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Date: 2nd December 2015

Dear Sir/Madam,

A meeting of the **Caerphilly Homes Task Group** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Thursday, 10th December, 2015** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of interest.	
Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes: -	
3 Caerphilly Homes Task Group (WHQS) held on 29th October 2015 (Minute Nos. 1 - 8)	1 - 6
To receive and consider the following reports and make recommendations to the Policy and Resources	

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Scrutiny Committee and Cabinet: -

4	Rowan Place - Progress Report and Sensitive Lettings Policy.	7 - 22
5	Re Profiling of WHQS Programme and HRA Capital Programme for 2016/17.	23 - 44
6	Small Lots - Review of Contract Arrangements.	45 - 50
7	WHQS Compliance Policy.	51 - 72

To receive and note the following information items: -

8	Procurement Update.	73 - 86
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If a member of the Caerphilly Homes Task Group wishes for the above information report to be brought forward for discussion at the meeting, please contact Charlotte Evans on 01443 864210, by 10.00 a.m. on Wednesday 9th December 2015.

9 To receive any requests for an item to be included in the next available agenda.

Circulation:

Task Group Members: L. Ackerman, Mrs G. Atkins, Mr C. Davies (Vice Chair), Miss E. Forehead, Ms J. Gale, K. James, Mrs B. A. Jones, Ms S. Jones, Miss A. Lewis, C.P. Mann, Mr M. McDermott, Mrs D. Moore, Mr J. Moore and D.V. Poole,

And Appropriate Officers



CAERPHILLY HOMES TASK GROUP (WELSH HOUSING QUALITY STANDARD)

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
(SIRHOWY ROOM) ON THURSDAY, 29TH OCTOBER 2015 AT 5.00 P.M.

PRESENT:

C. Davies- Chair

Task Group Members:

Ms L. Ackerman, Mrs G. Atkins, Miss A. Lewis, C. Mann and D.V. Poole.

P. Davy (Head of Programmes), P. Smythe (Housing Repair Operation Manager), M. Betts (Community Participation Officer), F. Wilkins (Public Sector Housing Manager), C. Evans (Committee Services Officer)

1. APOLOGIES

Apologies for absence were received from Mrs G. Atkins, Miss A. Lewis and C. Mann.

2. DECLARATIONS OF INTEREST

Mrs G. Atkins, Mr C. Davies and Miss A. Lewis as Council Tenants declared a personal but not prejudicial interest in all agenda items.

3. MINUTES – 17TH SEPTEMBER 2015

RESOLVED that the minutes of the meeting held on the 17th September 2015 be approved as a correct record and signed by the Chair.

4. REVIEW WORKSHOP – FEEDBACK REPORT

The report provided the Task Group with details of the Review Workshop, which was arranged on 8th September for the Caerphilly Homes Task Group (CHTG), to further develop the working relationships between councillors and tenants and to review and refocus the activities of the CHTG.

The key outcomes were:

- The opportunity to discuss and clarify the roles of tenants, councillors and officers
- The recognition that mutual respect and trust between all partners is essential
- Reaffirmation of the commitment to work together based on shared goals where there is common ownership of problems and solutions.

- The primary objective remains to achieve WHQS by 2020 which requires speed of delivery but without compromising quality.
- The sharing of views in an informal setting.

The suggested actions that came from the workshop were:

- Refine the Terms of Reference to better reflect priorities
- Explore ways of engaging and involving the wider tenant population
- Organise regular informal review sessions
- Improve communications especially where changes to plans occur
- Learn from mistakes and continually improve
- Continue to find ways of minimising disruption to tenants during the work within their homes.

The Task Group thanked the Officer for the report and discussion ensued. Task Group Members wished it noted that the workshop was very beneficial and provided an opportunity to discuss any issues within the WHQS Programme, such as contractor issues with key Officers, as well as make any necessary revisions to the Terms of Reference.

A Task Group Member sought further information on the proposed agenda and reporting process and it was highlighted that, the Terms of Reference have been revised and future reporting and agenda's would be considered in a similar manner to Scrutiny, in which information reports could be called forward for discussion, if necessary. Agenda's would clearly outline to the Task Group, the process in which to follow in order to call forward a report and the deadline in which to do so.

Discussions ensued in reference to WHQS contracts and concerns were raised about tenant involvement in contract compliance and possible cost implications to the Authority and WHQS Programme. It was noted that there had been some issues raised with Officers in the past, which had not been addressed, and it was felt that the Tenant Representatives should be made aware of any contractual issues. Officers explained that Contract Management was a recognised risk from the outset of the programme and acknowledged that tenants have raised concerns about one particular contract. Due to the scale of the programme and the number of contractors and sub-contractors and pressing timescales, there is an expectation that things will not always go to plan. Tenants were reminded to bring any concerns they have to the Head of Programmes for WHQS who will instigate an appropriate investigation.

The Task Group were provided with an update on the recent issues highlighted in Argoed. It was noted that, following recent works to replace kitchens, further inspection had highlighted defective ground floors of 6 properties, 3 of which had had replacement kitchens. Following consideration, it was agreed that the ground floor throughout the 6 properties would be replaced, which would delay the programme in Argoed and raised further issues for living arrangements for the 6 resident families during the works.

A Task Group Member queried why the issues had not been identified when surveying the properties. Officers highlighted that the defect was picked up by a sub-contractor. The ground floors are not normally checked as part of the survey process and due to the area and location of properties, and the form of construction of the ground floor could all be contributing to the problem.

The Task Group sought information on the financial position when having to fund additional works. Officers explained that there are currently no estimates on the additional cost of the works in Argoed; however it would be funded by the Programme and this was no different to absorbing additional costs in other part of the County Borough arising from defects in the properties.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report:: -

- (i) the minor changes to the Terms of Reference be agreed;
- (ii) the procedural amendments in respect of information items be accepted;
- (iii) the proposal for an annual review workshop be supported;
- (iv) any actions arising from the workshop, within day to day business be incorporated as appropriate.

5. FIRE SAFETY MEASURES FOR COUNCIL OWNED FLATS

Following a Members request, F. Wilkins, Public Sector Housing Manager presented the report, which provided details on the fire safety measures already provided and planned to be undertaken to all three storey Council owned flats, to comply with the Regulatory Reform (Fire Safety) Order 2005.

It was noted that the Councils housing stock currently stands at 10,865 properties which includes 184 three storey Council owned flats, which are required to comply with the regulations as the individual entrance doors to the flats open onto an enclosed communal landing and stairway.

In order to improve safety for tenants and comply with the Regulatory Reform Order, most blocks of flats within the Borough have been risk assessed by the Fire Officer from the Corporate Health and Safety Team. The risk assessments identified works, which are being progressed such as; ventilating enclosed communal areas with openable windows on landing areas or permanently open louvre vents; letters and detailed guidance notes have been sent to all tenants to advise them that communal areas must be free of any obstructions, combustible materials or items; Emergency lighting has been fitted within communal areas to ensure that walkways and access routes are lit in the event of power failure and all doors opening onto an enclosed communal area are required to provide a half hour fire resistance (FD30S). Due to the scale of works and cost associated to bring all internal doors to standard, the Fire Service accepted that this could be progressed on a planned basis, and work is ongoing to complete this exercise.

The Task Group thanked the Officer for the report and discussion ensued around Mobility Scooters and storage within flats. It was noted that, if a resident is prescribed a mobility scooter by a GP, adaptations to accommodate the scooter would be considered within the property, however, if the scooter was purchased, it would be up to the tenant to ensure that the scooter is stored safely and appropriate, and in compliance with Fire Safety Regulations.

A Member queried the financial implications for the works, which were not available within the report. It was noted that due to the tendering process still being underway, financial information is not currently available, however, Officers assured the Task Group that information would be circulated by email in due course.

6. HOUSING LAND ASSET REVIEW

The report informed the Caerphilly Homes Task Group in respect of the progress of the Authority's Housing land asset review.

It was noted that significant land and property assets sit within the Housing Revenue Account, distributed throughout the County Borough. A review is being undertaken to provide base information about these assets to ensure that land and property meet objectives allied to the achievement of WHQS or longer term aims of developing new social housing. The review will also inform the delivery of the WHQS environmental programme, and provide a basis for the potential rationalization of land holdings.

To date, 1008 individual sites across seven estates have been surveyed, investigated and have received a recommendation under one of nine agreed categories, however, no final decisions have yet been taken in relation to the future of these sites, pending consultation with local residents and Members.

Task Group Members noted that an interactive database with online functionality has been developed to support the review, which is used to store and display the individual report produced for each site and a demonstration of the database was given, which highlighted the sites where the review had been completed.

The Caerphilly Homes Task Group noted the report.

7. TENANT PARTICIPATION IN THE HOUSING SERVICE

M. Betts, Community Participation Officer provided an overview of the report, which provided an update to the Caerphilly Homes Task Group on tenant participation activities and also responds to a request for an update on the pilot review undertaken by the Housing Improvement Partnership (HIP).

The report detailed the activity and progress under the four main objectives of local tenant participation with additional information on the tenant participation budget.

- To develop tenant review – At a strategic level the Caerphilly Homes Task Group remains the main mechanism to review public housing Services. At an operational level there are a number of continuing activities and new initiatives, which includes The Repairs and Improvements Group to monitor response repairs, Caerphilly Service Improvement Monitors (CSIMS) to monitor and survey the WHQS works conducted and the Housing Improvement Partnership (HIP) was developed in February 2015 with the aim to understand customer demand and produce a staff handbook to help Caerphilly Homes to improve housing services.
- Increased tenant engagement – The rent consultation focus groups played an active role in bringing in tenants who had not previously engaged with housing services. Estate walkabouts were conducted in Lansbury Park and Graig Y Rhacca, the responses were disappointing from these, however it is intended to try more walkabouts in the future.
- Improve Information Flow to the Wider Tenant Body – The tenant involvement team has supported the production of a video, and digital story telling projects for Communities and Rents Section. In addition, and in conjunction with the Rents Manager, text messaging services have been utilised to advertise involvement opportunities.
- Mainstreaming of Tenant Participation – Tenant and Community Involvement Team has participated in a project run by the Chartered Institute of Housing to consider future tenant involvement. Organisations have been encouraged to review their own tenant involvement structures and activities and consider further development.

The Task Group thanked the Officer for the report and further information was sought on the review of the Tenant Participation Strategy. Officers highlighted that work is currently underway with the Chartered Institute of Housing and there are plans to update the Strategy, which will take into consideration the changes and developments made since 2012, however, it was noted that there is no statutory requirement for the Local Authority to produce a Strategy.

The Task Group discussed Tenant Groups and Associations and queried whether there have been any changes in the numbers of functioning groups. Officers highlighted that, whilst there are changes taking place within estates and tenants associations, there haven't been any changes since the writing of the report.

The Task Group thanked the Officer for the report and noted its contents.

8. TO RECEIVE ANY REQUESTS FOR AN ITEM TO BE INCLUDED ON THE NEXT AVAILABLE AGENDA.

The following requests were received:-

1. Mr C. Davies requested an update on the procurement process. Clarification was sought on the request and it was noted that the procurement process is an ongoing one, which has to respond to changing circumstances.
2. Mr C. Davies requested a status report on the Community Improvement Fund. The Task Group noted that a review is currently being conducted on the various funding initiatives established following the ballot. A report will be provided to the Task Group in due course.

The meeting closed at 6.20 p.m.

Approved as a correct record subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 10th December 2015.

CHAIR

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CAERPHILLY HOMES TASK GROUP – 10TH DECEMBER 2015

SUBJECT: ROWAN PLACE – PROGRESS REPORT & SENSITIVE LETTINGS POLICY

REPORT BY: CORPORATE DIRECTOR – COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To provide an update on the progress made in relation to delivering a targeted regeneration programme in Rowan Place, Rhymney.
- 1.2 To consider the adoption of a sensitive lettings policy and introductory tenancies specifically in relation to Rowan Place.
- 1.3 The report is seeking the views of the Caerphilly Homes Task prior to its presentation to Policy and Resources Scrutiny Committee and thereafter, Cabinet.

2. SUMMARY

- 2.1 Following the ballot in February 2012, the Council agreed that it would deliver the promises made in its Offer document to tenants and deliver WHQS by 2019/2020. It also gave a commitment to delivering numerous additional benefits which were also outlined in the Offer Document, which would add value to the WHQS programme and help deliver the Council's ambition of using the £210 million WHQS investment as a catalyst to Transform Homes, Lives and Communities.
- 2.2 Rowan Place is located within the Twyn Carno ward and is part of the Lower Super Output Area (LSOA) known as Twyn Carno 1.
- 2.3 Rowan Place comprises 82 properties of which 6 are owner occupied and 4 are leasehold.
- 2.4 For many years the area of Rowan Place in which the flats are located has been regarded locally as a 'no go zone' and largely been home to transient single people and families with particular challenges including drug and alcohol issues, criminal records and anti social behaviour issues.
- 2.5 Following the identification of severe damp and external defects to the fabric of the properties in Rowan Place, the Council approved expenditure totalling £4.2m.
- 2.6 The Council also agreed to refurbish the existing void properties to a standard over and above the normal refurbishment of voids programme (to include decoration throughout, skirting boards, new internal doors and architraves etc) and to create a multi agency partnership comprising representatives from Communities First, GAVO, Gwent Police, Drug and Alcohol Services and the ABHB to foster greater collaboration to address the key issues which are prevalent within the area and to help tackle poverty.

- 2.7 The programme underway in Rowan Place has been enhanced by a further £720,000 from the Welsh Government as part of its Vibrant and Viable Places programme which will facilitate enhancements to the environment within Rowan Place.

3. LINKS TO STRATEGY

- 3.1 The Welsh Housing Quality Standard (WHQS) is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards.

- 3.2 The Council is committed to ensuring that the WHQS investment transforms not only homes but also lives and communities.

- 3.4 The Council's Local Housing Strategy "People, Property, and Places" has the following aim:

"To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations."

- 3.5 The programme underway in Rowan Place is coterminous with the aims of the Council's Single Integrated Plan 2013-2017 which aims to 'improve standards of housing and communities, giving appropriate access to services across the county borough' and the recently approved, Caerphilly Poverty Strategy 2015.

4. THE REPORT

- 4.1 A report on Rowan Place was presented to the CHTG in October 2013 and May 2014. The reports drew attention to various social problems, low demand and long term voids in addition to severe damp and extensive defects to the external fabric of the properties in Rowan Place.

- 4.2 In May 2014 the CHTG agreed to bring forward external works programmed for 2016/17 in parallel with the internal works to commence in 2014/15.

- 4.3 CHTG and the Cabinet Sub Committee also agreed to accept the estimated additional cost associated with undertaking the comprehensive refurbishment of Council homes suffering from severe damp within Rowan Place and to establish a multi agency task group to tackle the social problems prevalent within the area.

- 4.4 In October 2014 tenants were visited following a survey and informed of the works that would be undertaken to their homes.

- 4.5 To date, internal works have been completed to 16 bungalows and 14 flats.

- 4.6 Internal works are ongoing in 9 others with 3 more planned throughout October and 8 due to start in November (completion anticipated in February 2016).

- 4.7 The 9 flats remaining are within blocks which include leaseholders. External surveys have been undertaken on leaseholder properties in order to determine the charge that will result. The leaseholder consultation undertaken by the leaseholder services officer has started with a view to commencing works to leaseholder properties in February 2016 through to May 2016.

- 4.8 Internal works to 7 houses are scheduled for surveying in November.

- 4.9 Surveys to owner occupied properties have been undertaken in order to determine the scope of external works. The cost of external works to owner occupied homes will be funded via the Welsh Government's Vibrant and Viable Places programme.

- 4.10 The majority of external works to the bungalows have been completed. External wall insulation has been completed in 5 blocks of flats and groundworks are on-going to 3. Roof work has started on 6 of the houses.
- 4.11 The site is scheduled for completion by October 2016.
- 4.12 Bats were found nesting within the site hence a bat license was applied for during August 2014 and approved in November 2014. The license permits roofing works to take place only between October and March hence any further work will need to be programmed carefully in order to take account of the license requirements.
- 4.13 7 existing tenants have been permanently transferred from homes awaiting refurbishment to newly refurbished flats.
- 4.14 There are currently 22 voids within the site. This is due to the fact that the Council has chosen not to let properties within Rowan Place until a formal sensitive lettings policy has been adopted.
- 4.15 In previous years, Rowan Place has been plagued by high levels of anti social behaviour, crime and drug and alcohol abuse. As a consequence and for the benefit of existing tenants, the Council proposes to introduce introductory tenancies for new allocations within Rowan Place.
- 4.16 Research has shown that introductory tenancies are most effective when used as part of a range of initiatives rather than as a policy 'tool'. When used as part of an integrated, multi agency approach to support tenants they have helped improve community safety and quality of life by reducing crime, nuisance behaviour and fear of crime'.
- 4.17 Introductory tenancies would give all new tenants a 12 month trial period before they would be eligible to be awarded a secure tenancy. The tenancy could be brought to an end during the introductory period if the tenant fails to adhere to the requirements contained within the appendix attached. They can be brought to an end within the trial period if a Court issues a possession order. This will ensure that anyone behaving inappropriately can be removed from the tenancy quickly.
- 4.18 In practice, the policy will only apply to a limited number of properties. Existing tenants will not be affected and will carry on with their secure tenancy.
- 4.19 Appendix 1 attached will apply only to the two bedroom flats in Rowan Place. The Appendix outlines the circumstances in which a tenancy may or may not be offered.
- 4.20 Caerphilly Homes Allocations Scheme allows for the allocation of families with 1 or 2 children and childless couples. Due to the size of the second bedroom only families with 1 child, or families with access will be considered and to reduce excessive child density in the area, childless couples may take precedence over families with one child.
- 4.21 Any applicant that meets one of the following criteria will be refused a tenancy:
- Is known to have been involved in anti-social behaviour in the last 2 years
 - Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months. References may/will be taken up which will include from private landlords/hostels.
 - Has an unspent criminal conviction
 - Has convictions for drug dealing
 - Has been convicted of, or has been held responsible for criminal damage or arson within the last 12 months
 - Has a history of chaotic behaviour
 - Has drug or alcohol related support needs unless on a rehabilitation programme – continuing on the programme will be an additional condition of tenancy

- Has high support needs that may affect their ability to sustain a tenancy, and is not engaging with support. If there are high support needs but support is in place, fully engaging with the support will be an additional condition of tenancy.
- Applicants or members of the household who were former tenants of the council and who have excessive outstanding rent arrears and/or recharges that makes the repayments together with current rent and other charges unaffordable.

- 4.22 To ensure that prospective tenants are not financially disadvantaged they will be required to satisfy an income/expenditure assessment of their affordability of the tenancy.
- 4.23 Where two or more applicants have equal priority, preference will be given to applicants who are working or in training.
- 4.24 The tenancy will become secure after 12 months if there are no breaches.
- 4.25 The eviction procedure will mirror that of the procedure for termination of a demoted tenancy and therefore there will be opportunities for decisions to be reviewed prior to eviction.
- 4.26 The Sensitive Lettings Policy will be reviewed after 12 months and a process developed to underpin delivery. Depending on demand for these properties, there is a potential for increased void periods due to the proposal for sensitive lettings.
- 4.27 An on-going dialogue between the Council, tenants and residents is underway in Rowan Place. Tenants and residents have indicated on numerous occasions that they do not wish to see a return to the situation that prevailed prior to the Council's investment programme in the area whereby anti social behaviour and crime was a common occurrence.
- 4.28 The work underway within Rowan Place and the events that have taken place at the show flat has generated some interest from new and existing tenants located in Rhymney and elsewhere within the county borough. The area housing team have been unable to allocate newly refurbished homes until the sensitive letting policy attached as Appendix 1 is approved.

5. EQUALITIES IMPLICATIONS

- 5.1 An Equality Impact Assessment has been completed in accordance with the Council's Strategic Equality Plan and is attached as Appendix 2 for Information.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications resulting from the report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications arising from the report.

8. CONSULTATIONS

- 8.1 The views of consultees listed are incorporated within the report.
- 8.2 Informal consultation has been undertaken with tenants and residents within the area who have strongly indicated that they do not wish to see a return to the situation in the area that prevailed before the start of the investment programme.

9. RECOMMENDATIONS

- 9.1 The Caerphilly Homes Task Group recommend to Policy and Resources Scrutiny Committee and Cabinet the adoption of the sensitive lettings policy including introductory tenancies for new tenants in Rowan Place as set out in the Appendix to the report.

10. REASON FOR RECOMMENDATIONS

- 10.1 **To help deliver the Council's ambition of using the WHQS programme as a catalyst to transform homes, lives and communities.**

11. STATUTORY POWER

- 11.1 Housing Acts and Local Government Acts. This is a Cabinet Sub Committee function.

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Telephone: 01443 873519/ bishod@caerphilly.gov.uk)

Consultees: Cllr. David Poole, Deputy Leader & Cabinet Member for Housing
Cllr. Barbara Jones, Deputy Leader and Cabinet Member for Corporate Services
Cllr Ken James, Cabinet Member for Regeneration, Planning & Sustainable Development
Cllr Carl Cuss, Twyn Carno Ward Member
Christina Harray, Corporate Director Communities
Shaun Couzens, Chief Housing Officer
Gail Williams, Interim Head of Legal Services
Nicole Scammel, Interim Director of Corporate Services and S151 Officer
Phil Davy, Head of Programmes
Marcus Lloyd, Deputy Head of Programmes
Pauline Elliott, Head of Regeneration and Planning
Tina McMahon, Community Regeneration Manager
Alan Edmunds, Project Manager

Appendices:
Appendix 1: Rowan Place - Draft Sensitive Lettings Policy
Appendix 2: Equality Impact Assessment

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ROWAN PLACE – DRAFT SENSITIVE LETTINGS POLICY

1. The sensitive lettings policy covers all 2 bedroom flats in Rowan Place, Rhymney. Caerphilly Homes Allocations Scheme allows for the allocation of families with 1 or 2 children and childless couples. Due to the size of the second bedroom only families with 1 child, or families with access will be considered and to reduce excessive child density in the area, childless couples may take precedence over families with one child.
2. Any applicant that meets one of the following criteria will be bypassed and not offered a tenancy of the 2 bed flats in Rowan Place for a period of at least two years if the applicant:
 - Is known to have been involved in anti-social behaviour in the last 2 years
 - Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months. References may/will be taken up which will include from private landlords/hostels.
 - Has an unspent criminal conviction
 - Has convictions for drug dealing
 - Has been convicted of, or has been held responsible for criminal damage or arson within the last 12 months
 - Has a history of chaotic behaviour
 - Has drug or alcohol related support needs unless on a rehabilitation programme – continuing on the programme will be an additional condition of tenancy
 - Has high support needs that may affect their ability to sustain a tenancy, and is not engaging with support. If there are high support needs but support is in place, fully engaging with the support will be an additional condition of tenancy.
 - Applicants or members of the household who were former tenants of the council and who have excessive outstanding rent arrears and/or recharges that makes the repayments together with current rent and other charges unaffordable.
3. All prospective tenants will be required to satisfy an income/expenditure assessment of their affordability of the tenancy.
4. Where two or more applicants have equal priority, preference will be given to applicants who are working or in training.
5. Any current tenant of Caerphilly Homes who transfers into Rowan Place will continue on a secure tenancy. However all other tenancies will commence on a 12 month introductory tenancy in order that any tenant who behaves inappropriately can be removed from the tenancy quickly.

6. The tenancy will become secure after 12 months if there are no breaches.
7. The eviction procedure will mirror that of the procedure for termination of a demoted tenancy and therefore there will be opportunities for decision to be reviewed prior to eviction.
8. The Sensitive Lettings Policy will be reviewed after 12 months.

EQUALITY IMPACT ASSESSMENT FORM

December 2014

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

NAME OF NEW OR REVISED PROPOSAL*	Rowan Place Sensitive Lettings and Introductory Tenancies
DIRECTORATE	Communities
SERVICE AREA	Caerphilly Homes
CONTACT OFFICER	Jane Roberts-Waite / Deb Bishop
DATE FOR NEXT REVIEW OR REVISION	December 2016

***Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities issues have been consciously considered throughout the decision making processes of the work undertaken by every service area in the Council and work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the Equalities Implications in Committee Reports Guidance document (available on the Equalities and Welsh Language Portal on the intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language Measure 2011. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the Strategic Equalities Objectives and Action Plan 2012.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the Equalities and Welsh Language Portal (the Committee report guidance mentioned above, the Consultation and Monitoring guidance) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed - the contact email is equalities@caerphilly.gov.uk.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Rowan Place is an area of Rhymney comprising 82 properties, 72 of which are owned by Caerphilly County Borough Council. For many years, the area has been plagued by high levels of anti social behaviour and crime. In October 2013 Cabinet approved a targeted regeneration effort aimed at tackling the root causes of poverty through improvements to housing conditions and the provision of referrals and support for tenants and residents to much needed services provided at Hafod Deg (including mental health services, drug and alcohol support services, employment advice and opportunities, healthy eating and well being).</p> <p>The sensitive lettings policy was developed with a focus on equality for existing tenants and residents as well as prospective tenants in Rowan Place. The policy should not be viewed in isolation to the multi agency approach that has been adopted and is underway in Rowan Place which seeks to support tenants with complex needs through improvements in their housing conditions and facilitating greater access to support services to help sustain tenancies and reduce anti social behaviour and crime within the area.</p> <p>An informal sensitive lettings policy has been implemented by the area housing team for some time in this area. The report intends to formalise the arrangements and make it clear to existing and prospective tenants, the circumstances in which a new tenancy within Rowan Place will be granted. Local lettings policies have also been implemented in certain areas across the county borough in order to manage anti social behaviour and create more cohesive communities.</p> <p>The use of introductory or probationary tenancies is commonplace throughout England and Wales as a means to help create safer communities. In this instance introductory tenancies will only apply to two bedroom flats within Rowan Place which traditionally have been a magnet for crime and anti social behaviour. Their introduction will assist with the management of ASB and provide the elderly, those with limited mobility and families with greater security. Introductory tenancies will only apply to new tenants seeking two bedroom accommodation in Rowan Place.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>New prospective tenants seeking 2 bedroom accommodation within flats at Rowan Place, Rhymney.</p>

IMPACT ON THE PUBLIC AND STAFF

3 Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?

(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)

The Caerphilly Homes allocation scheme already allows for the assessment of persons with a history of the following in order to determine their suitability for an offer of tenancy:

- Persons who have been charged with or convicted of a serious sexual offence or violent crime
- Persons released from custody having served a sentence for a serious sexual offence or crime of violence (including arson and / or serious criminal damage)
- Persons being discharged from other institutional care whose history includes offences of a violent and / or sexual nature
- Persons with a history of drug, alcohol or other substance misuse who have been convicted of related offences

The proposal to introduce a sensitive lettings policy which suggests that any new applicant which meets one of the following criteria will be refused a tenancy incorporates the opportunity for people who may be considered, vulnerable to receive the necessary support and be allocated a home:

- Is known to have been involved in anti-social behaviour in the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months. References may/will be taken up which will include from private landlords/hostels.
- Has an unspent criminal conviction
- Has convictions for drug dealing
- Has been convicted of, or has been held responsible for criminal damage or arson within the last 12 months
- Has a history of chaotic behaviour
- Has drug or alcohol related support needs unless on a rehabilitation programme – continuing on the programme will be an additional condition of tenancy
- Has high support needs that may affect their ability to sustain a tenancy and is not engaging with support – if there are high support needs but support is in place, fully engaging with the support will be an additional condition of tenancy.
- Applicants or members of the household who were former tenants of the council and who have excessive outstanding rent arrears and/or recharges that makes the repayments together with current rent and other charges unaffordable.

Prospective tenants seeking two bedroom accommodation in Rowan Place and who do not meet any of the criteria above will be awarded a 12 month introductory tenancy.

The proposal ensures that everyone has the opportunity to obtain a tenancy providing they do not meet the criteria above. An affordability test will be undertaken to ensure that prospective tenants are not adversely affected by recent welfare reform changes (i.e. bedroom tax).

	<p>The proposal will impact positively on the following groups: Older people, disabled persons and those with limited mobility, families, prospective tenants who have not previously been involved in anti social behaviour and those who may be receiving support to tackle drug / alcohol dependency.</p> <p>The proposal will impact negatively on the following groups: Those who are known to have been involved in anti social behaviour in the last two years. Prospective tenants who have ben convicted of drug dealing, criminal damage, arson or who have a history of chaotic behaviour. Persons who have previously been tenants of the Council and who have excessive outstanding rent arrears or recharges that would deem the rent unaffordable.</p>
	<p><u>Actions required</u></p> <p>None</p>

<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The consequences of the policy will not differ according to a disability, race, gender, sexuality, age, language or religion / belief.</p> <p>If a prospective tenant meets one or more of the criteria included within the sensitive lettings policy they will be refused a tenancy within Rowan Place and will be assisted by the Area Housing Office to identify and obtain alternative, more appropriate accommodation elsewhere within the county borough via the Council’s allocation process.</p>
	<p><u>Actions required</u></p> <p>Staff involved in the allocation of properties within Rowan Place will receive training to ensure that the policy is implemented consistently and that its implementation does not differ depending on disability, race, gender, sexuality, age, language, religion or belief.</p>

INFORMATION COLLECTION

5	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The service is available to prospective tenants seeking two bedroom Council accommodation in Rowan Place, Rhymney. The service is actively engaging with all potential tenants through the marketing of available flats, events and the area management process.</p>
	<p><u>Actions required</u></p> <p>None</p>

CONSULTATION

6	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The refurbishment and eventual redevelopment of Rowan Place is a much wider scheme involving a targeted regeneration effort by multiple services. As a result, consultation and engagement with tenants and residents is ongoing and has been undertaken via face to face contact between the designated Tenant Liaison Officer, questionnaires and events held at the show flat.</p> <p>During conversations with local tenants and residents they have all indicated how pleased they are with the investment being made by the Council and Welsh Government and have urged the housing team in particular, not to allow the area to return to the way it was before the regeneration programme began.</p> <p>The proposal has born these requests in mind and as a result, has been designed specifically to create a cohesive and thriving community in the heart of Rhymney.</p>
	<p><u>Actions required</u></p> <p>None</p>

MONITORING AND REVIEW

<p>7</p>	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The allocations process will be monitored by the North area housing team to ensure compliance with the Council's allocation policy and equalities policies. The effects of the proposal will be reviewed and reported to CHTG and P&R after a 12 month implementation period.</p>
	<p><u>Actions required</u></p> <p>12 month review / report to be drafted</p>
<p>8</p>	<p>How will the above be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The allocation of flats within Rowan Place will be monitored by the North area housing team as part of their standard allocation policy monitoring process and reported to CHTG and P&R.</p>
	<p><u>Actions required</u></p> <p>None</p>
<p>9</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equality training of some sort?)</i></p> <p>Staff who are directly involved in implementing the policy will receive appropriate training to ensure that the service provided to prospective tenants with a protective characteristic does not differ.</p>
	<p><u>Actions required</u></p> <p>Training to be identified and delivered during 2015/16.</p>

10	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>None</p>
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11	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The Equality Impact Assessment will be submitted to the CHTG as an appendix to the report.</p>
	<p><u>Actions required</u></p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed By:	Jane Roberts-Waite
Date:	13 th November 2015
Position:	Strategic Coordination Manager
Name of Head of Service:	Phil Davy



CAERPHILLY HOMES TASK GROUP – 10TH DECEMBER 2015

SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2016/17

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To advise on changes to the WHQS Programme and set out the HRA Capital Programme budget for 2016/17. The report is seeking the views of the CHTG prior to its presentation to Policy and Resources Scrutiny Committee and Cabinet.

2. SUMMARY

- 2.1 Major slippage during the 2014/15 financial year necessitated a review of the investment strategy. A revised strategy was approved by Cabinet in February 2015 together with the Capital Programme for the 2015/16 financial year. The new programme was front loaded in an attempt to catch up on the slippage. However this has led to resourcing issues particularly in the Eastern Valleys and has caused problems for the WHQS team due to the number of properties being worked on across the County Borough.
- 2.2 The number of properties in the internal works programme reduces in the later years of the programme and a further re-profiling is advocated to have a more consistent number of properties each year. This is a benefit to some community areas that will be pulled forward although others will slip back. Some of the changes are also to avoid gaps arising on the larger estates and enable continuity of phasing of works.
- 2.3 It will not be possible to catch up on the external works programme within 2015/16. Most of the current financial year planned programme is expected to run into 2016/17. There are a number of sequence changes to the external works to take account of the change in approach in the Lower Rhymney Valley and to minimise, as far as practical, conflicts between the internal and external works. Where overlaps arise, these will need to be managed on the ground.
- 2.4 The HRA Capital Programme budget allocates the necessary resources based on the Savills cost plan to deliver the programme during 2016/17. Experience has shown that significant variances will arise once the properties are surveyed and contract packages are specified. A large contingency has therefore been included within the budget proposal.

3. LINKS TO STRATEGY

- 3.1 The Welsh Housing Quality Standard is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards. It is a Welsh Government requirement that the WHQS is achieved by 2020.

- 3.2 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.
- 3.3 The Council’s Local Housing Strategy “People, Property, and Places” has the following aims:
“To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations.”
- 3.4 The HRA Capital Programme is aligned to the delivery of the Welsh Housing Quality Standard (WHQS) and links to the WHQS Investment Strategy and Business Plan.

4. THE REPORT

- 4.1 In September 2012 an investment strategy was approved by the Caerphilly Homes Task Group/Cabinet Sub Committee which outlined how the WHQS Programme would be implemented on a community based approach over the period to 2019/20. The work is split between the in house work force and contractors and there are separate sequences for internal and external works.
- 4.2 As a result of various setbacks during 2014/15 which caused slippage to the programme the investment strategy was reviewed and a revised programme was approved in February 2015. This formed the basis for the 2015/16 Capital Programme.
- 4.3 This revised programme was front loaded in an attempt to catch up on slippage. However this has given rise to a situation where too many properties were opened leading to delays in completing work to individual properties and complaints from tenants. This also caused difficulties for the TLOs and COWs as resources were spread too thinly. It has been necessary to review the position and ensure there is a manageable process on the ground.
- 4.4 The number of properties in the internal works programme is at a lower level after 2015/16. A more consistent number of properties in each year can be better managed and will benefit the contractors’ resourcing, the WHQS team, and the tenants especially if this ensures that properties are not open for extensive periods of time. The re-profiling of the programme will result in changes to the community sequences. A number of areas will benefit as they will be pulled forward in the programme whereas some will slip back. The end date of March 2020 is, of course, unchanged.
- 4.5 It will not be possible to catch up on the slippage on the external works programme during 2015/16. By October 2015 only one external works contract from the 2014/15 programme had been completed relating to 53 properties in Markham. There are several more small lots in the Eastern Valleys expected to be completed prior to the end of 2015 relating to 126 properties.
- 4.6 Only 2 contracts in the 2015/16 external works programme have been awarded in the Upper Rhymney Valley (Phillipstown 160 properties and New Tredegar 178 properties). Other major contracts are in preparation for Gelligaer and Hengoed.
- 4.7 The small lots programme for 2015/16 has not yet commenced.
- 4.8 Some delays have arisen due to the need to undertake re-surveys and amend the specification for the works. This was instigated because of concerns about cost escalation and the fact that some elements of work were considered to go beyond what is essential for WHQS.
- 4.9 It is currently anticipated that the 2015/16 external works programme will not be completed until the latter part of 2016. There have also been changes affecting the external works in the Lower Rhymney Valley. Originally it was proposed that this part of the programme would be undertaken by the in house work force but due to pressure elsewhere, particularly Rowan

Place, it was decided to contract out the LRV. The new contract arrangements are not expected to be in place until 2016/17. Although some work is continuing to the blocks of flats in the LRV through the Private Sector Housing Team.

- 4.10 The other major change is the decision to outsource the WHQS works for the sheltered housing schemes to a managed service provider. This is currently at the procurement stage.
- 4.11 Taking account of various factors impacting on the programme a revised profile is shown in the table below. Note that this excludes the sheltered housing schemes which are being outsourced. They will have a separate programme in due course. On a positive note surveying for the 2016/17 programme has commenced with the aim of seeing contracts commence much earlier in the financial year.
- 4.12 The programme profile assumes that the number of properties for either internal or external works will be delivered in the year shown and provides the basis for planning. However the reality is that this will never be the case on the ground and adjustments will inevitably arise between the years for a variety of reasons. An overriding concern is to limit the amount of slippage as the scope to catch up in the last year is limited.

Revised Property Profile

Year	Internal Work	External Work
2015/16	1835	1520
2016/17	1992	2071
2017/18	1899	2368
2018/19	1411	2181
2019/20	741	1531
	7878	9671

- 4.13 The average rate of weekly completions for internal works is 32. For the first six months of 2015/16 the average rate of completions for internal work has been around 30. There can therefore be some confidence that the internal works can be completed by March 2020.
- 4.14 For external works the average weekly rate of completions is 39. Currently the programme is falling well short with only one contract for 53 properties completed. The position will improve over the remaining months of 2015/16 but it will take more than one financial year to pull back the slippage. Note that external completions will be measured on the basis of contracts rather than individual properties due to the nature of the works and how they are organised.
- 4.15 The revised property profile will result in various amendments to the sequence of community areas. The changes are summarised in Appendix 1. For internal works 18 community areas benefit by being pulled forward and 4 community areas are pushed back. For external works the impact of slippage is more apparent with the majority of changes resulting in community areas being pushed back. The major impact is on the Lower Rhymney Valley due to the need to implement a new contract arrangement.
- 4.16 The re-profiled investment strategy is shown in Appendix 2. The expenditure estimates are derived from the Savills cost plan so have to be treated with some caution as experience has shown there will be significant variances. There are regular reviews of the cost plan based on trend data from valuations and tender prices. The latest assessment suggests that the programme currently remains within the limits of affordability set by the HRA business plan.
- 4.17 The HRA capital programme 2016/17 is shown in Appendix 3. As well as the programme renewals provision is included for adaptations undertaken on a response basis, major repairs to voids prior to re-letting incorporating WHQS works, and the continuation of the improvement programme to the HRA garages.

- 4.18 Energy efficiency measures continue to be investigated and there is some prospect of securing grant funding under ECO for the Wimpey No Fines properties located in Gelligaer, Pontlottyn and Gilfach. However this will not be 100% funded and match funding will be necessary. Notwithstanding there will still be a benefit in terms of cost saving to the WHQS programme.
- 4.19 Due to the ongoing variances to the budget a significant contingency sum has been included.

5. EQUALITIES IMPLICATIONS

- 5.1 An EqlA screening has been completed in accordance with the Council's Equalities Consultation and Monitoring Guidance and no potential for unlawful discrimination and for lower level or minor negative impact have been identified, therefore a full EqlA has not been carried out.
- 5.2 The implementation of the WHQS Programme will ensure compliance where appropriate with current Building Regulations and DDA requirements. The Council's procurement processes include equalities requirements and compliance by contractors undertaking WHQS work.

6. FINANCIAL IMPLICATIONS

- 6.1 The budget estimate for 2016/17 is £36m. The budget estimates for the programme renewals are based on the Savills cost plan but adjustments have been included for Rowan Place and Cefn Hengoed based on anticipated additional costs. Due to the experience of large in year variances the contingency sum has been increased to 10% of the programme renewals estimate.
- 6.2 Based on the estimates the works programme for 2016/17 will require an average expenditure of between £500,000 and £600,000 a week.
- 6.3 There are indications of cost escalation based on trends emerging from external works tender prices and valuations for internal works.
- 6.4 Most of the tenders received to date for external works relate to small lots contracts in the Eastern Valleys. In the light of experience some of these contracts were over specified. The requirements for external works have been reviewed and revised guidance issued to the surveyors including the application of "acceptable fail" criteria. The early tender costs will not be a reliable indicator for projecting future budget costs.
- 6.5 There have been two external works contracts awarded in the Upper Rhymney Valley which were tendered from a framework. The tender costs were in excess of the Savills budget cost for the respective estates but based on an average cost per property they were more in line with expectations when compared to the Savills average cost per property across the whole programme.
- 6.6 Valuations from the early contract packages given to the internal works contractors have resulted in a mixed picture. More detailed analysis is currently being undertaken to work out average costs for the internal components to compare with the Savills cost plan.
- 6.7 Currently there is insufficient robust data to be able to project a meaningful revised cost plan. Furthermore until all the properties have been surveyed there will not be a complete picture of all the work necessary to achieve the WHQS, nor will the full extent of exceptional items be known.
- 6.8 Although outside the HRA there is an additional Welsh Government grant (VVP) of £600,000 in the 2016/17 financial year to undertake environmental enhancements to the Rowan Place estate.

7. PERSONNEL IMPLICATIONS

- 7.1 The timetable pressure is increasing and there has to be the capacity within the staff resources to cope with the volume of work. During the course of 2015 steps have been taken to strengthen the team in a number of critical front line roles including Surveyors, Quantity Surveyors, Clerk of Works and Tenant Liaison Officers with mixed success. Staff movement and recruitment difficulties remain a risk to the programme. It is also proposed to recruit another Project Manager due to the pressures arising from contract management.
- 7.2 Elements of the programme have been allocated to third parties as a means to spread the risk and create extra capacity. These relate to the HRA garages allocated to Building Consultancy, the external works to the blocks of flats in the LRV allocated to the Private Sector Housing Team, and the outsourcing of the sheltered housing schemes to a managed service provider.

8. CONSULTATIONS

- 8.1 Comments received have been taken into consideration within the report.

9. RECOMMENDATIONS

- 9.1 The CHTG recommend to Policy and Resources Scrutiny Committee and Cabinet the adoption of the re-profiling of the WHQS Programme and the Capital Programme for 2016/17 that flows from the re-profiling.
- 9.2 A further report be presented when sufficient information is available to update the Savills cost plan based on an analysis of actual costs being incurred for internal and external works.

10. REASON FOR RECOMMENDATIONS

- 10.1 To appraise the Task Group, Policy and Resources Scrutiny Committee and Cabinet of changes to the WHQS Programme and to approve the HRA Capital Programme for 2016/17.

11. STATUTORY POWER

- 11.1 Housing Acts 1985, 1996, 2004. This is a Cabinet function.

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Consultees:

Cllr D V Poole	-	Deputy Leader and Cabinet Member for Housing
Cllr B Jones	-	Deputy Leader and Cabinet Member for Corporate Services
C Harrhy	-	Corporate Director Communities
N Scammell	-	Acting Director of Corporate Services and S151 Officer
S Couzens	-	Chief Housing Officer
M Lloyd	-	Deputy Head of Programmes
C Roden	-	WHQS Project Manager
A Edmunds	-	WHQS Project Manager
S Greedy	-	WHQS Project Manager
J Roberts-Waite	-	Strategic Co-ordination Manager
L Allen	-	Principal Accountant
R Lewis	-	Systems and Performance Manager
E Lucas	-	Head of Procurement

G Williams - Interim Head of Legal Services & Monitoring Officer

Appendices:

Appendix 1: Community Sequence Changes

Appendix 2: Re-profiled Investment Strategy

Appendix 3: HRA Capital Programme 2016/17

Area/Community	Internal Changes	External Changes
Eastern Valleys		
CROSSKEYS	INT Moved from 18/19 to 17/18	EXT Moved from 17/18 to 19/20
		EXT Moved from 17/18 to 19/20 - Leaseholders
CWMCARN	INT Moved from 18/19 to 17/18	EXT Moved from 17/18 to 19/20
PENLLWYN LOWER		EXT Moved from 18/19 to 17/18
PONTYMISTER	INT Moved from 19/20 to 18/19	
PONTYWAUN	INT Moved from 19/20 to 18/19	
TY-SIGN LOWER	INT Moved from 19/20 to 18/19	
Lower Rhymney Valley		
BEDWAS	INT Moved from 18/19 to 17/18	EXT Moved from 14/15 to 15/16 - DLO to CON (PS)
		EXT Moved from 14/15 to 16/17 - DLO to CON
		EXT Moved from 14/15 to 16/17
BRYNCENYDD		EXT DLO to CON
CAERBRAGDY		EXT DLO to CON
CHURCHILL PARK	INT Moved from 17/18 to 16/17	EXT Moved from 16/17 to 18/19 - DLO to CON
CLAUDE ROAD	INT Moved from 19/20 to 17/18	EXT DLO to CON
GRAIG Y RHACCA		EXT DLO to CON
LANSBURY PARK		EXT DLO to CON
LLANBRADACH		EXT DLO to CON
MACHEN		EXT Moved from 15/16 to 18/19 - DLO to CON
PENYRHEOL LOWER		EXT Moved from 15/16 to 17/18 - DLO to CON
PENYRHEOL UPPER	INT Moved from 18/19 to 19/20	EXT Moved from 15/16 to 18/19 - DLO to CON
PORSET PARK	INT Moved from DLO 17/18 to CON 18/19	EXT Moved from DLO 18/19 to CON 19/20
PWLLYPANT		EXT Moved from 15/16 to 16/17 - DLO to CON
RUDRY	INT Moved from 19/20 to 17/18	EXT Moved from 15/16 to 16/17 - DLO to CON
SENGHENYDD		EXT DLO to CON
THOMASVILLE		EXT Moved from 15/16 to 18/19 - DLO to CON
TRAPWELL	INT Moved from 19/20 to 17/18	EXT Moved from 15/16 to 16/17 - DLO to CON
TRECENYDD		EXT DLO to CON
TRETHOMAS		EXT DLO to CON
TY ISAF		EXT Moved from 15/16 to 18/19 - DLO to CON
TY NANT		EXT Moved from 15/16 to 18/19 - DLO to CON
WAUNFACH	INT Moved from 19/20 to 17/18	EXT DLO to CON
Upper Rhymney Valley		
ABERBARGOED MIDDLE	INT Moved from 18/19 to 16/17	EXT Moved from 16/17 to 17/18
CEFN HENGOED	INT Moved from 15/16 to 17/18	
GELIGAER	INT Moved from 16/17 to 17/18	
GILFACH LOWER	INT Moved from 19/20 to 18/19	
GILFACH PHASE 1 GIL1	INT Moved from 18/19 to 16/17	
GILFACH PHASE 2		EXT Moved from 18/19 to 17/18
GILFACH PHASE 3	INT Moved from 18/19 to 17/18	EXT Moved from 17/18 to 18/19
MAESYCWMMER	INT Moved from 19/20 to 18/19	
PENPEDAIRHEOL	INT Moved from 19/20 to 18/19	
PENYBRYN	INT Moved from 19/20 to 18/19	

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WHQS Programme - Year 3 (2015/16) - Costs			
Community	Internal Components		External Components
	CON £	DLO £	CON £
Eastern Valleys			
ARGOED	280950		
BRITANNIA	711850		
CEFN FFOREST	2997800		
CROESPENMAEN			92500
FAIRVIEW	312100		
FLEUR-DE-LLYS	401700		
GELGROES			95900
HIGHMEADOW			8950
MARKHAM-HOLLYBUSH	529350		
MORRISVILLE		80100	
PENGAM	254000		
PENLLWYN UPPER			350746
PENTWYNMAWR			131500
PERSONDY		208550	
SPRINGFIELD			188308
TY-SIGN UPPER		493500	
WATTSVILLE		220850	
WESTEND		102000	
YNYSDDU-CWMFELINFACH			83225
Lower Rhymney Valley			
BEDWAS			314300
BRYNCENYDD			59110
GRAIG-Y-RHACCA (PHASE 1)		824500	
LANSBURY PARK	3312750		
TRETHOMAS		554050	
Upper Rhymney Valley			
BRITHDIR			17200
CASCADE		177850	
CEFN HENGOED		532600	69175
GELLIGAER			4013380
NELSON		442450	
NEW TREDEGAR			241680
PONTLOTTYN	1999850		
TIRYBERTH		334350	
PHILLIPSTOWN			414740
TIRPHIL			99815
Annual Total	10800350	3970800	6180529

WHQS Programme - Year 3 (2015/16) - Properties			
Community	Internal Components		External Components
	CON No	DLO No	CON No
Eastern Valleys			
ARGOED	30		
BRITANNIA	82		
CEFN FFOREST	327		
CROESPENMAEN			29
FAIRVIEW	31		
FLEUR-DE-LLYS	46		
GELLIGROES			28
HIGHMEADOW			43
MARKHAM-HOLLYBUSH	54		
MORRISVILLE		12	
PENGAM	28		
PENLLWYN UPPER			253
PENTWYNMAWR			35
PERSONDY		29	
SPRINGFIELD			218
TY-SIGN UPPER		79	
WATTSVILLE		28	
WESTEND		12	
YNYSDDU-CWMFELINFACH			22
Lower Rhymney Valley			
BEDWAS			133
BRYNCENYDD			40
GRAIG-Y-RHACCA (PHASE 1)		123	
LANSBURY PARK	424		
TRETHOMAS		83	
Upper Rhymney Valley			
BRITHDIR			8
CASCADE		18	
CEFN HENGOED		104	61
GELLIGAER			342
NELSON		48	
NEW TREDEGAR			110
PONTLOTTYN	233		
TIRYBERTH		44	
PHILLIPSTOWN			159
TIRPHIL			39
Annual Total	1255	580	1520

WHQS Programme - Year 4 (2016/17) - Costs			
Community	Internal Components		External Components
	CON £	DLO £	CON £
Eastern Valleys			
GELLIGROES	280850		
LLANFACH			4000
MARKHAM-HOLLYBUSH	607600		
MORRISVILLE			59100
OAKDALE	700200		
PENLLWYN LOWER	669150		
PENTWYNMAWR	363950		
PERSONDY			4850
PONTYMISTER			309855
PONTYWAUN			102550
RISCA			203545
SPRINGFIELD	1931950		
TRINANT			42650
TWYN GARDENS	399600		
TY-SIGN LOWER			1080490
TY-SIGN UPPER		1433500	
WATTSVILLE			61150
WESTEND			104650
Lower Rhymney Valley			
ABERTRIDWR	1377350		
BEDWAS			1167750
CHURCHILL PARK	1243950		
CLAUDE ROAD			634570
GRAIG-Y-RHACCA (PHASE 2)		1934050	
LLANBRADACH	782100		
NANTDDU	523950		
PWLLYPANT			42670
RUDRY			49130
SENGHENYDD			128080
TRAPWELL			48160
TRECENYDD			301730
WAUNFACH			18020
Upper Rhymney Valley			
ABERBARGOED LOWER	450850		
ABERBARGOED MIDDLE	739600		
ABERTYSSWG			538090
BARGOED			139250
BRITHDIR	77400		
DERI	51200		
FOCHRIW			1787560
GILFACH LOWER			191860
GILFACH PHASE 1 GIL 1	407800		
GILFACH PHASE 2	1400650		

MAES MABON		1000700	
PONTLOTTYN			2251895
TIRPHIL	330750		
Annual Total	12338900	4368250	9271605

WHQS Programme - Year 4 (2016/17) - Properties			
Community	Internal Components		External Components
	CON No	DLO No	CON No
Eastern Valleys			
GELLIGROES	28		
LLANFACH			24
MARKHAM-HOLLYBUSH	78		
MORRISVILLE			12
OAKDALE	73		
PENLLWYN LOWER	71		
PENTWYNMAWR	35		
PERSONDY			29
PONTYMISTER			152
PONTYWAUN			20
RISCA			102
SPRINGFIELD	218		
TRINANT			206
TWYN GARDENS	37		
TY-SIGN LOWER			133
TY-SIGN UPPER		226	
WATTSVILLE			29
WESTEND			12
Lower Rhymney Valley			
ABERTRIDWR	134		
BEDWAS			101
CHURCHILL PARK	146		10
CLAUDE ROAD			110
GRAIG-Y-RHACCA (PHASE 2)		266	
LLANBRADACH	76		
NANTDDU	52		
PWLLYPANT			38
RUDRY			20
SENGHENYDD			119
TRAPWELL			13
TRECENYDD			209
WAUNFACH			17
Upper Rhymney Valley			
ABERBARGOED LOWER	47		
ABERBARGOED MIDDLE	88		
ABERTYSSWG			52
BARGOED			136
BRITHDIR	8		
DERI	5		
FOCHRIW			156
GILFACH LOWER			108
GILFACH PHASE 1 GIL 1	42		
GILFACH PHASE 2	175		
MAES MABON		148	
PONTLOTTYN			263

TIRPHIL	39		
Annual Total	1352	640	2071

WHQS Programme - Year 5 (2017/18) - Costs			
Community	Internal Components		External Components
	CON £	DLO £	CON £
Eastern Valleys			
BLACKWOOD			92250
BRITANNIA			285050
CROESPENMAEN	266950		
CROSSKEYS	828700		
CWMCARN	1000500		
FAIRVIEW			96150
FLEUR-DE-LYS			139300
NEWBRIDGE	649350		
PANTSIDE LOWER			202200
PANTSIDE UPPER			31050
PENGAM			40250
PENLLWYN LOWER			69100
PENLLWYN UPPER		1400350	
TRELYN UPPER			378100
TREOWEN	108500		
TRINANT	1932400		
Lower Rhymney Valley			
BEDWAS	1625150		
CAERBRAGDY		222400	
CLAUDE ROAD	670900		
HEOL TRECASTELL	564450		
LANSBURY PARK			7670515
LLANBRADACH			27890
MACHEN		510650	
PENYRHEOL LOWER			244850
RUDRY	163700		
TRAPWELL	112100		
WAUNFACH	170500		
Upper Rhymney Valley			
ABERBARGOED LOWER			39765
ABERBARGOED MIDDLE			110390
ABERBARGOED UPPER	2000500		
ABERTYSSWG		384450	
CEFN HENGOED		478500	
DERI			55650
GELLIGAER		2737700	
GILFACH PHASE 1 GIL 1			845350
GILFACH PHASE 2			832630
GILFACH PHASE 3	1274750		
HENGOED			423986
MAESYCWMMER			390610
RHYMNEY NORTH			1816490
Annual Total	11368450	5734050	13791576

WHQS Programme - Year 5 (2017/18) - Properties			
Community	Internal Components		External Components
	CON No	DLO No	CON No
Eastern Valleys			
BLACKWOOD			117
BRITANNIA			82
CROESPENMAEN	29		
CROSSKEYS	89		
CWMCARN	104		
FAIRVIEW			31
FLEUR-DE-LYS			46
NEWBRIDGE	66		
PANTSIDE LOWER			193
PANTSIDE UPPER			78
PENGAM			28
PENLLWYN LOWER			71
PENLLWYN UPPER		183	
TRELYN UPPER			79
TREOWEN	11		
TRINANT	206		
Lower Rhymney Valley			
BEDWAS	171		
CAERBRAGDY		24	
CLAUDE ROAD	70		
HEOL TRECASTELL	57		
LANSBURY PARK			531
LLANBRADACH			76
MACHEN		63	
PENYRHEOL LOWER			136
RUDRY	15		
TRAPWELL	10		
WAUNFACH	17		
Upper Rhymney Valley			
ABERBARGOED LOWER			48
ABERBARGOED MIDDLE			88
ABERBARGOED UPPER	219		
ABERTYSSWG		52	
CEFN HENGOED		61	
DERI			5
GELLIGAER		315	
GILFACH PHASE 1 GIL 1			62
GILFACH PHASE 2			175
GILFACH PHASE 3	137		
HENGOED			90
MAESYCWMMER			75
RHYMNEY NORTH			357
Annual Total	1201	698	2368

WHQS Programme - Year 6 (2018/19) - Costs			
Community	Internal Components		External Components
	CON £	DLO £	CON £
Eastern Valleys			
BLACKWOOD		893250	367108
CEFN FFOREST			1094110
PENLLWYN UPPER		596250	
PONTYMISTER	1445250		
PONTYWAUN	214200		
RISCA	902500		
TWYN GARDENS			132850
TY-SIGN LOWER	1273150		
TY-SIGN UPPER			4661915
YNYSDDU-CWMFELINFACH	228550		
Lower Rhymney Valley			
CAERBRAGDY			50000
CHURCHILL PARK			379070
MACHEN			135080
PENYRHEOL LOWER		1073050	
PENYRHEOL UPPER			1330150
PORSET PARK	1283200		
TRETHOMAS			380675
THOMASVILLE			116475
TY ISAF			4900
TY NANT			10450
Upper Rhymney Valley			
ABERBARGOED UPPER			205065
BARGOED		1309950	
CASCADE			18240
CEFN HENGOED			162520
FOCHRIW		1066700	
GILFACH LOWER	1056050		
GILFACH PHASE 3			2244890
MAESYCWMMER	758100		
PENPEDAIRHEOL	79700		17800
PENYBRYN	41850		250
TIRYBERTH			12350
YSTRAD MYNACH			146970
Annual Total	7282550	4939200	11470868

WHQS Programme - Year 6 (2018/19) - Properties			
Community	Internal Components		External Components
	CON No	DLO No	CON No
Eastern Valleys			
BLACKWOOD		117	153
CEFN FFOREST			327
PENLLWYN UPPER		70	
PONTYMISTER	152		
PONTYWAUN	20		
RISCA	102		
TWYN GARDENS			37
TY-SIGN LOWER	126		
TY-SIGN UPPER			326
YNYSDDU-CWMFELINFACH	22		
Lower Rhymney Valley			
CAERBRAGDY			24
CHURCHILL PARK			146
MACHEN			72
PENYRHEOL LOWER		136	
PENYRHEOL UPPER			324
PORSET PARK	179		
TRETHOMAS			114
THOMASVILLE			32
TY ISAF			7
TY NANT			30
Upper Rhymney Valley			
ABERBARGOED UPPER			219
BARGOED		136	
CASCADE			18
CEFN HENGOED			104
FOCHRIW		156	
GILFACH LOWER	108		
GILFACH PHASE 3			140
MAESYCWMMER	75		
PENPEDAIRHEOL	8		8
PENYBRYN	4		4
TIRYBERTH			44
YSTRAD MYNACH			52
Annual Total	796	615	2181

WHQS Programme - Year 7 (2019/20) - Costs

Community	Internal Components		External Components
	CON £	DLO £	CON £
Eastern Valleys			
BLACKWOOD		1196150	
CROSSKEYS			569140
CWMCARN			279860
NEWBRIDGE			29935
TREOWEN			6490
Lower Rhymney Valley			
GRAIG Y RHACCA			404415
PENYRHEOL UPPER		2448300	
PORSET PARK			685140
Upper Rhymney Valley			
MAES MABON			20625
NELSON			5500
NEW TREDEGAR		895000	
PHILLIPSTOWN		1152200	
RHYMNEY SOUTH			1712700
Annual Total		5691650	3713805

WHQS Programme - Year 7 (2019/20) - Properties

Community	Internal Components		External Components
	CON No	DLO No	CON No
Eastern Valleys			
BLACKWOOD		153	
CROSSKEYS			138
CWMCARN			111
NEWBRIDGE			66
TREOWEN			11
Lower Rhymney Valley			
GRAIG Y RHACCA			393
PENYRHEOL UPPER		321	
PORSET PARK			194
Upper Rhymney Valley			
MAES MABON			148
NELSON			48
NEW TREDEGAR		108	
PHILLIPSTOWN		159	
RHYMNEY SOUTH			422
Annual Total		741	1531

HRA Capital Programme 2016/17

Programme Renewals

In House Work Force (Internal Works)

	£
Eastern Valleys	1,433,500
Lower Rhymney Valley	1,934,050
Upper Rhymney Valley	1,000,700
Rowan Place URV	1,200,000

Contractors (Internal Works)

	£
Eastern Valleys	4,953,300
Lower Rhymney Valley	3,927,350
Upper Rhymney Valley	3,458,250

Contractors (External Works)

	£
Eastern Valleys	1,972,840
Lower Rhymney Valley	2,390,110
Upper Rhymney Valley	4,908,655
Cefn Hengoed	750,000

Sub Total 27,928,755

Adaptations (reactive)	1,000,000
Voids (outside planned programme)	1,000,000
HRA Garages	500,000
Energy Schemes	1,000,000
Fees and Consultancy	1,800,000
Contingency (10%)	2,792,875

TOTAL 36,021,630

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CAERPHILLY HOMES TASK GROUP – 10TH DECEMBER 2015

SUBJECT: SMALL LOTS – REVIEW OF CONTRACT ARRANGEMENTS

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To propose changes to the contract arrangements for external works in the Eastern Valleys. The report is seeking the views of CHTG prior to its presentation to Policy and Resources Scrutiny Committee and Cabinet.

2. SUMMARY

- 2.1 The external works within the Eastern Valleys are being undertaken through a series of small lots contracts. Experience over the last 2 years has given rise to concerns that if continued reliance is placed on this method alone there are significant risks that this part of the WHQS programme will not be delivered by 2020. A review of the contract arrangements has concluded that the external works on 2 large estates (Cefn Fforest and Ty Sign) should be undertaken by alternative means and there is an opportunity to link this with the procurement of new contract arrangements for external works in the Lower Rhymney Valley.

3. LINKS TO STRATEGY

- 3.1 The Welsh Housing Quality Standard is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards. It is a Welsh Government requirement that the WHQS is achieved by 2020.
- 3.2 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.
- 3.3 The Council’s Local Housing Strategy “People, Property, and Places” has the following aims:
“To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations.”

4. THE REPORT

- 4.1 The contract structure for the delivery of the WHQS Programme was approved by CHTG/Cabinet Sub Committee in September 2012.
- 4.2 The new Public Contracts Regulations came into force in February 2015 and continue to provide the same option for disaggregation of spend into small contracts up to the value of £833,400 for works as long as the total value of all such contracts does not exceed 20% of the value of the main contract or contracts tendered for the same requirements. The application of small contracts was seen as an opportunity for part of the WHQS Programme to be

delivered by local companies with a beneficial effect on the local economy. It was estimated that the value of work that could be awarded under the small lots amounts to £17.5m. This was broadly the estimated value of external works in the Eastern Valleys.

- 4.3 It was envisaged that around 20 small contracts would be tendered on a more limited basis. There was a cautionary note at the time of the original report that there would need to be a limit on the overall numbers of contracts awarded due to the resource implications for procurement, contract preparation and management.
- 4.4 As the detail of the small lots contracts has developed it has become necessary to break the packages down into smaller value lots in order for the smaller Caerphilly based businesses to be able to tender for work. As a consequence over the first two years (2014/15 and 2015/16) there will be 21 contracts. With the estimated value of work to be awarded over the remaining 4 years of the programme, which includes a large spike in 2018/19, there will be a proliferation in the number of contracts to be procured and managed, possibly in the region of 30 to 40 contracts. There will be particular management issues on the two large estates of Ty Sign and Cefn Fforest where multiple contracts will be necessary. It is unlikely that existing staff resources will cope with this large increase in contracts which will have to be tendered and works completed within the four year timeframe 2016/17 to 2019/20.
- 4.5 Furthermore experience with the small lots contracts to date has raised a number of concerns. There have been 10 small lots contracts tendered to date. The aggregate cost of these 10 have a tendered value 60% higher than the Savills cost plan budget. This results in an average spend per property of £12,268. This compares with a cost plan average of £5,000 per property.
- 4.6 Contract packages are tendered on the basis of value bands and there has been a disappointing response to a number of the contracts that have been tendered. The construction sector is currently buoyant with many more opportunities available and there appears to be capacity problems within the market which is contributing to the reduced number of tenders being received, compounded by demand for skilled construction workers.
- 4.7 There have been time overruns on nearly all the contracts. At the end of October 2015 only one contract of 53 properties in Markham has been completed. Although 6 more contracts are due for completion by December 2015 they all form part of the 2014/15 programme.
- 4.8 The first contract for 2015/16 has been awarded for 21 properties in Ynysddu/Cwmfelinfach. A further 11 contracts have still to be tendered for the 2015/16 small lots programme. These have been delayed due to the necessity to re-survey following the introduction of revised guidance for external works in light of concerns about cost escalation. The majority of the 2015/16 small lots will run into the 2016/17 financial year.
- 4.9 The original objectives of ensuring local contractors get the opportunity to tender for WHQS work remains an important aim. However, given the time pressure on delivering the WHQS programme in its entirety by March 2020 it is necessary to re-examine the practicality of delivering all the external works in the Eastern Valleys through the mechanism of small lots. With the large number of additional contracts forecast there is a big risk this will not be manageable within the staff resources currently available. Furthermore there would appear to be a cost premium to deliver works through a large number of small contracts and this may be difficult to sustain given the cost pressures on the programme generally.
- 4.10 The Ty Sign estate in Risca is scheduled for external works in 2016/17 (Lower) and 2018/19 (Upper) with a budget estimate of circa £6m affecting some 450 properties. To undertake this scale of work via small lots could involve 12 separate contracts all with associated resource implications for procurement, contract preparation and management. Given all the concerns highlighted leads to a conclusion that a different approach is now required that will provide greater certainty in respect of delivery by March 2020 and that will be simpler to administer and less staff resource intensive.
- 4.11 Although the overall estimated value of work is much lower there will be similar challenges on

the Cefn Fforest estate where 320 properties will have external works undertaken.

4.12 It is advocated that the small lots programme should be curtailed and be limited to the smaller estates in the Eastern Valley which can be more easily parcelled into smaller contracts. Different contract arrangements should be adopted for the Ty Sign and Cefn Fforest estates. There is an opportunity to incorporate these two estates within the procurement of new contract arrangements for external works in the Lower Rhymney Valley which will avoid the need for a completely separate contract procurement.

4.13 During 2015/16 the small lots contracts have been tendered within three value bands:-

Band	Value Range
A	£ 50,000 - £200,000
B	£200,001 - £400,000
C	£400,001 - £800,000

4.14 In addition there is a location restriction which only allows the participation of contractors that have a Constructionline profile which show a location of work or branch office located within Caerphilly County Borough.

4.15 In view of the proposed changes to the small lots that will reduce the overall value of work to be offered over the remaining years of the programme it is also proposed that the value bands be amended to:-

Band	Value Range
A	£ 50,000 - £300,000
B	£300,001 - £750,000

The threshold between Band A and Band B may be subject to adjustment in light of research of those companies registered on Constructionline.

4.16 As tendered costs have generally exceeded the pre-tender estimate some flexibility has been allowed at the top of Band B as the overall limit set by the Public Contracts Regulations cannot be exceeded.

4.17 The location restriction should remain for the residual value of the small lots work as the Ty Sign and Cefn Fforest estates will be opened to a wider market.

4.18 The WHQS Project Board will continue to be consulted in relation to the award of any small lots contract with a final tendered sum that exceeds the upper limit of either Value Band range recognising that the maximum value of any small lot cannot exceed £833,400 and the decision to proceed will be made by the relevant officer under Delegated Powers.

4.19 A fresh approach should be made to the local market and all interested contractors will need to undertake a PQQ notwithstanding if one has previously been completed.

4.20 Constructionline will be used to generate the list of eligible contractors who will be invited to participate in the new selection process. On completion of the new selection process the value band contractor lists will be put in place for the remaining four years of the programme but will be subject to review in the event of limited tender returns.

5. EQUALITIES IMPLICATIONS

5.1 An EqlA screening has been completed in accordance with the Council's Equalities Consultation and Monitoring Guidance and no potential for unlawful discrimination and for lower level or minor negative impact have been identified, therefore a full EqlA has not been carried out.

6. FINANCIAL IMPLICATIONS

- 6.1 The estimated value of external works in the Eastern Valleys (based on the Savills cost plan) for the period 2016/17 to 2019/20 is £10.5m. If the Ty Sign and Cefn Forest estates are removed from the small lots programme there would be a reduction in estimated value of 65% to £3.6m. This would require a much smaller number of contracts to be awarded over the four year period to March 2020. The financial implications relating to individual contracts will be addressed at the time work packages are tendered.

7. PERSONNEL IMPLICATIONS

- 7.1 The proposed changes would result in a more manageable number of small lots contracts and place less strain on the staff resources within the Procurement and WHQS teams. This will help to reduce the risks of this part of the WHQS Programme not being completed by March 2020.

8. CONSULTATIONS

- 8.1 Comments received have been taken into consideration within the report.

9. RECOMMENDATIONS

- 9.1 The Caerphilly Homes Task Group recommend to the Policy and Resources Scrutiny Committee and Cabinet a reduction in the amount of work to be procured via small lots over the remaining period of the programme in view of the risks of not completing this by March 2020.
- 9.2 The external works on the Ty Sign and Cefn Fforest estates be incorporated within the procurement of new contract arrangements for external works in the Lower Rhymney Valley.
- 9.3 The adoption of 2 value bands is supported for small lots contract packages over the remainder of the programme period, subject to review in light of tender returns.
- 9.4 The Project Board continue to endorse the award of any small lot contract with a final tendered sum that exceeds the upper limit of either value band range where appropriate.

10. REASON FOR RECOMMENDATIONS

- 10.1 To agree a revised strategy for the small lots over the remaining programme period 2016/17 to 2019/20.

11. STATUTORY POWER

- 11.1 Housing Acts 1985, 1996, 2004. This is a Cabinet function.

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Consultees: Cllr D V Poole - Deputy Leader and Executive Member for Housing
Cllr B Jones - Deputy Leader and Executive Member for Corporate Services
C Harrhy - Corporate Director Communities
N Scammell - Acting Director of Corporate Services and S151 Officer
S Couzens - Chief Housing Officer
M Lloyd - Deputy Head of Programmes

C Roden	-	WHQS Project Manager
S Martin	-	WHQS Assistant Project Manager
J Roberts-Waite		Strategic Co-ordination Manager
L Allen	-	Principal Accountant
R Lewis	-	Systems and Performance Manager
L Lucas	-	Head of Procurement
N Abbott	-	Procurement Officer
J Ford	-	Systems Support Officer
G Williams	-	Interim Head of Legal Services & Monitoring Officer

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CAERPHILLY HOMES TASK GROUP – 10TH DECEMBER 2015

SUBJECT: WHQS COMPLIANCE POLICY

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To consult CHTG on the draft WHQS Compliance Policy which is a Welsh Government requirement. The report is seeking the views of the CHTG prior to its presentation to Policy and Resources Scrutiny Committee and Cabinet.

2. SUMMARY

- 2.1 Social housing landlords are required to put in place a Compliance Policy by 1st April 2016 and review it annually. The Compliance Policy is intended to provide the Welsh Government, tenants and the Council with assurance that WHQS will be achieved and maintained and must set out the arrangements for independent verification. A copy of the draft policy is attached in the Appendix to the report.

3. LINKS TO STRATEGY

- 3.1 The Welsh Housing Quality Standard is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards.
- 3.2 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.
- 3.3 The Council’s Local Housing Strategy “People, Property, and Places” has the following aims:
“To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations.”
- 3.4 The Caerphilly Homes Task Group is a formal mechanism to engage with tenant representatives and ensure their views are reflected in decisions relating to public sector housing.

4. THE REPORT

- 4.1 An earlier report to the CHTG in May 2015 set out the background and Welsh Government requirements.
- 4.2 The main elements of the policy are:-

- Interpretation of WHQS
- Interpretation and recording of acceptable fails
- Data collection and storage
- WHQS progress and reporting
- Independent verification
- Annual financial investment in the stock
- Community Benefits.

4.3 The Internal Audit service will be used to verify the systems used to collect, store and ensure the accuracy of information used to demonstrate progress in implementing the WHQS programme. Provision will be made in the Internal Audit Plan on an annual basis to test aspects of the systems and ensure the validity of the information used to demonstrate compliance with WHQS.

5. EQUALITIES IMPLICATIONS

5.1 An EqlA screening has been completed in accordance with the Council's Equalities Consultation and Monitoring Guidance and no potential for unlawful discrimination and for lower level or minor negative impact have been identified, therefore a full EqlA has not been carried out.

6. FINANCIAL IMPLICATIONS

6.1 The implementation of the Compliance Policy has major financial commitments which are addressed through the HRA business plan.

7. PERSONNEL IMPLICATIONS

7.1 There are significant staff resources to implement the WHQS Programme to achieve and maintain compliance. Staff resources are kept under review and have been strengthened where appropriate.

8. CONSULTATIONS

8.1 No comments have been received.

9. RECOMMENDATION

9.1 The Caerphilly Homes Task Group recommend to the Policy and Resources Scrutiny Committee and Cabinet the adoption of the WHQS Compliance Policy.

10. REASON FOR RECOMMENDATIONS

10.1 To meet a requirement from Welsh Government to prepare and adopt a WHQS Compliance Policy by 1st April 2016.

11. STATUTORY POWER

11.1 Housing (Wales) Act 2014.

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Consultees: Cllr D V Poole - Deputy Leader and Executive Member for Housing
C Burns - Interim Chief Executive
C Harry - Corporate Director Communities
N Scammell - Acting Director of Corporate Services and S151 Officer
S Couzens - Chief Housing Officer
G Williams - Interim Head of Legal Services & Monitoring Officer
R Harris - Internal Audit Manager

Appendix1: Draft WHQS Compliance Policy

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Draft WHQS Compliance Policy

Background

The Council owns around 10,900 properties and in addition there are 417 leasehold flats. The Council balloted tenants early in 2012 in respect of transfer of their homes to a registered social landlord. Tenants voted to remain with the Council. During the ballot the Council had outlined to tenants a retention plan to achieve Welsh Housing Quality Standard (WHQS) by 2020. Towards the end of 2012 a more detailed investment strategy and implementation plan was agreed following further consultation with tenants. There are separate programmes for internal and external works operating on a community basis with concurrent contracts in the three housing areas (Lower Rhymney Valley, Upper Rhymney Valley, and Eastern Valleys). The contract works are split roughly 50:50 between the in house work force and contractors. There will be a separate environmental programme.

Due to a number of setbacks that resulted in programme slippage during 2014/15, the investment strategy was updated in February 2015. Since then a number of decisions have been taken that will impact on this programme and another re profiling of the programme will be undertaken prior to the commencement of the 2016/17 financial year.

The WHQS business plan is based on the Savills stock condition survey undertaken in 2008. The conclusion from the survey was the stock had been well maintained on a day to day basis but required substantial investment to meet the requirements of the WHQS. A significant number of components were identified as having reached or were reaching the end of their useful life and required replacement in the short term. The main areas of failure against the Standard related to the lack of internal modernisation to the properties and issues surrounding the environment around the properties.

With the lapse of time since the Savills survey and given that the survey was only a 15% sample, and that there was continuing investment in the stock between 2008 and 2012 it was determined that all properties would need to have an individual survey to determine the scope of the works necessary to meet the standard and / or verify whether previous works were fully compliant with the standard. The surveys are also used to update/amend the asset database for component renewal beyond 2020.

The Council has an in house team of surveyors who use the WHQS Guidance (July 2008) as a means to establish the scope of work required to each property. The surveyors have to exercise judgement in reaching a determination as to whether any component should be renewed, and whether any component may fall out of compliance prior to 2020. Every property is different due to works undertaken in previous years under either planned programmes or response repairs.

The contract approach and general specification was the subject of extensive dialogue with a representative group of tenants following the ballot. The Council attempts to ensure that the minimum requirements of all parts of the standard are met, but in many instances will go beyond the minimum to achieve a satisfactory outcome for tenants. However this approach has to be balanced against the cost implications for the budget. This does not mean that every tenant will get exactly the same and especially in those circumstances where work has previously been undertaken that already achieves the standard. Also there may be physical and cost considerations that limit what is practical and reasonable.

Interpretation of WHQS

The scope of work for each property is assessed on the basis of The Welsh Housing Quality Standard Guidance July 2008, and in particular Parts 1,2,3,4 and 7, and by application of The Standard Assessment Checklist. Internally work is focused on four key components – kitchens, bathrooms, rewires, and heating systems. Externally it is the condition of key components including roofs, windows, doors, walls, paths and fences. The topography of the County Borough is a particular constraint when it comes to external works as many properties have steep gardens and there are extensive retaining walls. In addition there is a garage stock of in excess of 1200 garages in variable condition on sites throughout the major estates.

From the individual surveys a schedule of work for each property is prepared. Properties are then grouped together to create packages which are then issued to the relevant contractor or the in house work force depending on the community area.

Where it is apparent from the first visit to the property that the household may have special needs a referral is made to the Occupational Therapist within the Tenant Liaison Team. The OT officer will make an assessment and as necessary prepare an intervention plan recommending adaptations which are then incorporated within the works schedule. It is the Council's policy to undertake work that is necessary to bring the property into compliance with the standard. This will include any component that is judged will require renewal or replacement prior to 2020, but otherwise component replacement will be deferred until after 2020 and included in future planned maintenance programmes.

Interpretation and Recording of Acceptable Fails

The Council accepts that residents' should have a choice about the works proposed for their homes. If, for whatever reason, the tenant decides they do not want the improvement work undertaken this will be accepted. The only exception to this would be where there is a health and safety consideration, for example electrical rewiring, and in these circumstances the landlord would enforce the work. Where the tenant refuses work this will be recorded as an acceptable fail due to resident's choice.

Where properties drop out of the programme they will subsequently be dealt with either when they become void or as part of a mop up contract in the latter part of the programme. The position with voids is that the minimum necessary work will be undertaken to enable the property to be re let in the shortest time as the emphasis is delivering the WHQS through a planned programme. However where the condition of the property is such that one internal component has to be replaced (e.g. kitchen or bathroom) this will be to WHQS, and any other internal components that require renewal will be undertaken at the same time.

The accommodation in the individual units of many of the sheltered housing schemes has limited space to fully meet the space standards of WHQS and they may be recorded as acceptable fails for reasons of timing, cost and physical constraint. Six schemes are subject to review in respect of remodelling and where this proceeds meeting the WHQS will be part of the design criteria. However remodelling may not take place prior to 2020 for all schemes.

In order to meet the needs of certain tenants with disabilities a wet room may be installed resulting in the provision of a shower but no bath. When the property is re let the wet room will normally remain if in good condition. Depending on the family circumstances of the new tenant the landlord may replace the wet room with a bath and over bath shower.

The use of the acceptable fail criteria will be applied in a common sense manner. For example there are a number of properties where party walls are absent within the loft space, or defective. In terms of WHQS this raises both safety and security considerations. But practically it is only possible to deal with this matter when the properties are being re roofed. A common attic void can be recorded within the database (see IT section) and the work would be deferred on the grounds of timing and physical constraint. A note should be added to the asset records to include within roof works post 2020.

The extent of external works may be constrained by topography and some acceptable fails are likely due to physical constraint and cost of remedy. In these circumstances it is difficult to see how an acceptable fail could be converted to a pass at any time without major civil engineering works or estate redevelopment. For the foreseeable future this is very unlikely.

IT Systems

With separate programmes for internal and external works there are in excess of 20,000 individual property projects. The IT systems manage the information flows from the initial survey stage, works scheduling, through the works stage, to the completion and valuation process. The management and monitoring of the WHQS Programme is via Keystone. This provides core asset management (KAM), contract management (KPM), component accounting, cyclical servicing, and energy measurement functions. The Keystone system utilises a Microsoft SQL Server database and a Microsoft Windows application server. Mobile working is undertaken by CCBC staff using Keystone's Foundation (FOU) software on Dell tablets using Microsoft Windows 8.

Keystone components and WHQS

The Savills' survey was a component based stock condition survey which has been used to establish the data base but subsequently enhanced to ensure that each of the WHQS elements has a corresponding component or components (see appendix 1 Keystone Component List). Certain WHQS elements do not relate to a physical component and can only be confirmed as compliant by surveyor observation.

There are approximately 13,500 property assets in the system – homes, garages, block and communal assets. After the initial data conversion of the Savills' survey an exercise was undertaken to identify components that had been installed by CCBC planned maintenance works, responsive repairs, and end of tenancy works. This improved the data quality by replacing cloned data based on estimated component ages with data based on actual installation dates within specific properties. Component information continues to be updated via stock condition surveys and works contracts.

Updating component information via stock condition surveys

There are separate internal and external works surveys. Surveyors conduct internal condition surveys via tablet pcs and record compliance status for WHQS components. At the same time a contract survey is undertaken to identify all the items of work required prior to the 2020 deadline. Where no work is required for a component prior to 2020, surveyors will update the Keystone database with their assessment of when the item will require repair/renewal. This also applies for external works surveys.

Updating component information via contract works

In order to ensure that every Council owned home is compliant with WHQS each individual property is added to both an internal and external contract of works, even if no works are to be undertaken on a property. Contracts are created within the Keystone contract management module. For internal works these contracts usually contain 20 to 30 properties and may also have sub contracts for associated works where a separate contractor is undertaking the work e.g. heating, electrics, tiling, flooring, or asbestos works.

Contract surveys are carried out that identify works required using a schedule of rates (SOR). These SOR items are added to a schedule of works (SOW) for each property. Where works are not required because components are already compliant (and will be at 2020) dummy SOR items are added at an elemental level i.e. one per kitchen, bathroom, heating, and electrics, rather than component level. The same applies for external work that has been previously achieved.

The same elemental level approach is used for recording acceptable fails under WHQS. For example if kitchen work is refused by a tenant individual acceptable fails would not be recorded against all components within a kitchen, but a single fail against the kitchen as a whole would be recorded. This approach has been adopted as a practical measure to reduce the complexity of the surveying process and to reduce the overall number of data items recorded.

Recording actual works required, acceptable fails and work that has been previously achieved enables compliance to be tracked for each individual property within the WHQS Programme. The data collected from the surveys is extracted and loaded into a data warehouse which is then used for management reporting.

The table below shows a typical data warehouse table for three properties in the same contract.

Data item	Property 1	Property 2	Property 3
Contract ID	54	54	54
Property Reference	A1960023	A1960027	A1960033
Kitchen Element	Type-Kitchen Full Works	Type-2 kitchen	
Bathroom Element	Type-Bathroom with wet room and WC	Type-2 bathroom	
Electrics Element	Type-In House Rewire	Type-No Type Specified	Type-No Type Specified
Heating Element	Type-Radiator Renewal	Achieved Previously	Type-Boiler and Rads Renewal
Unsurveyed Count			1
Completion Status	3. Complete	1. Incomplete	
Complete Count	1	0	
No Work Count			
Compliant	1		

Property 1 is WHQS compliant in relation to internal elements because works have been completed to kitchen, bathroom, electrics and heating. Property 2 is not yet compliant because the works identified on the kitchen, bathroom and electrics have not been completed, but the heating element is already compliant and requires no work. Property 3 has been identified as “un surveyed” because there are items missing from the kitchen and bathroom elements.

As each SOR item has a value it is possible to track commitment costs for each property and contract in the WHQS Programme. Schedule of work items for a property are marked as completed and then valued using the Keystone system, providing actual cost information. Variations to the original schedule of work can also be identified and monitored.

Completions and variations can be undertaken on site using tablet pcs or in the office.

The data collected for each contract is used by the Keystone system to produce;

- Automated letters to tenants
- Bills of quantities
- Valuations
- Site instructions
- Other contract documentation

This provides significant efficiencies as schedules of works, tenants, properties and contract related data does not have to be re keyed in order to populate these documents. This approach ensures that everyone involved in the process is working from a single set of data within the Keystone system. Keystone also stores scanned image copies of kitchen / bathroom plans, contract related spreadsheets and other associated documentation against individual contracts providing a full audit trail.

When contracts have been completed all works carried out in that contract that relate to the components listed in the Appendix 1 (Keystone Component List) are automatically updated with actual component installation dates and with new replacement dates beyond 2020.

Data Audits

The Keystone system has an audit table associated with most of the major database tables. These audit tables track the majority of the insert, update and delete transactions undertaken by users within the system, together with the name of the user carrying out the transaction and the date that the transaction took place. A comprehensive audit trail is therefore available for changes to the information held in the database.

In addition to the internal audit tables within Keystone CCBC staff who manage the database have developed a range of audit reports that identify errors and inconsistencies within the data. These reports are checked by staff and corrections applied when necessary.

Data Warehousing

WHQS information within the Keystone database is regularly extracted, transformed and loaded into the data warehouse where it is combined with information from the other housing systems. The use of the data warehouse enhances performance management reporting and management decision making.

The data warehouse facilitates the snapshotting and storage of WHQS performance management information which allows the historical context to be preserved in order to accurately evaluate performance over time.

The data warehouse also allows for enhanced auditing of data within the Keystone system. To aid interrogation of the database a series of financial, contract and customer satisfaction dashboards have been developed. All dashboards have high level summary data but can be searched down to individual properties.

WHQS Compliance Certificates

In the period to 2020 tenants will be provided with a pass/ fail certificate where a property is being re let together with information from the indicative works programme as to when it is anticipated the property will be fully compliant. This information can be generated from the Keystone database.

WHQS Progress and Reporting

Delivering the WHQS is a Corporate Plan priority for the Council.

The WHQS Programme is an Improvement Objective (Investment in homes to transform lives and communities); is part of the 2013-16 Outcome agreement No 3 with Welsh Government (Welsh Homes Improving Quality); and is a priority in the Single Integrated Plan under the Prosperous Caerphilly theme (P2 Improve standards of housing and communities).

In September 2012 a Caerphilly Homes Task Group was established with 7 tenants and 7 councillors. The terms of reference include:

“To review and make recommendations on the overall strategic direction and allocation of resources appertaining to the WHQS and the housing service” and

“To monitor progress in achieving the WHQS and the service improvement commitments made in the addendum document issued to tenants as part of the ballot process.”

A half year and a full year report is presented which sets out progress across all the contracts with a volume metrics analysis and expenditure analysis. Based on the customer satisfaction surveys there is a summary of overall satisfaction and an assessment of the extent to which the Charter for Trust service standards are being met by the contractors.

The Caerphilly Homes Task Group is consulted on any programme changes necessary to ensure the overall objective of delivering WHQS by 2020 is achieved.

Key changes to the investment plan and additional measures to support the implementation of the programme are determined by the Cabinet.

The Policy and Resources Scrutiny Committee receive regular reports relating to performance against annual targets.

There is a tenants' Repairs and Improvements Group which is monitoring progress towards the WHQS against the commitments made by the Council at the time of the ballot.

Independent Verification

The Internal Audit service will be used to verify the systems used to collect, store, and ensure the accuracy of information used to demonstrate progress in implementing the WHQS Programme. Provision will be made in the Internal Audit Plan on an annual basis to test aspects of the system and ensure the validity of the information used to demonstrate compliance with WHQS.

An initial review of data collection and management was undertaken by Internal Audit during early 2015. This identified a number of improvements and in particular there should be one

integrated system providing a comprehensive data base for all management information. An action plan is being prepared in conjunction with the IT Service to address the audit recommendations.

Annual Financial Investment in Stock

The Welsh Government has a requirement for retention local authorities to prepare a housing stock Business Plan. The Business Plan is a long term financial forecast reliant on key assumptions to assess the financial viability of achieving and maintaining the Welsh Housing Quality Standard within a timeframe.

The Business Plan is a key document for WG as part of the criteria for awarding the Major Repairs Allowance (MRA) grant. The purpose of the MRA is to provide a financial contribution towards the cost of capital works to achieve the WHQS by 2020 and maintain it thereafter. The Business Plan is submitted annually to support the MRA application and has a 30 year time horizon. It identifies all the costs required to operate the Housing Revenue Account (HRA) as well as forecasting rental income streams and potential operating surpluses that can be utilised to fund the WHQS capital programme. It is, however, reliant on making assumptions at a point in time and the Business Plan does have to be regularly updated due to constantly changing circumstances. Assumptions underpinning the Business Plan relate to:

- Interest Rates
- Inflation
- Rental increases
- Voids and bad debts
- Right to Buys
- Management and Response costs

Changes in these assumptions will affect the level of operating surpluses that the programme is dependent on, as well as increasing risks to the cost of borrowing that the Business Plan relies on. Significant assumption changes can therefore have an impact on meeting and maintaining WHQS.

The 15% stock condition survey carried out by Savills in 2008 has formed the basis for the financial modelling in the Business Plan for the capital investment that is required to meet and maintain the WHQS. The 15% data has been extrapolated to the whole of the housing stock to produce a financial requirement per property to achieve WHQS. As the works programme progresses and more up to date information on each property is collected, the financial assumptions used from the Savills survey are updated in both Keystone and the Business Plan.

The current Business Plan has original data from the Savills survey from 2020/21 onwards. Capital works to 2019/20 are constantly updated to reflect actual work required to achieve WHQS by 2020. Current indications suggest £216m is required to meet the standard by 2020.

It is anticipated that works from 2020/21 will be revised in the Business Plan once the WHQS is near completion so that all components identified are included in the correct year going forward for their expected lifecycle replacement.

The Business Plan works on unit cost per total stock for the major cost elements and multiplies this against the estimated stock levels expected in each year based on assumptions about Right to Buy. The cost per unit for Capital and Response is shown in Appendix 2. This is taken from the current Business Plan and therefore reflects the current WHQS position up to 2019/20 and the Savills costs per unit from 2020/21 onwards. The Response and Cyclical cost reflect the current position and maintains this for the remainder of the plan. The plan accounts for inflationary increases year on year as a key assumption.

In April 2014 self financing was introduced in Wales. This enables Welsh local authorities with housing stock to retain all the rental income generated from the housing stock replacing the limitation imposed by the previous HRA subsidy system. In order to become self financing the local authorities had to make a one off payment to buy out the subsidy and agree to a borrowing cap.

The cost of the buy out has been factored into the current Business Plan with a significant increase in interest and loan charges. This has been offset favourably from the savings achieved by no longer paying a negative subsidy charge. However the introduction of the borrowing cap has limited the flexibility if there are any major cost increases in the WHQS Programme. The current plan borrowing requirement is £44m to meet the standard by 2020 with some £16m headroom before the cap is reached. The Business Plan has to ensure the borrowing limit is not compromised while still ensuring WHQS achievement by 2020.

The annual capital programme flows from the investment strategy and Business Plan that sets out how the WHQS will be delivered by 2020. The renewals and improvements are based on either internal or external works grouping relevant components together to create works contracts by community area. The capital programme budget for 2015/16 is £36m. The renewals element is £30m based on a planned programme of work to 4,500 properties. Due to the slippage that has arisen and the increase in the carried forward balances within the HRA a first tranche of borrowing is not projected as being required until the 2016/17 year.

Actual expenditure is showing significant variances from the Savills cost plan estimates, particularly for external works. A cost plan review will be undertaken prior to the 2016/17 financial year to examine the trend in the valuations for the internal works together with tendered prices on external works contracts in the Upper Rhymney Valley and the Eastern Valleys together with an assessment of the impact on the Business Plan.

Community Benefits

The Council is committed to ensuring that the WHQS capital investment delivers wider outcomes to help transform lives and communities. Community benefit clauses have been incorporated within the supply partner and the main internal works contracts. These are longer term contracts and include both core and non core community benefits.

The supply partner contract worth an estimated £70m over a period of 10 years requires Robert Price to create the following minimum opportunities throughout the contract period as a core requirement of the contract:

- 1000 FTE person weeks of employment opportunities
- 50 unwaged work experience opportunities for people aged 16+
- 5 apprentice starts and completions
- 10 employment opportunities for people registered as long term unemployed (more than 26 weeks)

The contract places an obligation on the supply partner to complete the Value Wales Toolkit on an annual basis but this has proved difficult when collating information relating to the benefits and impact of a materials supply only contract.

The internal works contractors are required to deliver the following minimum requirements as core:

	Numbers – Lot 1	Lots 2 & 3
Permanent F/T Employment Opportunities	18	6
Opportunities for Long Term Unemployed	12	6
Apprenticeship Starts and Completions	24	12
Unwaged Work Experience Opportunities (16+)	120	60
Graduate Opportunities	6	6

In addition the following core requirements are also included:

- Deliver a minimum of 6 meet the buyer events
- Pay all supply chain partners within 10 days of invoice
- Advertise all tier 2 opportunities via the Sell 2Wales website
- Provide training and transfer of business acumen to supply chain
- Undertake 18 primary and secondary school visits throughout the duration of the contract (18 per lot)
- Volunteer at 18 school / college events (18 per lot)
- Work with schools / colleges to help develop bespoke qualifications
- Minimise the amount of waste sent to landfill
- Minimise / avoid movements and associated business mileage

The following non core requirements have been included in the internal works contract arrangements:

- Adoption of the Living Wage
- Add value to existing community initiatives
- Add value to existing community funds

In order to capture the impact and benefits generated as a result of incorporating community benefits into WHQS internal works contracts the contractors are mandated to complete the Value Wales Toolkit on a bi annual basis.

Around 50% of the total programme will be undertaken by the Council's in house work force. The majority of this work force resides within the County Borough and as a result will spend part of their salaries locally helping to sustain the local economy. The workforce has been increased to around 145 operatives from the original 100 through a combination of permanent, fixed term and agency contracts.

The Council is using the small lots exemption within the Public Contracts Regulations to target a percentage of the external improvement works on Caerphilly based companies to bring direct benefit to the local economy.

Consultation

The Compliance Policy has been the subject of consultation with the tenants Repairs and Improvements Group; the Caerphilly Homes Task Group; Policy and Resources Scrutiny Committee. The Cabinet considered the final draft and recommended the policy for adoption by the Council.

(Consultation responses to be incorporated as appropriate)

Approval

The Compliance Policy was approved by Council on x March 2016.

Appendices

Appendix 1 Keystone Component List

Appendix 2 Financial Investment in Stock (based on current business plan assumptions)

Phil G Davy
Head of Programmes

(First Draft July 2015)

APPENDIX 1 – KEYSTONE COMPONENT LIST

Repair Element	Parent Component	Child Component	Child Component Attribute
Bathrooms	Bathroom	Bathroom	Bathroom Only
Bathrooms	Bathroom	Bathroom	Bathroom with Shower
Bathrooms	Bathroom	Bathroom	Shower Over Bath
Bathrooms	Bathroom	Bathroom Extract Fan	Present/Not Present
Bathrooms	Bathroom	Bathroom Layout	Adequate
Bathrooms	Bathroom	Bathroom Layout	Inadequate-Imprvmnt Not Poss
Bathrooms	Bathroom	Bathroom Layout	Inadequate-Imprvmnt Possible
Bathrooms	Bathroom	Bathroom non-slip floor	Present/Not Present
Bathrooms	Bathroom	W.C. (Additional)	Present/Not Present
Bathrooms	Bathroom	WHB (Additional)	Present/Not Present
Heating Systems	Heating Systems	Condensation/Damp/Ventilation	Condensation/Damp/Ventilation
Heating Systems	Heating Systems	Heating - Boiler type	Electric Heating
Heating Systems	Heating Systems	Heating - Boiler type	From Communal Boiler
Heating Systems	Heating Systems	Heating - Boiler type	Gas Boiler
Heating Systems	Heating Systems	Heating - Boiler type	Gas with Back Boiler
Heating Systems	Heating Systems	Heating - Boiler type	Oil Boiler
Heating Systems	Heating Systems	Heating - Boiler type	Other
Heating Systems	Heating Systems	Heating - Boiler type	Solid fuel
Heating Systems	Heating Systems	Heating - Boiler type	Gas Condensing Boiler
Heating Systems	Heating Systems	Heating - Boiler type	Air/Solar Source Heating
Heating Systems	Heating Systems	Heating - Boiler type	Planned CESP boiler works
Heating Systems	Heating Systems	Heating - Radiators/Storage heaters	Radiator Heating
Heating Systems	Heating Systems	Heating - Radiators/Storage heaters	Storage Heating
Heating Systems	Heating Systems	Plumbing (CWST & HWST)	Present/Not Present
Heating Systems	Heating Systems	Water Main	Present/Not Present
Communal	Communal Bathrooms	Communal Bathroom	Present/Not Present
Communal	Communal Bathrooms	Communal Plumbing Distribution	Present/Not Present
Communal	Communal Bathrooms	Communal Shower Rooms	Present/Not Present
Communal	Communal Bathrooms	Communal W.C/Disabled W.C	Present/Not Present
Communal	Communal Bin Store	Communal Bin Store/Refuse Chute	Present/Not Present
Communal	Communal Boilers	Communal Boiler	Present/Not Present
Communal	Communal Electrical	Communal CCTV	Present/Not Present
Communal	Communal Electrical	Communal Door Entry System	Present/Not Present
Communal	Communal Electrical	Communal External Security/Walkway Lighting	Present/Not Present
Communal	Communal Electrical	Communal Fire Alarm Systems	Present/Not Present
Communal	Communal Electrical	Communal Mains Electrical Distribution	Present/Not Present
Communal	Communal Electrical	Communal Wiring/Emergency Lighting	Present/Not Present
Communal	Communal Ext Doors	Communal Doors - Main Entrance	Present/Not Present
Communal	Communal Ext Doors	Communal Doors - Secondary Entrance	Present/Not Present

Repair Element	Parent Component	Child Component	Child Component Attribute
Communal	Communal Ext Doors	Communal Doors - Store Room/Boiler Room	Present/Not Present
Communal	Communal Kitchens	Communal Kitchen	Commercial
Communal	Communal Kitchens	Communal Kitchen	Domestic
Communal	Communal Lifts	Communal Passenger Lift	1 to 2 Floors Served
Communal	Communal Lifts	Communal Passenger Lift	3 to 5 Floors Served
Communal	Communal Roof	Communal Chimney	Present/Not Present
Communal	Communal Roof	Communal Fascias/Soffit/Bargeboards	Not Present (open or finlock)
Communal	Communal Roof	Communal Fascias/Soffit/Bargeboards	Present/Not Present
Communal	Communal Roof	Communal Loft Insulation (mm)	100mm or Less
Communal	Communal Roof	Communal Loft Insulation (mm)	101 - 199mm
Communal	Communal Roof	Communal Loft Insulation (mm)	200mm +
Communal	Communal Roof	Communal Loft Insulation (mm)	Not Applicable
Communal	Communal Roof	Communal Rainwater Goods	External
Communal	Communal Roof	Communal Rainwater Goods	Finlock Lining
Communal	Communal Roof	Communal Rainwater Goods	Internal
Communal	Communal Roof	Communal Roof - Flat	Asphalt
Communal	Communal Roof	Communal Roof - Flat	Corrugated Sheeting
Communal	Communal Roof	Communal Roof - Flat	Felt
Communal	Communal Roof	Communal Roof - Flat	Lead/Other Specialist
Communal	Communal Roof	Communal Roof - Flat	Other
Communal	Communal Roof	Communal Roof - Pitched	Clay
Communal	Communal Roof	Communal Roof - Pitched	Concrete Tiles
Communal	Communal Roof	Communal Roof - Pitched	Natural Slate
Communal	Communal Roof	Communal Roof - Pitched	Other/Specialist
Communal	Communal Roof	Communal Roof - Pitched	Synthetic Slate
Communal	Communal Roof	Communal Roof Structure Sagging	Sagging at party wall
Communal	Communal Windows	Communal Window	Present/Not Present
Electrical Systems	Electrical System	Ceiling Track Hoist - NEW not Savills	Present/Not Present
Electrical Systems	Electrical System	Consumer Unit	Present/Not Present
Electrical Systems	Electrical System	Detector - CO (Carbon Monoxide)	Present/Not Present
Electrical Systems	Electrical System	Drymaster - NEW not Savills	Present/Not Present
Electrical Systems	Electrical System	Lighting External	Present/Not Present
Electrical Systems	Electrical System	PV Panel - NEW not Savills	Present/Not Present
Electrical Systems	Electrical System	PV Panel Invertor - NEW not Savills	Present/Not Present
Electrical Systems	Electrical System	Stairlift - NEW not Savills	Present/Not Present
Electrical Systems	Electrical System	Vertical Lift - NEW not Savills	Present/Not Present
Electrical Systems	Electrical System	Wiring	Wiring - Certified
Electrical Systems	Electrical System	Wiring	Certificate Electrical EOT
External Doors	External Door	Door - External Front/Back/Side/Balcony	Fibre Glass

Repair Element	Parent Component	Child Component	Child Component Attribute
External Doors	External Door	Door - External	PVCu
External Doors	External Door	Front/Back/Side/Balcony	Steel
External Doors	External Door	Door - External	Timber
External Doors	External Door	Front/Back/Side/Balcony	Timber
External Doors	External Door	Door - Flat Direct Entrance	Present/Not Present
External Doors	External Door	Doors - Patio	Fibre Glass
External Doors	External Door	Doors - Patio	PVCu
External Doors	External Door	Doors - Patio	Steel
External Doors	External Door	Doors - Patio	Timber
External Doors	External Stores	Door - External Store (to dwelling)	PVCu/GRP/Other
External Doors	External Stores	Door - External Store (to dwelling)	Timber
External Doors	Outbuilding Door	Door - Outbuilding	Other
External Doors	Outbuilding Door	Door - Outbuilding	Timber
External Works	Balcony	Balcony Balustrading / Railings	Present/Not Present
External Works	Balcony	Balcony/Walkway Floor	Present/Not Present
External Works	Canopies	Canopy	Present/Not Present
External Works	Disabled Adaptations	Disabled Adaptation	Handrails to Steps/Ramp
External Works	DPC	DPC/Dampness	Present/Not Present
External Works	Drainage	Drainage	Drainage
External Works	Fences Gates & Walls	Fences/Gates	Metal Security
External Works	Fences Gates & Walls	Fences/Gates	Present Other
External Works	Fences Gates & Walls	Walls - Boundary	Present/Not Present
External Works	Lintels	Lintel	Lintels
External Works	Parking	Parking (on Roadway)	Present/Not Present
External Works	Parking	Parking Off-Road (within demise)	Present/Not Present
External Works	Paths & Hardstands	Paths & Hardstanding	Present/Not Present
External Works	Porch (pod type)	Porch	Present/Not Present
External Works	Structural Stability	Structural Stability / repair	Structural Stability / repairs
External Works	Structural Stability	Structural Stability / repair	No Structural Issues
External Works	Wall	Wall - Finish	Insulated overcladding
External Works	Wall	Wall - Finish	Non Trad
External Works	Wall	Wall - Finish	Other Cladding / Panelling
External Works	Wall	Wall - Finish	Pointed Brickwork
External Works	Wall	Wall - Finish	Pointed Stonework
External Works	Wall	Wall - Finish	Render
External Works	Wall	Wall - Finish	Tile Hanging
External Works	Wall	Wall - Finish	Un-Repaired Non Trad.
External Works	Wall	Wall - Insulation	Cavity Filled
External Works	Wall	Wall - Insulation	Cavity Unfilled
External Works	Wall	Wall - Insulation	Solid Insulated
External Works	Wall	Wall - Insulation	Solid Uninsulated
External Works	Wall	Wall - Insulation	Planned CESP solid wall insulation
External Works	Wall Outbuilding	Walls - Outbuilding	Other
External Works	Wall Outbuilding	Walls - Outbuilding	Pointed Brickwork/Stonework

Repair Element	Parent Component	Child Component	Child Component Attribute
Garages	Garage	Door - Garage	Other
Garages	Garage	Door - Garage	Steel
Garages	Garage	Door - Garage	Timber
Garages	Garage	Roof - Garage	Flat Roof
Garages	Garage	Roof - Garage	Pitched Roof
Garages	Garage	Walls - Garage	Other
Garages	Garage	Walls - Garage	Pointed Brickwork/Stonework
Garages	Garage	Window - Garage	Present/Not Present
Kitchens	Kitchen	Kitchen	Present/Not Present
Kitchens	Kitchen	Kitchen Extract Fan	Present/Not Present
Kitchens	Kitchen	Kitchen Layout	Adequate
Kitchens	Kitchen	Kitchen Layout	Inadequate-Imprvmnt Not Poss
Kitchens	Kitchen	Kitchen Layout	Inadequate-Imprvmnt Possible
Kitchens	Kitchen	Kitchen non-slip floor	Present/Not Present
Mains Pow. Detectors	Detectors	Detector - Multisensor (hard wired)	Present/Not Present
Mains Pow. Detectors	Detectors	Heat Detector - NEW not Savills	Present/Not Present
Mains Pow. Detectors	Detectors	Smoke Detectors (Hard Wired)	Present/Not Present
Other Items	Other Items	Asbestos information	Asbestos survey - full
Other Items	Other Items	Asbestos information	Asbestos survey - partial
Other Items	Other Items	Asbestos information	Full Management Survey - Void
Other Items	Other Items	Asbestos information	Full Management Survey - WHQS
Other Items	Other Items	Asbestos information	Full Management Survey - Historic
Other Items	Other Items	Asbestos information	Localised R&D Survey
Other Items	Other Items	Asbestos information	Partial Survey
Other Items	Other Items	Asbestos information	Bulk Sample Certificate
Other Items	Other Items	Asbestos information	Certificate of Cleanliness
Other Items	Other Items	Asbestos information	Clearance Certificate
Other Items	Other Items	Asbestos information	Work on non-licensed asbestos
Other Items	Other Items	Asbestos information	Asbestos Removed
Other Items	Other Items	Improvements to flats	Bedsit Modification
Other Items	Other Items	Sound Insulation	Potential Excessive Noise
Other Items	Other Items	Sound Insulation	Sound Insulation Difficulties
Other Items	Other Items	Z - Other Item	General Repairs / Dis-repair
Other Items	Other Items	Z - Other Item	Plaster repairs - walls/ceilings
Roofs & Associated	Outbuilding Roof	Roof - Outbuilding	Flat Roof
Roofs & Associated	Outbuilding Roof	Roof - Outbuilding	Pitched Roof
Roofs & Associated	Roof	Chimney	Present/Not Present
Roofs & Associated	Roof	Common attic void	Yes/No
Roofs & Associated	Roof	Fascias/Soffit/Bargeboards	Not Present (open or finlock)
Roofs & Associated	Roof	Fascias/Soffit/Bargeboards	Present/Not Present
Roofs & Associated	Roof	Loft Insulation (mm)	100mm or Less

Repair Element	Parent Component	Child Component	Child Component Attribute
Roofs & Associated	Roof	Loft Insulation (mm)	101 - 199mm
Roofs & Associated	Roof	Loft Insulation (mm)	200mm +
Roofs & Associated	Roof	Loft Insulation (mm)	Not Applicable
Roofs & Associated	Roof	Loft Insulation (mm)	CESP loft insulation 270mm+
Roofs & Associated	Roof	Rainwater Goods	External
Roofs & Associated	Roof	Rainwater Goods	Finlock Lining
Roofs & Associated	Roof	Rainwater Goods	Internal
Roofs & Associated	Roof	Roof - Flat	Asphalt
Roofs & Associated	Roof	Roof - Flat	Corrugated Sheeting
Roofs & Associated	Roof	Roof - Flat	Felt
Roofs & Associated	Roof	Roof - Flat	Lead/Other Specialist
Roofs & Associated	Roof	Roof - Flat	Other
Roofs & Associated	Roof	Roof - Pitched	Clay
Roofs & Associated	Roof	Roof - Pitched	Concrete Tiles
Roofs & Associated	Roof	Roof - Pitched	Natural Slate
Roofs & Associated	Roof	Roof - Pitched	Other/Specialist
Roofs & Associated	Roof	Roof - Pitched	Synthetic Slate
Roofs & Associated	Roof	Roof Structure Sagging	Sagging at party wall
WHQS	WHQS	WHQS 1a) Is the house structurally stable & no disrepair? (P)	Yes/No
WHQS	WHQS	WHQS 1b) Is the dwelling free from damp? (P)	Yes/No
WHQS	WHQS	WHQS 2) Window limiting stays fitted on first floor windows?	Yes/No
WHQS	WHQS	WHQS 2a) Stairs must have at least one handrail (P)	Yes/No
WHQS	WHQS	WHQS 2b) Adequate space for kitchen appliances (S)	Yes/No
WHQS	WHQS	WHQS 2c) Work surface sufficient for food preparation (S)	Yes/No
WHQS	WHQS	WHQS 2d) Kitchen storage sufficient to meet needs (S)	Yes/No
WHQS	WHQS	WHQS 2e) Kitchen sockets sufficient & convenient (S)	Yes/No
WHQS	WHQS	WHQS 2fi) Flooring to the kitchen non-slip (S)	Yes/No
WHQS	WHQS	WHQS 2fii) Flooring to the bathroom non-slip (S)	Yes/No
WHQS	WHQS	WHQS 2g) External fire escape (S)	Yes/No
WHQS	WHQS	WHQS 2h) Adequate fire alarm equipment (NOT SMOKE) (P)	Yes/No
WHQS	WHQS	WHQS 2i) Bedrms have escape route not passing thru other roo	Yes/No
WHQS	WHQS	WHQS 2k) Bedroom window locks	Yes/No

Repair Element	Parent Component	Child Component	Child Component Attribute
		without automatic locking (S)	
WHQS	WHQS	WHQS 2n) Doors & windw have reasonable level of security (P)	Yes/No
WHQS	WHQS	WHQS 2o) Gardens safe for play & easy to maintain (P)	Yes/No
WHQS	WHQS	WHQS 3b) Ext doors & windows adequately draught proofed (P)	Yes/No
WHQS	WHQS	WHQS 3c) Living room separated from main entrance (S)	Yes/No
WHQS	WHQS	WHQS 3d) Hot water tank effectively insulated (P)	Yes/No
WHQS	WHQS	WHQS 4b) Adequate facilities for washing, drying & airing (S)	Yes/No
WHQS	WHQS	WHQS 6a) Roads & footpaths accessible & safe (S)	Not Applicable
WHQS	WHQS	WHQS 6a) Roads & footpaths accessible & safe (S)	Yes/No
WHQS	WHQS	WHQS 6b) Landscaping affects safety in protected areas (S)	Yes/No
WHQS	WHQS	WHQS 6c) Is there adequate street lighting (S)	Yes/No
WHQS	WHQS	WHQS 6d) Adequate & safe play space for young children (S)	Yes/No
WHQS	WHQS	WHQS 6e) Adequate/practical/maintainable communal areas (S)	Yes/No
WHQS	WHQS	WHQS 6f) Dwellings clearly identified with defined boundary	Yes/No
WHQS	WHQS	WHQS 6g) Utility services practically located & identified (S)	Yes/No
WHQS	WHQS	WHQS 7a) Dwelling has sufficient space for everyday living	Yes/No
WHQS	WHQS	WHQS 7b) Internal & external general storage space adequate	Yes/No
WHQS	WHQS	WHQS 7c) Dwelling layout meet the special cultural needs (S)	Yes/No
WHQS	WHQS	WHQS 7d) Dwelling has necessary adaptations (S)	Yes/No
WHQS	WHQS	WHQS 7e) Garden with level area >=10m2 near dwelling (S)	Yes/No
WHQS	WHQS	WHQS 7f) Paved access to the drying line & garden gate (S)	Yes/No
WHQS	WHQS	WHQS 99 Bathroom achieved previously	Yes/No
WHQS	WHQS	WHQS 99 Electrical rewiring achieved previously	Yes/No
WHQS	WHQS	WHQS 99 Heating install achieved previously	Yes/No
WHQS	WHQS	WHQS 99 Kitchen achieved previously	Yes/No
Windows	Outbuilding Window	Window - Outbuilding	Present/Not Present
Windows	Window	Windows	Other Double Glazed
Windows	Window	Windows	Other Single Glazed
Windows	Window	Windows	PVCu Double Glazed
Windows	Window	Windows	PVCu Single Glazed
Windows	Window	Windows	Timber Single Glazed
Windows	Window	Windows	Timber Double Glazed

APPENDIX 2

FINANCIAL INVESTMENT IN THE STOCK - EXPRESSED PER UNIT

	Response	WHQS	Other	TOTAL
	£	£	£	
2015/16	953	2961	373	4287
2016/17	955	2629	420	4004
2017/18	957	3191	420	4569
2018/19	959	2583	421	3963
2019/20	960	1678	422	3060
2020/21	962	381	109	1452
2021/22	964	381	109	1454
2022/23	966	381	109	1456
2023/24	968	381	109	1458
2024/25	969	1148	109	2226
2025/26	971	1371	109	2452
2026/27	973	1371	109	2454
2027/28	975	1371	109	2456
2028/29	977	1371	109	2457
2029/30	979	1371	109	2459
2030/31	980	1931	109	3021
2031/32	982	1931	109	3023
2032/33	984	1931	109	3025
2033/34	986	1931	109	3026
2034/35	988	1931	109	3028
2035/36	990	664	109	1763
2036/37	992	664	109	1765
2037/38	994	664	109	1767
2038/39	996	664	109	1769
2039/40	997	664	109	1770
2040/41	999	1219	109	2327
2041/42	1001	1219	109	2329
2042/43	1003	1219	109	2331
2043/44	1005	1219	109	2333
2044/45	1007	1219	109	2335

Based on current business plan assumptions

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CAERPHILLY HOMES TASK GROUP – 10TH DECEMBER 2015

SUBJECT: PROCUREMENT UPDATE REPORT

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & S151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to provide Caerphilly Housing Task Group with an update on the procurement programme which is currently in place to support the delivery of the WHQS programme.

2. SUMMARY

- 2.1 The report details the number of Procurements undertaken since the start of the WHQS Programme in October 2012. This includes details of all Mini Competitions and Small Lots.
- 2.2 The report gives a summary of the number of local companies benefiting as a result of the procurements to date.
- 2.3 Provides details of arrangements which are currently out to market as part of new procurement opportunities.

3. LINKS TO STRATEGY

- 3.1 The Welsh Housing Quality Standard (WHQS) is intended to ensure that all Local Authority and Housing Association Homes are improved and maintained to achieve specified standards. It is a Welsh Government requirement that the WHQS is achieved by 2020.
- 3.2 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.
- 3.3 The Council’s Local Housing Strategy “People, Property, and Places” has the following aims:
“To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations.”

4. THE REPORT

- 4.1 The schedule of completed WHQS Procurements is attached in appendix **A**. To date 184 Contracts, Frameworks, Mini Competitions and Small Lots have been successfully awarded. In the region of 26 Contracts, Frameworks, Mini Competitions and Small Lots are currently in progress as per appendix **B**.

- 4.2 A key feature of the Procurement Strategy for delivery of the programme has been development of the Local Supply Base. To date, 60 Local Companies have successfully won work on the WHQS programme.
- 4.3 The main area of SME Development has been on the DLO Sub Contractor Framework and the Small Lots Programme. To date the procurement team have run 161 Mini Competitions from the DLO sub contractor framework with 29 local companies winning work.
- 1 4 Small Lots have been awarded to local companies as set out within the procurement strategy whereby all contractors must have a base within Caerphilly County Borough.
- 4.4 The programme of work has been very challenging for the supply base however the authority has taken every possible opportunity to support local providers. A recent success was the adoption of the WG Joint bidding policy which resulted in the first consortia in Wales which had adopted the policy and using the WG guide winning WHQS External Works within Caerphilly County Borough. Details of the success from both Caerphilly Procurement Team and the Consortia can be found using the following links:

Caerphilly Procurement Team: <https://youtu.be/nTOfARhF1Dg>

Consortia Supplier: <https://youtu.be/VgPXnz2AiL0>

5. EQUALITIES

- 5.1 This is an information report therefore there are no potential equality implications and no requirement to complete the Equalities Impact Questionnaire.

6. PERSONNEL IMPLICATIONS

- 6.1. There are no personnel implications contained within the report.

7. CONSULTATION

- 7.1 Consultation has taken place; all comments are reflected within the report.

8. RECOMMENDATIONS

- 8.1 It is recommended that the content of the report be noted.

9. REASON FOR RECOMMENDATIONS

- 9.1 The report is for information only.

10. STATUTORY POWER

- 10.1 Housing Acts 1985, 1996, 2004.

Author: Elizabeth Lucas, Head of Procurement, lucasej@caerphilly.gov.uk
Consultees: Nicole Scammell - Acting Director of Corporate Services & S151
Christina Harry - Corporate Director Communities
Cllr. David Poole - Deputy Leader and Cabinet Member for Housing

Shaun Couzens	-	Chief Housing Officer
Phil Davy	-	Head of Programmes
Marcus Lloyd	-	Deputy Head of Programmes
Derek Morris	-	Principle Procurement Officer

Appendices:

Appendix A	Contracts Awarded to Date
Appendix B	Contracts in Progress

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Appendix A

Contracts Awarded			
Contract Reference Number	Mini Competitions	Contract Title	Contract Status
BC4063	N/A	Periodic Testing of communal areas within sheltered schemes	Awarded
BC4135	N/A	WHQS Garage Repair Tender	Awarded
EQ1302	N/A	Housing Improvement Partnership Consultant	Awarded
EQ1340	N/A	Electrical Upgrade at Hafod Deg, Rhymney	Awarded
EQ1341	N/A	Heating System Renewal at Hafod Deg, Rhymney	Awarded
EQ1342	N/A	Clothing - WHQS	Awarded
ESPO98	N/A	Purchase / Lease of White Goods	Awarded
N/A	N/A	Heating Consultancy	Awarded
NPS0004	N/A	Procurement of Professional Services e.g. Quantity Surveyors, Building Surveyors, Structural Surveyors including Heating Consultants	Awarded
PS538	MC1000170	Fencing Mini Competition	Awarded
PS896 via G-Cloud Framework	N/A	Common Housing Register IT Systems	Awarded
PS1098	N/A	DLO Sub Contractor Framework	Awarded
PS1098	MC1000006	INT13D-L06 - Lower Rhymney Valley Flooring Works	Awarded
PS1098	MC1000008	INT13EL-U04 Upper Rhymney Valley Electrical Works	Awarded
PS1098	MC1000009	INT13EL-U04A-Upper Rhymney Valley Electrical Works	Awarded
PS1098	MC1000010	GarElm1 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000011	GasFair1 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000012	GarSyc1 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000013	INT13H-U05 Upper Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000014	INT13D-L06/08 Lower Rhymney Valley Mechanical Work	Awarded
PS1098	MC1000015	INT13H-E0602Eastern Rhymney Valley Mechanical Work	Awarded
PS1098	MC1000016	INT13H-E0601Eastern Rhymney Valley Mechanical Work	Awarded
PS1098	MC1000018	INT13D - U9-Upper Rhymney Valley Wall Tiling	Awarded
PS1098	MC1000019	INT13D - U10-Upper Rhymney Valley Wall Tiling	Awarded
PS1098	MC1000020	INT13EL-U06 Upper Rhymney Valley Flooring Works	Awarded
PS1098	MC1000021	INT13EL-U09 Upper Rhymney Valley Flooring Works	Awarded
PS1098	MC1000022	INT13EL-U11 Upper Rhymney Valley Electrical Works	Awarded
PS1098	MC1000023	INT13H - U06 Upper Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000024	INT13D - U06 Upper Rhymney Valley General Building	Awarded
PS1098	MC1000025	INT13D-E09 Eastern Rhymney Valley Flooring Works	Awarded
PS1098	MC1000026	INT13D-E08 - Eastern Rhymney Valley Flooring Works	Awarded
PS1098	MC1000027	INT13D-E05-Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000028	INT13EL-E08-Eastern Rhymney Valley Electrical Work	Awarded
PS1098	MC1000029	INT13EL-U06-Upper Rhymney Valley Electrical Works	Awarded
PS1098	MC1000030	INT13H-E0702Eastern Rhymney Valley Mechanical Work	Awarded
PS1098	MC1000031	INT13H-E0701Eastern Rhymney Valley Mechanical Work	Awarded
PS1098	MC1000032	INT13D - U06 Upper Rhymney Valley Painting Works	Awarded
PS1098	MC1000033	INT13D - U06 Upper Rhymney Valley Tiling Works	Awarded

PS1098	MC1000035	INT13D - E08H Eastern Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000037	INT13H - E0703 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000038	INT13D - U06 Upper Rhymney Valley Damp Proof Works	Awarded
PS1098	MC1000039	INT13E - U09 Upper Rhymney Valley Electrical Works	Awarded
PS1098	MC1000040	INT13H - U09 Upper Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000041	MATURG001 Upper Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000042	INT13D - L06&08 Lower Rhymney Valley Electrical Works	Awarded
PS1098	MC1000046	Heating / South / 01 Lower Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000047	INT13D -U09 Upper Rhymney Valley Tiling Works	Awarded
PS1098	MC1000049	MATURG002 Lower Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000050	INTD-L09&10 Lower Rhymney Valley Flooring Works	Awarded
PS1098	MC1000051	INT13H-U10 Upper Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000052	Gar / Almond / Manor001 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000053	Gar / Rowen / Tanybryn002 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000055	Gar / Thistleway 004 Eastern Rhymney Valley General Building	Awarded
PS1098	MC1000056	INT14D - L09/10 Lower Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000057	INT14D L09/10 Lower Rhymney Valley Tiling Works	Awarded
PS1098	MC1000058	INT13D - L10 Lower Rhymney Valley Electrical Works	Awarded
PS1098	MC1000059	EME -01 Upper Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000060	Maturg003 Eastern Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000061	Maturg004 Eastern Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000063	INT14D-E13 Eastern Rhymney Valley	Awarded
PS1098	MC1000065	MAT urg005 Eastern Rhymney Valley	Awarded
PS1098	MC1000067	INT14D-E10 Eastern Rhymney Valley Flooring Works	Awarded
PS1098	MC1000068	Mat urg006 Eastern Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000070	INT13D-E09A, Kitchen & Bathroom asbestos removal, Panside	Awarded
PS1098	MC1000071	INT13d-U09, Kitchen & bathroom asbestos removal	Awarded
PS1098	MC1000072	Mat urg007 - Heating Monmouth Walk, East Area	Awarded
PS1098	MC1000073	Gar/elm phase002 -Garage Repairs Ty Sign Elm Drive	Awarded
PS1098	MC1000074	Gar/elm phase003 -Garage repairs Ty Sign Elm Drive	Awarded
PS1098	MC1000075	INT14D-E12-H Eastern Rhymney Valley works Lot2	Awarded
PS1098	MC1000076	Heating works, 51 Fleur de Lys Ave & 3 The Grove	Awarded
PS1098	MC1000077	Mat urg009 Eastern Rhymney Valley Mechanical Works	Awarded
PS1098	MC1000078	INT14D-E10 Eastern Rhymney Valley Asbestos Works	Awarded
PS1098	MC1000080	INT14E-L11 Lower Rhymney Valley Electrical Works	Awarded
PS1098	MC1000081	HP-PJ 22-04-2014 Emergency Heating	Awarded
PS1098	MC1000082	HP-GP-24-04-14 Emergency Heating	Awarded
PS1098	MC1000083	Mat urg010 - Heating works - lot 2	Awarded
PS1098	MC1000086	INT14D-L11 - Flooring at Tegfan & Third Ave, LRV	Awarded
PS1098	MC1000089	INT14P-L01A, Painting at Bronmynydd, Abertridwr	Awarded
PS1098	MC1000090	HP-GP-09-05-14, Heating Renewals	Awarded
PS1098	MC1000092	INT14E-U12A Electrical rewires, Golwg y Mynydd	Awarded
PS1098	MC1000094	Emergency Heating Installs, Lot 2	Awarded
PS1098	MC1000095	HP-NR-20-05-14, Heating Renewals, Lot 2	Awarded
PS1098	MC1000097	EXT14P-L01B Painting at Llan Road, Abertridwr	Awarded
PS1098	MC1000098	INT14D-U11 BRYN CARNO UPPER RHYMNEY VALLEY	Awarded
PS1098	MC1000099	HP-NR-23-05-14 Emergency Heating Installations	Awarded
PS1098	MC1000100	INT14D-U12 Upper Rhymney Valley Flooring Works	Awarded
PS1098	MC1000101	INT14E-U12B Electrical Works	Awarded
PS1098	MC1000102	HP-GP-28-05-14 Heating renewals East	Awarded
PS1098	MC1000103	HP-PJ-29-05-14 Heating Renewals	Awarded
PS1098	MC1000104	INT14D-L10 Asbestos Removal	Awarded
PS1098	MC1000105	HP-GP-04/06/14 Heating Renewals (East and North)	Awarded
PS1098	MC1000106	INT13EL-L03, Electrical Works, 57 Ty Nant	Awarded
PS1098	MC1000107	INT14EL-L13 Electrical works The Crescent Treceynd	Awarded
PS1098	MC1000108	30014787/A - Trinant compound	Awarded
PS1098	MC1000109	INT14D -L12 & L13 Lower Rhymney Valley	Awarded
PS1098	MC1000110	Extdis/pant/001 External Disability Works	Awarded

PS1098	MC1000111	Extdis/pant/002 External Disability Works	Awarded
PS1098	MC1000114	INT14D – U13 WHQS Coed Y Haf Asbestos Removal	Awarded
PS1098	MC1000115	EXT14P-L01C Painting at Various streets, A'tridwr	Awarded
PS1098	MC1000116	Lot 4 Roofing Works - Works under £1000	Awarded
PS1098	MC1000117	Lot 5 - Hardwood & PCVU Windows and Doors < £1000	Awarded
PS1098	MC1000118	Lot 6 - Internal & external Painting works < £1000	Awarded
PS1098	MC1000119	Lot 7 - Wall Tiling works under £1000	Awarded
PS1098	MC1000120	Lot 8 - Sheet flooring works under £1000	Awarded
PS1098	MC1000121	Lot 9 - External Render works under £1000	Awarded
PS1098	MC1000122	Lot 3 - Electrical Works - Works Under £1000	Awarded
PS1098	MC1000123	Lot 2 - Mechanical Works - Works Under £1000	Awarded
PS1098	MC1000124	Lot 1 General Building - Works Under £1000	Awarded
PS1098	MC1000125	Lot 2 Mechanical Works - Partial Heating Repairs	Awarded
PS1098	MC1000126	EXT14P-L01 Roofing Works at Abertridwr	Awarded
PS1098	MC1000127	Removal of Wall Cavity Insulation at Rowan Place	Awarded
PS1098	MC1000130	Lot 1 - INT14D-U01, General building Works	Awarded
PS1098	MC1000131	Lot 1 - INT14D-L14, General works at East Ave, Treceenydd	Awarded
PS1098	MC1000132	Lot 3 - INT14D-L14, Rewire 3 Houses, Treceenydd	Awarded
PS1098	MC1000133	INT14D-U19 Rowan Place Asbestos Removal	Awarded
PS1098	MC1000134	INT14D-L16 Electrical Works	Awarded
PS1098	MC1000135	EXT14P-L01C - Ext Wet Trade Works in Abertridwr	Awarded
PS1098	MC1000138	INT145D-U15 Cefn Road Electrical Rewires	Awarded
PS1098	MC1000142	EXT14D-L01 Asbestos Removal - 17 Bryngelli Terrace	Awarded
PS1098	MC1000147	EXT14D-L03 / 3001 5912	Awarded
PS1098	MC1000148	EXT14D - L03 / 3001 5912	Awarded
PS1098	MC1000149	INT14D-U15 Asbestos Removal	Awarded
PS1098	MC1000157	INT14D-E12/15 - Kitchen & Bathroom Painting Response	Awarded
PS1098	MC1000158	INT14D-U17 Kitchen & bathroom Painting to 31 Properties in North Area	Awarded
PS1098	MC1000159	INT14D-L15 – Lot 8 – Flooring	Awarded
PS1098	MC1000160	INT14D-U17– Lot 8 – Flooring	Awarded
PS1098	MC1000161	INT14D-U17 - Electrical Works - North Area	Awarded
PS1098	MC1000162	INT14D-U17-Electrical Works-North Area(Chapel Tce)	Awarded
PS1098	MC1000163	INT14D-L15 Brynceenydd - rewire 18 properties	Awarded
PS1098	MC1000164	INT14D-L15 Brynceenydd - rewire 14 properties	Awarded
PS1098	MC1000165	30016861 - Hafod Deg Day Centre-Redecoration Works	Awarded
PS1098	MC1000176	INT14D-U19 & U20 - Rowan Place Flats	Awarded
PS1098	MC1000180	Gas Heating Installs to Void Properties	Awarded
PS1098	MC1000181	Asbestos Removal to Dickens Court (Even Numbers)	Awarded
PS1098	MC1000182	Asbestos Removal to Dickens Court (Odd Numbers)	Awarded
PS1098	MC1000188	Asbestos Works to Railway Tererace Abercam	Awarded
PS1098	MC1000190	Internal Painting to Kitchens and Bathrooms for 80 properties	Awarded
PS1098	MC1000191	INT15D-L17, INT15D-L18, INT15D-L19 , Lot 8 - Flooring	Award Stage
PS1098	MC1000196	Emergency Heating Installations	Awarded
PS1098	MC1000197	Heating Renewals	Awarded
PS1098	MC1000198	Grays Gardens Internal Flooring	Awarded
PS1098	MC1000200	Asbestos Removal Works to Grays Gardens, Graig y Rhacca (Odd / Even Numbers)	Awarded
PS1098	MC1000202	Heating renewals	Awarded
PS1098	MC1000203	INT15D-U23 Heol y Felin / Gelligaer Rd / Derwendeg Ave - Sheet Flooring Works	Award Stage
PS1098	MC1000204	Internal Paiting to Kitchens and Bathrooms in Hengoed	Awarded
PS1098	MC1000206	Planned heating installations to two void properties	Awarded
PS1098	MC1000207	Planned Heating Installations	Awarded
PS1098	MC1000213	Planned Heating Installations to Three Properties in Caerphilly CBC	Awarded
PS1323	MC1000192	Sub contractor Roofing & Asbestos Tender	Awarded
PS1098	MC1000217	Internal painting works to 31 properties within CCBC	Awarded
PS1098	MC1000215	Rewiring Works to 22nr Properties in Caerphilly CBC	Awarded

PS1098	MC1000216	Flooring Works to 32nr Properties	Awarded
PS1098	MC1000219	Lot 1 for External Works to 16 Greenfield Place Abertridwr	Awarded
PS1098	MC1000220	Lot 10 Asbestos Works to 184 Properties	Awarded
PS1098	MC1000224	DLO - Lot 10 - Asbestos	Contracted Awarded
PS1098	MC1000225	DLO - Lot 10 - Asbestos	Contracted Awarded
PS1098	MC1000226	DLO - Lot 10 - Asbestos	Contracted Awarded
PS1098	MC1000232	DLO - Lot 6 - Painting	Contracted Awarded
PS1098	MC1000227	Rewiring Works to 14nr Properties	Awarded
PS1098	MC1000230	Rewiring Works to 23nr Properties	Awarded
PS1106	N/A	Building Materials Supply Partner	Awarded
PS1115	N/A	Internal Works Labour and Materials	Awarded
PS1211	N/A	Small Lots	Awarded
PS1238	N/A	Asbestos Management Services Framework	Awarded
PS1244	N/A	Minor and Major Works	Awarded
PS1264	N/A	Mortgageable Standard Structural Component Replacement & refurbishment for PRC Non-traditional Properties	Awarded
PS1285	N/A	ECO Projects Tender	Award Stage
PS1290	N/A	WHQS External Works Arrangement	Awarded
PS1290	MC1000169/172	Mini Comp for works at Phillipstown	Awarded
PS1290	MC1000173	WHQS External Works Mini competition for New Tredegar	Awarded
PS1293	N/A	Supply, Servicing and Maintenance of the Authority's Telecare and Telehealth service	Awarded
PS1313 & PS1314	N/A	Small Lots New Selection Process	Awarded
PS1313 & PS1314	MC1000096	Small Lots E07 EO7 Monmouth Walk / Commin Close	Awarded
PS1313 & PS1314	MC1000136	Small Lots Contract E006a Penylan Rd. Odd Nos.	Awarded
PS1313 & PS1314	MC1000145	Small Lots Contract E002b Farm Close, Oakdale	Awarded
PS1313 & PS1314	MC1000146	Small Lots Contract E001a Mountain View, Markham	Awarded
PS1313 & PS1314	MC1000153	Small Lots Contract E02d Mountain View, Markham	Awarded
PS1313 & PS1314	MC1000154	Small Lots Contract E002a Penmaen Corner, Ivybush	Awarded
PS1313 & PS1314	MC1000183 Now MC1000208	Small Lots Packages External Works East: Ynysddu	Awarded
PS1313 & PS1314	MC1000186 Now MC1000209	Small Lots Packages External Works East: Markham	Awarded
PS1313 & PS1314	MC1000189 Now MC1000210	Small Lots Package, External Works East: Penylan	Contract Awarded
PS1313 & PS1314	MC1000211	Small Lots Packages External Works Lower (Flats)	Contract Awarded
PS1322	N/A	Sub contractor Roofing & Asbestos Tender	Awarded
TBC	N/A	Shed Roof Replacement - South Area	Awarded
TBC	N/A	Supply of Mobile Working	WHQS to progress Business Case

Appendix B

Contracts in Progress
Contract Reference Number
Stefano Jefferson
MC1000218
MC1000222
MC1000223
EQ1365
Nick Abbott
PS1178
PS1149
PS1373
TBC
TBC
Rhys James
PS1351
Derek Morris
TBC
Rebecca Francombe
All Contract Spend
MC1000238
TBC
MC1000228
MC1000229
MC1000231
MC1000233
TBC
Jessica Thomas

PS1353
PS1379
TBC
EQ1375
PS1098
PS1098
PS1098

Contract Title
Small Lots Packages External Works Lower (Flats)
Small Lots Package, External Works East: Croespenmaen
Small Lots Package, External Works East: Pentwynmawr
Voids Management
Housing Repair Operations Support Framework
Planned Service/Maintenance and Responsive Repairs Contract for Gas Fired & Solid Fuel Appliances, Associated Equipment Systems & Heating Surfaces in
WHQS External & Internal Works Arrangement inclusive of WHQS Garage Works
WHQS Small Lots Selection Process 16-17
First Minor and Major Works Lot 3 Further Competition
Screens for Void Properties
Managed Service for all works to Sheltered Housing Complexes
WHQS Contracts - Overview
External Works - Cefn Hengoed
Lone Working Tracker Devices
INT15D-E16 / E17 & E18 (Elm Drive) - Lot 8 Flooring
INT15D-U24 & U25 - Lansbury Avenue - Lot 8 - Flooring
INT15D-L24 L25 & L26 - Lot 8 - Flooring
INT15D-E16 / E17 & E18 - Elm Drive - Lot 6 - Painting
Fire Doors

Loft Insulation
Stairlift and Hoist Maintenance
Statutory Maintenance
74 Claude Road Fire Damaged Property
MC1000234 - Rewiring Works to 22nr Properties
MC1000235 - Painting Works to 71nr Properties
MC1000236 - Flooring Works to 5nr Properties

Contract Status
Tender Evaluation
Tender Evaluation
Tender Issued
Tender Issued
Returned
Current Contract in Place, scoping exercise for new arrangement on-going
Issued
Review & Scoping
Scoping & Document Development
Evaluation Stage
Drafting ITT Documents
Monthly Reports
Reviewing Documentation
Information Gathered
Evaluation Stage
Evaluation Stage
Evaluation Stage
Evaluation Stage
Gathering Information

Drafting ITT Documents
Evaluation Stage / Drafting new ITT
Drafting Report
Drafting Report
Award Stage
Award Stage
Out to tender