 2 Section 3 of the City Council's Constitution (responsibilities of the Cabinet) and further in accordance with the Scheme of Delegations at Appendix A to the Executive Procedures Rules in Part 3 of the Constitution, the Cabinet Member for Housing has the authority to approve the recommendations set out in this report.

11. Head of finance's comments

- 11.1 These works are part of a long term planned programme of works and are essential to ensure that the dwellings affected remain of a required standard for habitation. Funding has been allocated already for these schemes in the capital programme that was approved by Council in the February 2013, under line 17 of the Housing Revenue Account capital programme 'Major Repairs - Dwellings'. All funding is from HRA sources, specifically from revenue and leaseholder contributions.

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Signed by:

Owen Buckwell – Head of Housing and Property Services

Appendices:

Appendix A Financial Appraisal

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

NIL

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by the Cabinet Member for Housing on 24 September 2013.

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Signed by:

Councillor Darren Sanders

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FINANCIAL APPRAISAL
29-51 and 53-75 St. James's Road

A		B	C	D
1	SUMMARY OF OPTIONS - Figures in brackets are net incomes, all others are net costs	Total capital cost for PCC Housing Investment Programme	Total revenue effect over 30 years	Net Present Value
		£ million	£ million	£ million
2	Option 1 - Replace critall screen with aluminium and Replace doors with composite fire doors	£0.43	£0.19	£0.53
3	Option 2 - Leave critall screens & decorate and repair Upgrade doors to timber fire doors and decorate 5 yrs	£0.34	£0.29	£0.53
4	Option 3 - Remove screens and Upgrade doors to fire doors and decorate stairwell 5 yrs and asphalt flooring	£0.35	£0.31	£0.66

NOTES

Option 1 is the preferred over option 2 and 3

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Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item: **5**

Title of meeting: Housing Cabinet
Date of meeting: 24 SEPTEMBER 2013
Subject: MARSHFIELD HOUSE - CLADDING & EXTERNAL REPAIR
Report by: OWEN BUCKWELL – HEAD OF HOUSING & PROPERTY SERVICES
Wards affected: Drayton & Farlington
Key decision: Yes – Over £250,000
Full Council decision: No

1. Purpose of report

- 1.1 To seek permission to go out to tender and appoint a contractor to undertake planned maintenance works to 1-24 Marshfield House.
- 1.2 The works are required to ensure the integrity of the building and reduce the on-going maintenance required.
- 1.3 If approved, it is anticipated that the works could commence by March 2014.

2. Recommendations

- i That approval be given to tender the works based on a budget estimate of £340,000 including a £25,000 allowance for contingencies / unforeseen works.
- ii That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.

3. Background

- 3.1 The block 1-24 Marshfield House is located in the Drayton & Farlington Ward and is of crosswall construction, built in 1965. Within the boundary of the site are 2No garage blocks that are included within the scheme.
- 3.2 There is 24No properties contained in the block with 8No of these being leasehold properties.

- 3.3 A number of elements of the building fabric have either reached the end of their serviceable life and now require replacement in addition to other elements that now require routine remedial work.
- 3.4 The main areas of work will include insulated cladding to replace the existing tile hanging, external and communal decoration, installation of emergency lighting, replacement fencing, new windows to the communal stairwells, structural repairs, re-roofing of garage blocks and other associated repairs.
- 3.5 It is anticipated that the contract will commence by March 2014 with a contract period of 16 weeks.

4. Reasons for recommendations

- 4.1 The works will ensure the integrity of the building fabric to the block and help protect against future deterioration, thus maintaining a lettable asset for PCC.
- 4.2 The project will improve the visual appearance of the block, helping to improve the external environment for both residents of the block and neighbouring properties.
- 4.3 It is considered that once the proposed works are undertaken the blocks will continue to provide a good living environment for the residents.

5. Options considered and rejected

- 5.1 An option considered and rejected was to repair the areas of defective tile hanging rather than replacing them with insulated cladding. This option was rejected as surveys indicated that the battens that hold the tile hanging have rotted in many places meaning complete replacement would be required
- 5.2 Repairing the tile hung areas would be cheaper in the short term however there would be an on-going demand for repairs to these areas that when combined with the high cost of scaffold access in the long term would offset the initial saving.
- 5.3 Standard products are being used for general repair works to maintain the block and therefore it is not considered that there are alternative options for these items.

6. Duty to involve

- 6.1 A planning application has been submitted and approved during which all residents and leaseholders were notified.
- 6.2 Face to face consultation has taken place with all leaseholders of the block with a Notice of Intent being issued to them in April 2013. The feedback from leaseholders is that they are generally satisfied with the repayment options available to them and the proposed work.

- 6.3 When tenders are returned section 20 notices will be sent to all leaseholders outlining their required contributions when the work is completed. The earliest that any leaseholder is likely to receive a bill for the completed work is September 2015.
- 6.4 Flexible repayment plans with appropriate timescales will be discussed and agreed individually with each leaseholder. These include options to encourage leaseholders to increase their reserve fund contributions where appropriate to meet anticipated estimated costs of the work and ensure that they have sufficient reserve fund balances when bills are issued in September 2015. Access to Council loans is also available. If any leaseholder is identified who may not have sufficient reserve funds to pay the costs, they will be specifically and closely supported throughout by the Leasehold & Commercial team, to ensure appropriate repayment plans are agreed that are proportionate, lawful, accountable and necessary (PLAN).
- 6.5 Prior to the commencement of works full consultation will be undertaken with the residents of the block. This will involve face to face consultation through door to door visits and resident meetings if deemed necessary. Letters will also be sent to all residents informing them of the works, start date and likely disruption.
- 6.6 Following completion of the works residents will be consulted in order to gain their feedback on the overall service they have received so that learning can be gained to improve the planned maintenance service.

7. Implications

- 7.1 It is considered that the works will have positive implication by helping to maintain the properties whilst improving the visual appearance of both the block and the surrounding area.
- 7.2 The works should have positive implications by ensuring that PCC maintains good quality housing that is secure and safe.
- 7.3 Through the installation of insulated cladding there is potential for reducing the energy demand for the building.
- 7.4 The potential disruption to residents during the works such as restricted access together with noise and dust could have a negative impact. However a quality assessment of the tender and management of the successful contractor will reduce these occurrences to a minimum.
- 7.5 There is potential for negative reaction from leaseholders due to the costs they will be required to pay for the works; however there are mechanisms in place to help spread the cost of any works. If there is a shortfall in the reserve fund, the Leasehold Service Officer will endeavour to assist the leaseholder in finding an affordable solution.

7.6 The work is subject to the normal legal risk relating to building work, the financial and technical competence of the chosen contractor and the disruption that the work will cause to the occupiers generally. These should all be subject to existing risk control assessment and mechanisms for such work and as such minimised before work commences.

8. Corporate Priorities

8.1 The report and the planned maintenance works will contribute to the following Corporate Priorities:

- Increase availability, affordability and quality of housing
- Improve efficiency and encourage involvement
- Regenerate the city
- Cleaner and greener city

9. Equality impact assessment (EIA)

9.1 An EIA is not needed for this project. The project will not affect any equality group unequally and this no adverse impact on people who belong to any of the equality groups. Residents who live in the blocks affected by the project will be consulted on the work and specific needs will be address so that tenants with protected characteristics can be fully involved in the consultation. The project is expected to have positive outcomes for all current and future tenants.

10. Legal Implications

10.1 The legal risks referred to at paragraph 7.6 above will be addressed through a detailed procurement process in compliance with the Council's Contracts Procedure Rules and managed under the terms of the resulting construction works contract.

10.2 Under Part 2 Section 3 of the City Council's Constitution (responsibilities of the Cabinet) and further in accordance with the Scheme of Delegations at Appendix A to the Executive Procedures Rules in Part 3 of the Constitution, the Cabinet Member for Housing has the authority to approve the recommendations set out in this report.

11. Head of finance's comments

11.1 These works are part of a long term planned programme of works and are essential to ensure that the dwellings affected remain of a required standard for habitation. Funding has been allocated already for these schemes in the capital programme that was approved by Council in the February 2013, under line 17 of the Housing Revenue Account capital programme 'Major Repairs - Dwellings'. All funding is from HRA sources, specifically from revenue and leaseholder contributions.

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Signed by:
Owen Buckwell – Head of Housing and Property Services

Appendices:

Appendix A Financial Appraisal

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

NIL

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by the Cabinet Member for Housing on 24 September 2013

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Signed by:
Councillor Darren Sanders

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FINANCIAL APPRAISAL

Marshfield House

	A	B	C	D
1	SUMMARY OF OPTIONS - Figures in brackets are net incomes, all others are net costs	Total capital cost for PCC - Housing Investment Programme	Total revenue effect over 30 years	Net Present Value
		£ million	£ million	£ million
2	Option 1 - Cladding	£0.36	(£0.07)	£0.32
3	Option 2 - Render	£0.38	(£0.07)	£0.34
4	Option 3 - Tile Hanging Repairs	£0.27	£0.08	£0.35

NOTES

Option 1 is the preferred over option 2 and 3

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