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Date: *8 March 2012*

NOTIFICATION OF PORTFOLIO HOLDER DECISIONS

On 7 March 2012, Cllr Mrs J L Cleary, the Housing and Communities Portfolio Holder, made the following decisions. Any member of the Council, who is not a Portfolio Holder, who considers that any decision should be reviewed should give notice to the Monitoring Officer (Grainne O'Rourke) (in writing or by e-mail) to be received **ON OR BY 5.15 P.M. ON THURSDAY, 15 MARCH 2012.**

Details of the documents the Portfolio Holder considered are attached.

DECISION 1: To arrange programmes of planned and cyclical Housing maintenance and improvements works

REASONS: See report

ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED: See report

CONFLICTS OF INTEREST DECLARED: None

For Further Information Please Contact:

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DECISION 2: To approve levels of non-statutory Housing fees and charges for 2012/13

REASONS: See report

ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED: See report

CONFLICTS OF INTEREST DECLARED: None

For Further Information Please Contact:

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PORTFOLIO HOLDER DECISION
Portfolio: Housing and Communities

**HOUSING PLANNED MAINTENANCE AND
IMPROVEMENT PROGRAMME 2012/2013**

1. INTRODUCTION

- 1.1 The Cabinet on 1 February 2012 approved the Housing Revenue Account estimates for 2012/13. This included a total sum of £5,130,000 for the planned maintenance and improvement programme, £200,000 for environmental improvements, £1,472,000 for cyclical maintenance.
- 1.2 This report seeks approval to the programmes of work under general headings of expenditure.
- 1.3 The programme for 2012/2013 has been devised in accordance with the Business Plan, and to continue to meet the requirements of the "Decent Homes Standard".
- 1.4 This year's programme has been compiled taking into account the 10 year programme agreed by Cabinet on 21 November 2007.
- 1.5 All work identified in this report is based upon stock condition surveys followed by an inspection regime prior to work being specified to ensure only expenditure required is actually committed.

2. PROGRESS REPORTING OF THE PROGRAMME

- 2.1 The progress of each scheme during the financial year will be reported to Members in the Information Bulletin, together with tender results and budget information. Overall budgetary control is exercised by regular and detailed monthly information being provided to Senior Managers and the Housing Accountant.
- 2.2 In common with previous years, where tender results lead to savings being achieved, further priority projects will be identified and carried out to ensure that the maximum expenditure within the overall budget is achieved.
- 2.3 The Head of Housing has delegated power to agree the works to be carried out at individual specific addresses within the budget heads allocated by the Council.

3. APPROVED BUDGET PROVISIONS

- 3.1 The approved budgets are £5,330,000 for planned maintenance projects (including environmental improvements) and £1,472,000 for cyclical maintenance. Both these budgets will substantially contribute to maintaining the Decent Homes Standard.
- # 3.2 Appendix 1 is a summary of the various headings of expenditure comprising the total budget provision.

4. PROPOSALS

- 4.1 Within the Planned Maintenance programme, the work proposed is broadly in line with that of previous years. The prime purpose of this expenditure is to maintain the fabric of Council homes, to ensure services such as electrical and heating systems are in a safe condition and importantly to ensure that all our homes continue to meet the Decent Homes Standard. Current predictions indicate that the Council will continue to achieve this target with the exception of some properties on the North Milton Estate. This situation is further explained in paragraphs 4.6.
- 4.2 The Decent Homes Standard requires properties to meet several criteria ranging from general fitness to having modern facilities. Guidance issued advises that for a home to be decent it must meet the following four criteria:-
- It contains no serious hazards under this Housing Health and Safety Rating System.
 - It is in a reasonable state of repair.
 - It has reasonably modern facilities and services.
 - It provides a reasonable degree of thermal comfort.
- 4.3 A property will fail the requirement for reasonably modern facilities and services if it lacks three or more of the following aspects:-
- A reasonably modern kitchen (20 years old or less)
 - A kitchen with adequate space and layout
 - A reasonably modern bathroom (30 years old or less)
 - An appropriately located bathroom and WC
 - Adequate insulation against external noise (where external noise is a problem)
 - Adequate size and layout of common areas for blocks of flats.

4.4 As mentioned in 4.1 the programme for 2012/2013 includes a level of expenditure on improvements and repairs in common with previous years and an explanation of some of the items included is given below:-

- An allowance of £1,030,000 has been made for replacing kitchen. This will allow for the renewal of nearly all the kitchens over 30 years old (224 as at January 2012, excluding 98 where the tenant has previously refused the works).
- An allowance of £500,000 has been made for renewing bathrooms and this will allow for the replacement of approximately 125 of the 1183 bathrooms over 40 years old (as at January 2012, excluding 36 where the tenant has previously refused the works).
- An allowance of £500,000 has been made for upgrading heating installations with modern energy efficient boilers and controls, and this will allow for the renewal of 225 of the boilers over 15 years old (227 as at January 2012, excluding 56 where the tenant has previously refused the works) and most of the old inefficient gas fired back boilers.
- An allowance of £150,000 has been made to apply external render to properties to prevent water ingress.
- An allowance of £75,000 for insulation works will allow for the upgrading of loft insulation in some of the 30% of properties which are below the current Building Regulations (this is above the requirements for Decent Homes in terms of thermal comfort).
- Minor works/alterations to flats include upgrading lighting, balcony repairs and some works associated with decommissioning sheltered schemes following the sheltered housing review.
- Included within miscellaneous works will be items identified from fire risk assessments, legionella risk assessments and larger works identified from Reactive Maintenance repairs.

4.5 In line with the 10 year plan an amount of £200,000 has been included for environmental improvements. This sum of money will be targeted at the provision of hardstandings within the curtilage of properties and thereby hopefully contribute to easing car parking problems on estates. The money will be targeted at those tenants who originally asked for this improvement and have been on a waiting list. Those who have been on the waiting list longest will be tackled first (currently the wait is approximately 3 years).

- 4.6 The North Milton Estate comprises some 132 non-traditional flats and 82 houses and the Cabinet decision of 6 May 2009 agreed to the expenditure of an additional £3,000,000 from HRA reserves to refurbish these properties. The balance of this project would be funded through the annual Planned Maintenance and Improvement Programme. The contribution required from the 2012/13 programme is £2,352,000 as agreed in the Cabinet decision of 6th July 2011 "Medium Term Financial Plan – Budget Update". These works will allow these properties to meet the Decent Homes Standard and ensure that all the properties have an economic life.

5. TENANT INVOLVEMENT

- 5.1 With planned maintenance and improvement works it is intended to continue with the current practice of involving tenants and residents in aspects of the work that affects their homes. Consultation will ensure that any inconvenience and disruption is kept to a minimum.
- 5.2 Where choice can be given without compromising the effectiveness or the necessity of the work, this will be given. Choice could mean the tenant electing not to have the work done, or in selecting finishes and colour schemes if and when improvements are carried out. Generally no choice will be given where works, such as re-roofing, involve essential maintenance work.

6. FINANCIAL IMPLICATIONS

- 6.1 Total planned expenditure for 2012/2013 is £6,802,000, comprising £5,130,000 for planned maintenance and improvements, £1,472,000 for cyclical maintenance, and £200,000 for environmental improvements. This is within the approved budgets.

7. ENVIRONMENTAL IMPLICATIONS

- 7.1 All products used in the repair, maintenance and improvement of Council homes are selected to ensure the minimum impact upon the environment and at the same time balance the need to improve the energy efficiency of tenants' homes in order to meet the requirement for thermal efficiency under the Decent Homes Standard.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 Many aspects of work identified in this report will improve the security of tenants' homes.

9. EQUALITY AND DIVERSITY IMPLICATIONS

- 9.1 All equality and diversity implications will be considered at every stage of the process of commissioning and carrying out planned maintenance, improvement and cyclical maintenance works. In addition any contractor used for works will have been assessed,

as part of the process in becoming an approved NFDC contractor, in respect of their adherence to equality and diversity principles.

10. TENANTS' COMMENTS

10.1 Tenants have been consulted on this report and agreed and support the recommendations.

11. RECOMMENDATIONS

11.1 That the proposals for planned maintenance, cyclical maintenance and improvement work listed in Appendix 1 be approved.

I agree the recommendation CLLR JILL CLEARY
Councillor ~~Jill Cleary~~
Housing and Communities Portfolio Holder

Date: 7/3/2012

Date Notice of Decision Given: 8 March 2012

Last Date for Call-in: 15 March 2012

For Further Information Contact

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Background Papers

- * 10 Year Planned Maintenance & Improvement Programme
- * HRA Business Plan
- * Report to Cabinet on HRA Estimates
- * Report to Cabinet North Milton Estate Refurbishment.
- * Cabinet Decision 6 July 2011 Medium Term Financial Plan.

2012/2013 PLANNED MAINTENANCE BUDGET SUMMARY**1 PLANNED MAINTENANCE AND IMPROVEMENTS BUDGET**

	£	£
Kitchen Modernisations	1,030,000	
Bathroom Modernisations	500,000	
Heating – boiler replacements	500,000	
Rendering	150,000	
Electrical Works	150,000	
Insulation Works	75,000	
Structural Repairs	50,000	
Asbestos Removal and Low Maintenance Eaves	85,000	
Minor works/alterations to communal areas of flats	105,000	
Provision of Hardstandings	200,000	
TV aerials	25,000	
Miscellaneous	108,000	
North Milton Estate kitchens, bathrooms doors etc	2,352,000	
TOTAL PLANNED MAINTENANCE & IMPROVEMENT BUDGET		5,330,000

2 CYCLICAL MAINTENANCE

Appliance servicing (including gas, solid fuel, oil, smoke detectors, CO Servicing)	750,000	
Servicing Liff equipment	3,800	
Fire alarm servicing/upgrading	58,000	
Lift servicing/upgrading	44,000	
Portable appliance testing	3,500	
Legionella checks	10,000	
External redecoration, include internal communal areas of flats	440,000	
Internal decorations to sheltered schemes	40,000	
Elderly persons internal redecoration	25,000	
Servicing automatic doors	1,000	
Window Cleaning	16,000	
Miscellaneous	80,700	
TOTAL CYCLICAL MAINTENANCE		1,472,000

TOTAL EXPENDITURE **6,802,000**