

City Chambers
DUNDEE
DD1 3BY

29th April 2011

Dear Sir or Madam

You are requested to attend a MEETING of the **HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE** to be held in City Chambers, Dundee on Monday, 9th May, 2011 following the meetings of the City Council and Leisure, Arts and Communities Committee called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

AGENDA OF BUSINESS

1 LETTING POLICY - THE THREE OFFER RULE

(Report No 218-2011 by Director of Housing enclosed).

2 ORMISTON CRESCENT, WHITFIELD

(Report No 232-2011 by Director of Housing enclosed).

3 DECORATION CARD SCHEME (AN72-2011)

Currently the Housing Department spends approximately £360K per year on tenant allowances for capital contracts and approximately £500K per year on decoration allowances following relets.

The Housing Investment Unit now issues cheques directly to tenants for capital contract allowances and the Relet Team issues orders that tenants can use in DIY stores.

As cheques are being phased out from 2013, alternatives have been considered to cheques as well as looking at getting better value for money.

A Decoration Card Scheme is proposed which would be tendered through the Public Scotland Portal. Such a scheme could potentially achieve savings of up to 14% through discounts offered by the major

stores, and will also allow the Council to reclaim the VAT element of any allowance paid. A Framework Agreement would be developed for the supply of decorating materials to Council tenants through the scheme. The supplier would provide decoration cards which the tenants can then exchange for their choice of decorating materials. This would also introduce additional security minimising opportunities for misuse.

Tenants' views would be sought on added value, that could be stipulated in the framework, such as free delivery or the ability to order by phone or on-line.

As the Tenant Allowance for capital contracts also includes an allowance for floorcoverings, it is proposed that flooring (carpet and vinyl) is also included in the list of materials eligible for purchase under the scheme. As not all interested suppliers sell flooring materials, alternatives for this and other items not covered by the Decoration Card Scheme will be developed.

Committee is asked to note the tender for the scheme will be prepared and issued by Corporate Procurement and the result reported to Committee at a later date.

4 REGISTRATION OF TENANTS' ORGANISATIONS - HOUSING (SCOTLAND) ACT 2001 (THE ACT) (AN73-2011)

The following application has been received by the Director of Housing requesting registration as a Registered Tenants' Organisation:-

Happyhillock\Midmill Tenants' And Residents' Association

In line with the Council's commitment to tenant participation the Director of Housing welcomes this application which fulfils the criteria set out in the Act and recommends approval.

5 TENDERS RECEIVED

(Report No 236-2011 by City Architectural Services Officer enclosed).

6 FOOD WASTE COLLECTION PILOT SCHEME

(Report No 229-2011 by Head of Waste Management enclosed).

7 PURCHASE OF END-OF-LEASE VEHICLES AND PLANT

(Report No 235-2011 by Head of Waste Management enclosed).

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE -- 9 MAY 2011

REPORT ON: LETTING POLICY – THE THREE OFFER RULE

REPORT BY: DIRECTOR OF HOUSING

REPORT NO.: 218-2011

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to evaluate the impact of the three offer rule in the current letting policy.
- 1.2. The Department undertook to review the three offer rule after the letting policy had been in place for six months, following concerns expressed by the Scottish Housing Regulator that the rule was restrictive.

2. RECOMMENDATIONS

It is recommended that the Committee agree:

- 2.1. That the three offer rule is removed since the number of applicants whose application for housing is suspended under the rule is small and there is little evidence of its effectiveness.
- 2.2. That the effects of removal of the Three Offer Rule is evaluated after 12 months.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising from this report.

4. BACKGROUND

- 4.1. In its inspection report, the Scottish Housing Regulator (SHR) suggested that the three offer rule restricted the choice of housing applicants. As a result we agreed to review this as part of the Improvement Plan. In January 2010, a report to the Housing Committee (No 18 - 2010) recommended review of the three offer rule after a full six months of data became available. The Letting System went live in April 2010. At that time it was unclear whether the three offer rule was having a significant impact.
- 4.2. The intention of the three offer rule was to cut down on time spent on the letting process by discouraging people from receiving and refusing multiple offers.
- 4.3. The current Letting Policy provides for all applicants to be given a maximum of three offers of suitable housing. When a third refusal has been received, applicants will remain on the waiting list but will be excluded from having further offers of housing made to them for a period of six months.

Applicants are given the opportunity to appeal against each offer of housing they receive if they feel that it has been unsuitable.

- 4.4. Automated letters are produced by the Letting System after each refusal. These keep applicants informed about the number of offers they have received, and the consequences of this and/or any subsequent refusal.
- 4.5. For applicants in the homeless group, an automated e-mail is created within the Letting System after a second refusal of suitable housing, and sent to the Homeless Services Unit for action. This is to ensure that such applicants are aware of their position regarding their next offer of housing. After a third refusal, homeless services officers make the final decision regarding whether or not an applicant loses their homeless priority.
- 4.6. Two important features of the current letting policy are the regular review of applicants' circumstances, and the gathering of specific detailed information about Council stock. This allows for much better matching of applicants to properties offered, and leads to fewer refusals.
- 4.7. Between 1 April 2010 and 30 November 2010, 4,531 current application reviews have been carried out. This amounts to 55% of the waiting list.
- 4.8. Overall offers per let averages out at 2.55 with performance being particularly good in the redevelopment and homeless groups where the number of offers per let is less than 2. During the same period in 2009 the average number of offers per let was 3.48.
- 4.9. The number of offers made between 1 April 2010 and 30 November 2010 using the new letting system is 2042.
- 4.10. The number of refusals from these offers is 1107.
- 4.11. The number of houses let between 1 April 2010 and 30 November 2010 using the new letting system is 798.
- 4.12. During the same period the number of applications which have been suspended under the three offer rule is 36.

5. **CONCLUSION**

- 5.1. The number of applicants who are regularly being suspended from receiving offers of housing is very small when compared to the total number of offers made.
- 5.2. Since the introduction of the new letting policy, the number of offers per let has reduced. It is suggested that this is due to better matching and more proactive reviews.
- 5.3. The three offer rule was brought forward from the old policy into the new. There is no clear evidence that the three offer rule significantly affects the reasons for refusal.
- 5.4. It is recommended that the three offer rule is removed since the number of applicants whose application for housing is suspended under the rule is small and there is little evidence of its effectiveness. It is also recommended that the effects of removal of the Three Offer Rule is evaluated after 12 months.

6. **POLICY IMPLICATIONS**

- 6.1. This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

7. **CONSULTATIONS**

- 7.1. The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and all other Chief Officers have been consulted on this report. No concerns have been expressed.

8. **BACKGROUND PAPERS**

- 8.1. None.

ELAINE ZWIRLEIN
DIRECTOR OF HOUSING

APRIL 2011

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 9TH MAY 2011

REPORT ON: ORMISTON CRESCENT, WHITFIELD

REPORT BY: DIRECTOR OF HOUSING

REPORT NO: 232-2011

1. PURPOSE OF REPORT

1.1. To request Committee approval to declare surplus and demolish the block 37-52 Ormiston Crescent. To seek approval for the Director of Housing to develop proposals in partnership with Angus Housing Association for further consultation with tenants on transferring properties at 53-64 Ormiston Crescent and 65-76 Ormiston Crescent to Angus Housing Association.

2. RECOMMENDATIONS

2.1. It is recommended that Committee:

- Approves no further lets be made within the blocks, vacant properties be held pending redevelopment and agree to declare surplus and demolish 16 flats in the block 37-52 Ormiston Crescent.
- Remit the Director of Housing to award priority re-housing status to tenants in the block 37-52 Ormiston Crescent, together with the statutory Home Loss payment of £1,500 and facilitate the re-housing process outlined at paragraph 4.4. below.
- Remit the Director of City Development to prepare a tender for demolition and post demolition treatment at the appropriate time.
- Remit the Director of Housing to develop proposals for further consultation with tenants on transferring properties at 53-64 Ormiston Crescent and 65-76 Ormiston Crescent to Angus Housing Association.

3. FINANCIAL IMPLICATIONS

3.1. Demolition costs for 37-52 Ormiston Crescent are estimated at £65,000 and Home Loss payments are estimated to be £19,500. These costs will be met from an allowance in the 2011/12 HRA Capital Budget.

3.2. Details of any additional financial implications will be reported to Committee following development of the proposal by Angus Housing Association and appraisal of financial models.

4. **MAIN TEXT**

- 4.1. As part of the Whitfield Regeneration Proposals Committee has approved demolition of properties in Whitfield Avenue, Small Meadow Court and Tranent Walk - Committee Report 311-2010, and Murrayfield Walk - Committee Report 584-2010.
- 4.2. The Skarne blocks at in Ormiston Crescent require upgrading in order to meet the Scottish Housing Quality Standard (SHQS). Maisonettes within the blocks are all accessed from common stairs and access ways at first floor level which means that the flats have unusual internal lay outs which are unpopular with tenants. The block at 37-52 Ormiston Crescent differs in that there are 4 one bedroom flats with individual access on the ground floor. The 3 blocks are sited adjacent to Angus Housing Association's office in Whitfield and on the opposite side of Ormiston Crescent from similar skarne blocks previously transferred by Dundee City Council to Ormiston Peoples Co-operative in 1988. The properties then transferred on to Angus Housing Association when it took over the Co-operative. A site plan is attached in Appendix 1.
- 4.3. The blocks consist of the following 40 one, two and three bedroom properties.
- Block 1: 37-52 Ormiston Crescent - 16 units
(4 X 1 Bedroom, 6 X 2 Bedroom / 6 X 3 Bedroom)
 - Block 2: 53-64 Ormiston Crescent - 12 units
(6 X 2 Bedroom / 6 X 3 Bedroom)
 - Block 3: 65-76 Ormiston Crescent - 12 units
(6 X 2 Bedroom / 6 X 3 Bedroom).
- 4.4. Angus Housing Association has indicated its interest in taking over the properties in blocks 2 and 3 and carry out integration and refurbishment. Re-housing of existing tenants in 37-52 Ormiston Crescent and where required within blocks 53-64 Ormiston Crescent and 65-76 Ormiston Crescent must be achieved in a practical manner and therefore a combined approach with both the Council awarding priority re-housing status for tenants along with appropriate Home Loss payments and Angus Housing Association awarding priority status to existing tenants within their stock to facilitate the regeneration would be deployed.
- 4.5. Angus Housing Association has converted similar Skarne blocks on the opposite side of Ormiston Crescent. To deal with the access problems and unpopular internal layout Angus Housing Association has converted the Skarne blocks in their ownership so that ground floor 2 bedroom maisonettes benefit from individual access at ground floor level and private garden ground. The upper 3 bedroom maisonettes are accessed from secure entry stairways reducing the numbers of maisonettes on a landing to three. Angus Housing Association could apply this solution to blocks 2 and 3 however due to the different layout and design of block 1 this would not be possible. Demolition of this block could permit re-development of the site with family housing.
- 4.6. Given the pressure on Dundee City Council's Housing Revenue Account to meet SHQS by 2015 the City Council does not have sufficient resources to modernise the blocks in the way which Angus Housing Association is considering as outlined above.

- 4.7. Consultation has been undertaken with the existing tenants to gauge interest in the potential transfer of the blocks to Angus Housing Association with subsequent modernisation and there has been a favourable reaction. The majority of tenants have a commitment to remaining within the area.
- 4.8. The resources from the Scottish Government for the affordable housing investment programme within Dundee reduced to £5M in 2010/11. There are currently no proposals for new build by registered social landlords (RSLs) in Whitfield but there is a need to provide 3 bedroom family houses with gardens.
- 4.9. The Scottish Government has announced reforms to the affordable housing investment programme in 2011/12. The Innovation and Investment Fund has now been introduced. This funding will be allocated on a challenge funding basis with bids being made by RSLs, Councils and developers. £20M will be made available for RSLs, £20M for Councils and £10M for developers for other innovative proposals. Bids will be assessed by COSLA and the Scottish Government. Bids must be made by May 2011 and developments must start on site by 31st March 2012.
- 4.10. Bids to the Fund for 2011/12 are:
- Mill o Mains regeneration phase 2 - HOME (as part of DOMUS). This is continuing to deliver the approved Masterplan agreed with the community.
 - Ardler Phase 6 - Sanctuary.
 - Angus Housing Association is developing a bid for submission for the redevelopment of the Skarne blocks at 53-64 Ormiston Crescent and 65-76 Ormiston Crescent subject to the Council's approval of Committee Report 232-2011.

The bids to the Innovation and Investment Fund will be prioritised in accordance with the approved SHIP.

- 4.11. Angus Housing Association is prepared to develop proposals for options to modernise blocks 2 and 3, for the redevelopment of the site following demolition of block 1 and providing new access roads and car parking facilities subject to agreement in principle for the Council to consider their proposal.
- 4.12. Angus Housing Association would raise private finance for part funding of the project and submit a bid to the Innovation and Investment Fund for funding towards the redevelopment proposals. As described bids to the Innovation and Investment Fund will be evaluated by COSLA and the Scottish Government, bids are made on a competitive basis and there is no certainty that a bid made for this project would receive approval. Therefore Angus Housing Association has also agreed to investigate alternative proposals which could be delivered at lower cost minimising the requirement for subsidy. Investment of between £600 K. and up to £1.8 M. (including 8 new build units) would potentially be made within the project.
- 4.13. Subject to Committee approving this report and the submission of proposals by Angus Housing Association the Council would then appraise the proposals and undertake further tenant consultation. Ultimately, disposal of Council assets to another landlord would require the consent of Scottish Ministers.

5. **POLICY IMPLICATIONS**

- 5.1. This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6. **CONSULTATION**

- 6.1. The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and all other Chief Officers have been consulted on this report. No concerns have been expressed.

7. **BACKGROUND PAPERS**

- 7.1. None.

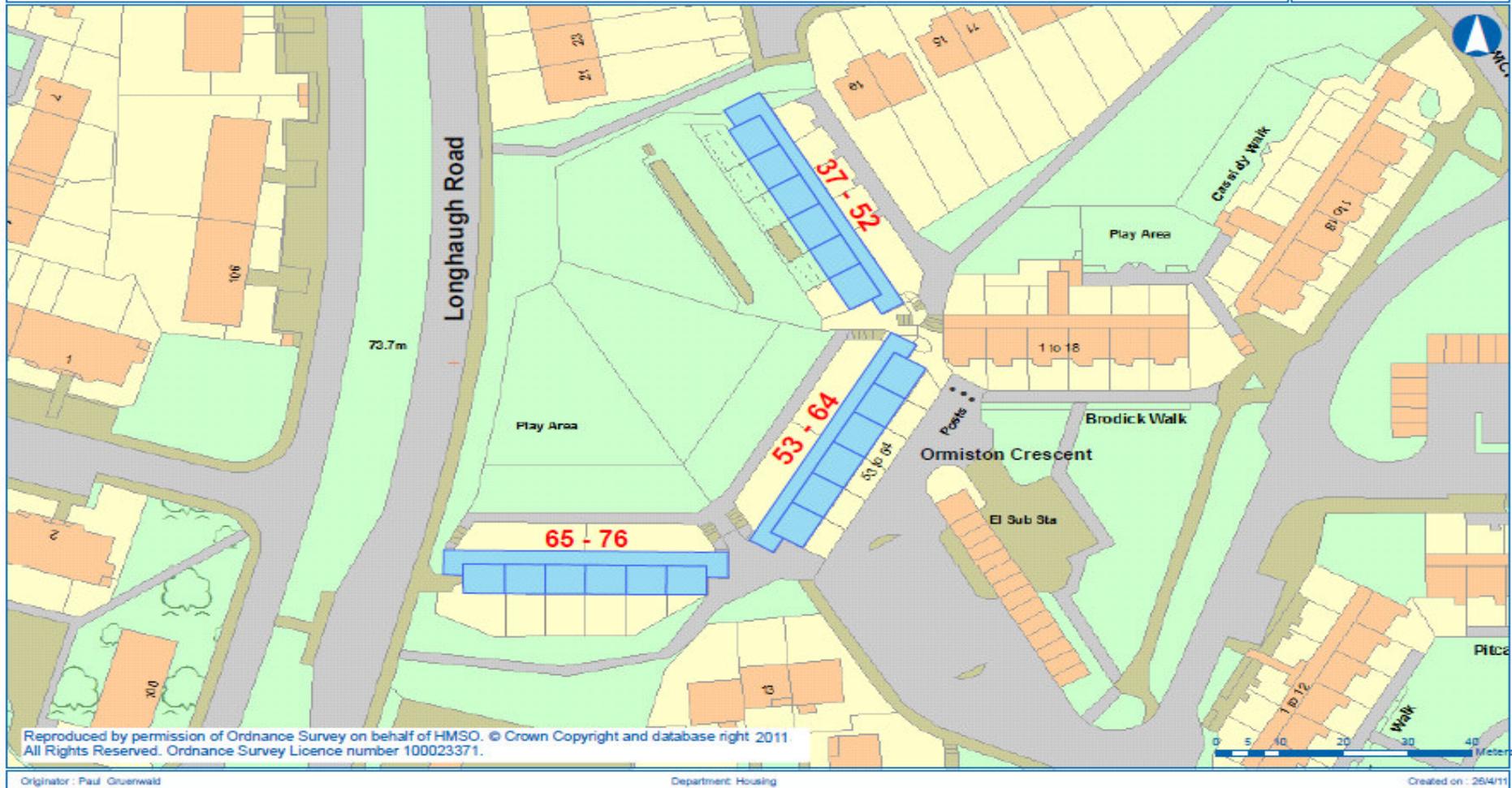
ELAINE ZWIRLEIN
DIRECTOR OF HOUSING

APRIL 2011

APPENDIX 1

Ormiston Crescent, Whitfield

Dundee CHANGING
FOR THE FUTURE
1/3 Shore Terrace,
Dundee, DD1 3AH



REPORT TO: Housing, Dundee Contract Services And Environmental Services Committee - 9 May 2011

REPORT ON: Tenders Received

REPORT BY: City Architectural Services Officer

REPORT NO: 236-2011

PURPOSE OF REPORT

This report details tenders received and requests a decision on acceptance thereof.

RECOMMENDATIONS

Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for each project:

Project Reference	Project	Contractor	Tender Amount	Total Amount	Finance Available
11-2305	Dallfield Multi Storey Development (MSD) - Kitchens and Bathrooms	McGill Electrical Ltd., Dundee	£1,243,800.00	£1,652,764.00	£3,884,000.00
				£1,652,764.00	

FINANCIAL IMPLICATIONS

The Director of Finance has confirmed that funding for the above projects is available as detailed on the attached sheets.

POLICY IMPLICATIONS

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

CONSULTATIONS

The Client Department has been consulted with regard to policy implications and the Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have also been consulted in the preparation of this report. Any issues are detailed on the attached sheets.

BACKGROUND PAPERS

Unless stated otherwise on the attached sheets, there are no background papers.

FURTHER INFORMATION

(1) Detailed information relating to the above Tenders is included on the attached sheets.

(2) The construction works in this report have been procured using the general guidance contained in the following documents approved by the Council :-

- a) Report Nr 148-2003 : Partnering Guidelines for Construction Projects
- b) Report Nr 356-2009 : Construction Procurement Policy
- c) Standing Orders : Tender Procedures of the Council

Rob Pedersen
City Architectural Services Officer
27 April 2011

236-2011

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 9 MAY 2011

CLIENT	Housing	
PROJECT REFERENCE	11-2305	
PROJECT	Dallfield Multi Storey Development (MSD) Kitchens and Bathrooms	
DESCRIPTION OF WORKS	The works comprise the installation of new kitchens and bathrooms to 348 flats at the Dallfield MSD's, including 14 low rise flats . This equates to approximately £4,750 per house, based on 90% Kitchen replacement and 75% Bathroom replacement, including allowances. None of the properties are in the demolition programme.	
TOTAL COST	Several Works	£1,243,800.00
	Allowances	£408,964.00
	TOTAL	£1,652,764.00
FUNDING SOURCE	Capital	
BUDGET PROVISION & PHASING	2011/2012 and 2012/2013	£3,884,000.00
	(Note: this is the allowance for the entire project)	
ADDITIONAL FUNDING	None	
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	There are no major issues.	
CONSULTATIONS	There are no major issues.	
TENDERS	Negotiated Project: 1 McGill Electrical Ltd., Dundee	£1,243,800.00
RECOMMENDATION	Acceptance of offer	
ALLOWANCES	Contingencies	£81,000.00
	Decoration and Decant Allowances	£121,316.00
	Carpet Allowances	£68,648.00
	Installation of Satellite TV aerials	£60,000.00
	Window Repairs	£60,000.00
	Contractors bond	£8,000.00
	Professional Services	£10,000.00
	TOTAL	£408,964.00
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	Reference is made to Article I of the meeting of the Housing, Dundee Contract Services and Environment Services Committee held on 14 February 2011 when approval was given to the outline project to install district heating, external insulation and kitchens and bathrooms at Dallfield MSD. McGill Electrical Ltd were noted as a sub contractor by British Gas but their work will now be a separate contract.	

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 9th MAY 2011

REPORT ON: FOOD WASTE COLLECTION PILOT SCHEME

REPORT BY: HEAD OF WASTE MANAGEMENT

REPORT NO: 229-2011

1.0 PURPOSE OF REPORT

1.1 To advise committee of the proposal to introduce a pilot scheme for the separate collection of food waste from domestic properties in Dundee, and to seek approval for this proposal.

2.0 RECOMMENDATIONS

2.1 It is recommended that approval be given to the pilot scheme detailed below.

3.0 FINANCIAL IMPLICATIONS

3.1 The total estimated capital expenditure on containers, bags and publicity materials is estimated at £42,000. This will be met from the Department's Revenue and Capital Budgets.

4.0 MAIN TEXT

4.1 The Scottish Government's Zero Waste Plan (2010) provides the future strategic direction for the management of waste, including Local Authority requirements.

4.2 In addition to this, the draft Zero Waste Regulations (2011) define a two pronged approach: (a) to maximise recycling, and (b) to maximise resource recovery and protect the environment through treatment of unsorted waste.

4.3 As part of this approach, the draft regulations require that Local Authorities collect food waste separately from all other wastes with effect from 2013.

4.4 In order to prepare the Council for this expected requirement, it is proposed to undertake a pilot scheme for separate food waste collections from householders in a range of areas throughout the city later in 2011.

4.5 The initial scheme will involve approximately 2400 properties and will cover a mix of housing types and areas. Results from this pilot scheme will be analysed with a view to implementing the optimum collection service city-wide.

- 4.6 During the pilot, each household in the trial areas will be provided with a kitchen caddy, compostable caddy liners and a small container for kerbside presentation of the food waste on collection day. Full instructional details will also be provided to householders in advance of the trial.
- 4.7 Monitoring of the scheme will be undertaken by the in-house Recycling Team, and householders will be actively encouraged to participate.
- 4.8 For the period of the trial, reassignment of current staff and vehicle provision will result in operational costs being borne from within the Department's budget.
- 4.9 The expected commencement date of this project is September 2011. It is anticipated that the pilot scheme will run for a period of one year. If successful, it is intended to implement a phased citywide rollout of the scheme thereafter. Full details of the areas selected for the pilot will be communicated to the appropriate elected members prior to project commencement and further project details will be reported to Committee in a later report.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.
- 5.2 An equality impact assessment has been carried out and will be available on the Council website: <http://www.dundee.gov.uk/equanddiv/equimpact/>

6.0 CONSULTATION

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive and Equality and Diversity Co-ordinator have been consulted in relation to this report.

7.0 BACKGROUND PAPERS

- 7.1 Scottish Government Zero Waste Plan (2010)
<http://www.scotland.gov.uk/Publications/2010/06/08092645/0>
- 7.2 Regulations to Deliver Zero Waste: A Consultation on the proposed Zero Waste (Scotland) Regulations 2011
<http://www.scotland.gov.uk/Publications/2011/02/09135833/0>

Jim Laing
Head of Waste Management

Date: 12th April 2011

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 9th MAY 2011

REPORT ON: PURCHASE OF END-OF-LEASE VEHICLES AND PLANT

REPORT BY: HEAD OF WASTE MANAGEMENT

REPORT NO: 235-2011

1.0 PURPOSE OF REPORT

1.1 To authorise the purchase of a number of end-of-life vehicles and items of plant for extended use in operations within Waste Management.

2.0 RECOMMENDATIONS

2.1 It is recommended that approval is given to purchase 3 vehicles and 6 items of plant and workshop equipment at a total cost of £54,356.

3.0 FINANCIAL IMPLICATIONS

3.1 The total cost of the vehicles and plant is £54,356. Provision for this expenditure has been made in the Waste Management Department's Capital Budget for 2011/12.

4.0 MAIN TEXT

4.1 The leases of 3 vehicles and 6 items of plant and equipment will expire in financial year 2011/12. These are due to be replaced, however all items are well maintained and can provide a further year of service. The most cost effective method is to buy out the residual lease fee, allow the items to continue in service for a further year, and then trade the residual value against their eventual replacements (refer to appendix 1).

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

5.2 There are no major issues.

6.0 CONSULTATION

6.1 The Chief Executive, Depute Chief Executive (Support Services), Assistant Chief Executive and Director of Finance have all been consulted in relation to this report.

7.0 BACKGROUND PAPERS

7.1 Schedule of vehicles and plant (below).

Jim Laing
Head of Waste Management

Date: 20th April 2011

Appendix 1 - Schedule of End-of-Lease (March / May 2011) Vehicles and Plant

Item No	Description	Purchase Price Each (est)	Total Price (est)
1	Workshop guillotine		£1,700
2	Workshop trolley crane		£2,200
3	Workshop hydraulic ramp		£2,700
4	Refuse collection vehicle (2)	£6750	£13,500
5	Refuse collection vehicle (compact)		£5,500
6	Recycling equipment		£28,756
		<u>Total:</u>	<u>£54,356</u>