

City Chambers
DUNDEE
DD1 3BY

19th March, 2010

Dear Sir or Madam

**HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE -
22ND MARCH, 2010**

The Convener has agreed that the undernoted items 11 and 12 be considered as a matter of urgency in terms of Standing Order No 17(b) in view of the timescales involved.

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.

11 TENDERS RECEIVED - CITY ENGINEER

(Report No 188-2010 enclosed).

12 TENDERS RECEIVED - CITY ARCHITECTURAL SERVICES OFFICER

(Report No 195-2010 enclosed).

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

REPORT ON: TENDERS RECEIVED BY CITY ENGINEER

REPORT BY: CITY ENGINEER

REPORT NO: 188-2010

1 PURPOSE OF REPORT

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

2 RECOMMENDATION

2.1 Approval is recommended of (1) the acceptance of the tender submitted by the undernoted contractor and (2) the undernoted total amount, including allowances, for the project.

Project Reference	Project Description	Contractor	Tender Amount	Total Amount	Finance Available
P07213 -	Demolition of Gowrie and Hillside Courts and Lockups, Menzieshill MSD	Safedem	£436,292.00	£535,103.00	£535,103.00
Total			£436,292.00	£535,103.00	£535,103.00

3 FINANCIAL IMPLICATIONS

3.1 The Director of Finance has confirmed that funding for the above project is available as detailed on the attached sheet.

4 POLICY IMPLICATIONS

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

5 CONSULTATIONS

5.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

6.1 None.

7 FURTHER INFORMATION

7.1 The City Engineer was instructed to obtain tenders for the demolition of the multi storey properties at Gowrie Court and Hillside Court, Menzieshill. Gowrie Court became vacant much sooner than anticipated due to water damage caused by freezing and thawing during recent heavy frosts.

For reasons of timing, economy and in order to reduce ongoing security costs and vandalism the Chief Executive approved the negotiation of an extension to an existing contract with Safedem for the demolition of the adjacent Glamis, Ninewells and Balgay Courts. The extension to Safedem's contract is based on favourable existing tendered rates won in competitive tender.

Mike Galloway
Director of City Development

Fergus Wilson
City Engineer

FW/JP/EH
Dundee City Council
Tayside House
Dundee

18 March 2010

CLIENT	Housing Department					
PROJECT NUMBER PROJECT PROJECT INFORMATION	P07213 Demolition of Gowrie and Hillside Courts and Lockups, Menzieshill MSD Demolition of two 14 storey housing blocks and associated lockups and reinstatement of existing ground.					
TOTAL COST	Contract	£436,292.00				
	Non Contract Allowances	£54,629.00				
	Fees	£44,182.00				
	Total	£535,103.00				
FUNDING SOURCE	Housing Capital					
BUDGET PROVISION & PHASING	2010/11 £535,103.00					
ADDITIONAL FUNDING	None					
REVENUE IMPLICATIONS	None					
POLICY IMPLICATIONS	<u>Built Environment</u> - removal of vacant and derelict buildings will provide an opportunity to enhance the local environment through ongoing regeneration. <u>Waste Management</u> - demolition material will be re-used and recycled where possible, maximising economic opportunities arising from waste.					
TENDERS	An offer was invited from Safedem Limited and the following tender received:- <table border="0"> <thead> <tr> <th><u>Tenderers</u></th> <th><u>Tender</u></th> </tr> </thead> <tbody> <tr> <td>Safedem Ltd</td> <td>£436,292.00</td> </tr> </tbody> </table>		<u>Tenderers</u>	<u>Tender</u>	Safedem Ltd	£436,292.00
<u>Tenderers</u>	<u>Tender</u>					
Safedem Ltd	£436,292.00					
RECOMMENDATION	To accept the tender from Safedem Limited					
ALLOWANCES	Contingencies	£44,629.00				
	Public Utilities	£10,000.00				
	Professional Fees	£41,728.00				
	CDM Co-ordinator	£2,454.00				
	Total	£98,811.00				
SUB-CONTRACTORS	None					
BACKGROUND PAPERS	None					

REPORT TO: Housing, Dundee Contract Services And Environment Services Committee - 22 March 2010

REPORT ON: Tenders Received

REPORT BY: City Architectural Services Officer

REPORT NO: 195-2010

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
09-1165	Dudhope Court MSD - Replacement Water Pump	CMS Heating & Plumbing Ltd., Arbroath	£18,406.00	£20,431.00	£20,431.00

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

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

**Rob Pedersen
City Architectural Services Officer
18 March 2010**

195-2010

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing	
PROJECT REFERENCE PROJECT	09-1165 Dudhope Court MSD Replacement Water Pump	
DESCRIPTION OF WORKS	The works comprise the replacement of the water pump booster set at the above multistorey block along with ancillary pipes and fittings, electrical and builder work etc. to complete the installation.	
TOTAL COST	Several Works	£18,406.00
	Allowances	£2,025.00
	TOTAL	£20,431.00
FUNDING SOURCE BUDGET PROVISION & PHASING	Capital 2009/2010	£20,431.00
ADDITIONAL FUNDING	None	
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	There are no major issues.	
CONSULTATIONS	There are no major issues.	
TENDERS	Negotiated contract : 1 CMS Heating & Plumbing Ltd., Arbroath	£18,406.00
RECOMMENDATION	Acceptance of offer which is considered fair and reasonable	
ALLOWANCES	Professional Services	£2,025.00
	TOTAL	£2,025.00
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	None	

City Chambers
DUNDEE
DD1 3BY

15th March, 2010

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, 22nd March, 2010 following the meeting of the Education, City Development and Leisure, Arts and Communities Committees 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 TENANTS' ALLOWANCES UPDATE

(Report 90-2010 enclosed).

2 SECTION 11, HOMELESSNESS ETC. (SCOTLAND) ACT, 2003

(Report No 132-2010 enclosed).

3 THE HOUSING (SCOTLAND) ACT 2006 SECTION 72 STATEMENT - SCHEME OF ASSISTANCE

(Report No 149-2010 enclosed).

4 NATIONAL HOUSING TRUST INITIATIVE

(Report No 165-2010 enclosed)

5 TAYSIDE AFFORDABLE HOUSING PARTNERSHIP

(Report No 184-2010 enclosed)

6 PURCHASE OF END-OF-LEASE VEHICLES AND PLANT

(Report No 177-2010 enclosed)

7 TENDERS RECEIVED - CITY ENGINEER

(Report No 105-2010 enclosed).

8 TENDERS RECEIVED - CITY ARCHITECTURAL SERVICES OFFICER

(Report No 173-2010 enclosed)

9 TENDERS RECEIVED - CITY ARCHITECTURAL SERVICES OFFICER

(Report No 180-2010 enclosed)

10 TENDERS RECEIVED - CITY ARCHITECTURAL SERVICES OFFICER

(Report No 183-2010 enclosed)

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE – 22 MARCH 2010

REPORT ON: TENANTS' ALLOWANCES UPDATE

REPORT BY: DIRECTOR OF HOUSING

REPORT NO: 90-2010

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to upgrade the tenants' allowances in line with previous increases.

2. RECOMMENDATIONS

- 2.1. It is recommended that the Committee agree that the Tenants' Allowances Scheme should be increased in line with previous annual agreements.

3. FINANCIAL IMPLICATIONS

- 3.1. The allowances are increased by 2.5%, since the last review in April 2009 and the levels apply to both revenue and capital programmes, starting after 1 April 2010.

The allowances detailed can be met from within these budgets.

4. MAIN TEXT - TENANTS' ALLOWANCES

- 4.1. Reference is made to the report to Housing Committee Tenants' Allowances Update on 27 April 2009 (Ref: 143-2009) which was the last review of the amounts. The purpose of the Tenants Allowances Scheme is to ensure that tenants are not significantly 'out of pocket' as a direct result of works taking place in their home. Payments do not fully cover all costs incurred, as in normal circumstances, tenants are responsible for decoration and an assessment for wear and tear is taken into account. The intention is, therefore, to approach tenants' requirements with flexibility, so that individual needs can be catered for, as well as achieving across the board consistency and fairness in the levels of payments made. This report recommends that the allowances increase in line with previous increases over the period from the last review, the details of the allowances follow and the maximum amounts payable are clearly listed in the Appendix 1.
- 4.2. Tenants who are over 65, or are in receipt of Disability Living Allowance qualify for redecoration assistance. Where tenants qualify for and request assistance to redecorate the appointed contractor will make arrangements to have redecoration carried out as soon as practicably possible.

Types of Allowance Provided

- 4.3. This paragraph details the types of allowances available, the criteria for issuing them and the revised amounts payable.

Decoration Allowance

- 4.4. This is payable to assist with redecoration following remedial or improvement work where the tenant's decoration has been affected.

A pro-rata allowance can also be made to new tenants where the conditions of the relet house merits an allowance and, dependent upon the extent of redecoration, completed by the Council. The appendix details the rooms which qualify for decoration allowance and the maximum allowance for different sizes of property.

The Best Value Review Group is supervising various experiments on redecoration on relet and results will be incorporated in next Tenants' Allowance report.

Window Blinds

- 4.5. Where replacement windows have been installed which alter the dimensions so that the existing blinds do not fit, an allowance is authorised to compensate for alterations or contribute to new blinds, as the tenant desires. It is proposed that the value per blind is increased from £24 to £25.

4.6. Floorcovering Allowance

- 4.6.1. Where floorcoverings need to be uplifted to carry out remedial or improvement work, the tenant is given a choice of:
- a. An allowance as a contribution to lifting and relaying the floorcovering.
 - b. A specialist carpet fitter, employed by the main contractor, to lift and relay carpets etc, which can reasonably be lifted without damage. If this is not possible the matter is referred back to the Housing Officer.

It is proposed that the value per house of the floorcovering allowance is increased from £105 to £108.

- 4.6.2. It is also recommended that, where damage to floorcovering is anticipated as part of the work, eg where new kitchen units are a different size from existing units or a fireplace has to be removed leaving a gap in the carpet, then an additional floorcovering allowance up to the value of £108 can be approved.
- 4.6.3. Where tenants have fitted wooden or laminate flooring and this is unavoidably damaged as part of a Capital Contract, an additional floorcovering allowance can be approved up to the value £108.
- 4.6.4. For clarification, a tenant can receive a maximum of £324 of floorcovering allowances, where all the criteria above are met.

Floor Tiles

- 4.7. Where tiles can be removed and refitted the appointed contractor will carry out this work. Where they cannot be lifted, an allowance will be offered in line with Appendix 1.

Urgent Additional Allowance

- 4.8. This permits an additional payment up to £280 to be made if urgent rehousing is required and where genuine need exists. This is limited to tenants who are either in receipt of Housing Benefit or have particular medical requirements.

Each application will, however, be considered on its own merit. It is proposed to increase this allowance from £280 to £287

Removal and Storage of Furniture

- 4.9. Assistant Project Officer will, where required, arrange removal and storage of tenants' furniture directly with a removal contractor on the tenant's behalf.

Decant Allowance - Tenants Making their own Arrangements for Alternative Accommodation

- 4.10. This is a payment made to tenants who make their own arrangements for alternative accommodation when they require to be decanted from their home. This allowance in 2009/10 was £115 per week or part of week plus a rent abatement for the period that the tenant cannot live in their house. It is proposed that this payment is increased to £118 per week for each adult over 16 years of age in the household. This payment will be made to the tenant of the house.

This allowance will be payable for a maximum of 3 weeks. In any project which is to take longer than 3 weeks, tenants should be offered a decant house from the Council stock as the preferred option.

Where tenants require to be decanted and do not wish to make their own arrangements, varying options are available. The range of options include the use of furnished lets decant accommodation and hotel or bed and breakfast accommodation which includes evening meal. These options are all less cost effective than tenants making their own arrangements.

5. POLICY IMPLICATIONS

This report has been screened for any policy implications sustainability, strategic environmental assessment and equality impact assessment. There are no major issues.

6. CONSULTATIONS

The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive and all Chief Officers have been consulted in the preparation of this report. Dundee Federation of Tenants' Associations and all other Registered Tenants' Organisations have also been consulted regarding this report.

7. BACKGROUND PAPERS

- Tenants Allowances - Housing Committee March 2005 (175-2005).
- Capital Contract Services Working Group - Interim Report - Housing Committee - 26 June 2006 (ref: 390-2006).
- Tenants' Allowances Review - 15 January 2007 (ref: 706-2006).
- Tenants' Allowances Update on 24 March 2008 (ref:143-2008).
- Tenants' Allowances Update on 27 April 2009 (ref:143-2009).

ELAINE ZWIRLEIN
DIRECTOR OF HOUSING

March 2010

TENANTS' ALLOWANCES FROM 1 APRIL 2010

DECORATION ALLOWANCE

The following rooms can qualify for a decoration allowance, subject to the house size, a **maximum** allowance being applied to the final decoration allowance awarded:

Kitchen/Hall and Stairs/Bedrooms/Lounge/Bathroom

Maximum Allowance per Dwelling **From 1 April 2010**

1-apartment.....	£374
2-apartment.....	£468
3-apartment.....	£562
4-apartment.....	£655
5-apartment.....	£748
6-apartment.....	£842

Maximum Allowance per Room..... £95

URGENT ADDITIONAL ALLOWANCE..... £287

STANDARD REDECORATION & FLOORING ALLOWANCE

KITCHEN & BATHROOM CONTRACTS..... £295

FLOOR COVERING ALLOWANCE..... £108

MAXIMUM ALLOWANCE FLOOR COVERING..... £324

BLINDS..... £25

DECANT ALLOWANCE

Tenants making their own arrangements
for alternative accommodation..... £118 per week

(per adult resident in the household over 16 years of age)

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

REPORT ON: SECTION 11, HOMELESSNESS etc. (SCOTLAND) ACT 2003

REPORT BY: DIRECTOR OF HOUSING

REPORT NO: 132-2010

1. PURPOSE OF REPORT

The purpose of this report is to update Committee of the progress which has been made in carrying out the Government legislation requirements of Section 11 of the Homelessness etc (Scotland) Act 2003 which came into force on 1 April 2009.

2. RECOMMENDATIONS

It is recommended that Committee:

- 2.1. Note the contents of this report.
- 2.2. Remit the Director of Housing to update the Homeless Action Plan to reflect performance in this area to ensure that it is monitored at regular intervals.

3. FINANCIAL IMPLICATIONS

- 3.1. None.

4. MAIN TEXT

- 4.1. The Scottish Government is strongly committed to preventing homelessness whenever possible and ensuring it is tackled effectively where it does occur, as was highlighted in the previous Housing Committee Report of 19 March 2007 (Report 180-2007). As such there are greater responsibilities placed on Local Authorities to plan and deliver, by means of early intervention; and for more emphasis to be put on preventative measures to reduce homelessness.
- 4.2. To assist Local Authorities in the prevention of homelessness, Section 11 of the Homeless (Scotland) Act 2003 requires landlords (RSL and Private Rented Sector) and creditors to notify the Local Authority when raising proceedings for possession, or servicing notices relating to mortgages.
- 4.3. The objective of Section 11 is to try and reduce potential homelessness by ascertaining if assistance can be given by the Local Authority or other agencies, to prevent tenants/home owners losing their homes.
- 4.4. Meetings were held with Registered Social Landlords and Private Landlords to discuss the issues involved in Section 11, which was subsequently followed by the introduction of a Homeless Prevention Protocol.

In addition to the aforementioned protocol there was also a document - Tenancy Sustainment Guide for Private Landlords - introduced to assist landlords whose tenants may be in some form of difficulty which could lead to potential eviction. Both these documents are on the Council's Website.

- 4.5. Contact with creditors has not been possible due to the difficulties of determining who they are at any given time, due to the considerable amount of lenders in the market. This issue is being dealt with by the Scottish Government.
- 4.6. All section 11 cases are sent to a central location - Homeless Strategy Team, Shore Terrace - and are subsequently distributed to either the Homeless Prevention Team if they have originated from a Social Registered Landlord or to the Welfare Benefits Section of Social Work Department if they pertain to private Landlords or Creditors/Lenders for investigation and assistance. This process is being reviewed at present as was originally agreed at the commencement of Section 11 to ensure the most efficient and effective methods are being implemented to prevent potential homelessness.
- 4.7. Section 11 will assist the Housing Department consider long term strategies and the planning of these. It is, however, in many ways limited due to the tight timescales involved in Section 11s from the date they are received until the landlord/creditor will take legal action. In view of the above there is the need for more work to be carried out 'pre Section 11 stage', which will be further discussed at the annual review in March 2010. This will assist in further prevention work or will at least provide more adequate timescales, if homelessness is inevitable to be prepared to find alternative accommodation for the individual.
- 4.8. Performance figures for the first nine months are included in Appendix 1.

5. **POLICY IMPLICATIONS**

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

6. **CONSULTATIONS**

- 6.1. The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive and all other Chief Officers have been consulted in the preparation of this Report. No concerns were expressed.

7. **BACKGROUND PAPERS**

- 7.1. The Scottish Government: Statutory Guidance for Local Authorities on Section 11.
- 7.2. Homeless Prevention Protocol.
- 7.3. Tenancy Sustainment Guide for Private Landlords.
- 7.4. Housing Committee Report (180-2007).

ELAINE ZWIRLEIN
DIRECTOR OF HOUSING

1 February 2010

SECTION 11 STATISTICS - APPENDIX 1

1st Quarter 2009 (April - June)	RSLs	Private Rented Sector Landlords	Creditors	Total
Section 11 Notice Referrals	35	9	39	83
Homeless Prevention	30	7	36	73
* Homeless Cases	5	2	3	10
2nd Quarter 2009 (July - September)				
Section 11 Notice Referrals	25	4	54	83
Homeless Prevention	22	2	48	72
* Homeless Cases	3	2	6	11
3rd Quarter 2009 (October - December)				
Section 11 Notice Referrals	44	13	47	104
Homeless Prevention	40	11	43	94
* Homeless Cases	4	2	4	10

* Homeless cases are based on homeless applications which were submitted to the Lily Walker Centre from Section 11 notifications.

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE – 22 MARCH 2010

REPORT ON: THE HOUSING (SCOTLAND) ACT 2006 SECTION 72 STATEMENT - SCHEME OF ASSISTANCE

REPORT BY: DIRECTOR OF HOUSING

REPORT NO: 149-2010

1. PURPOSE OF REPORT

- 1.1. To seek Committee's agreement to the attached Interim Statement of Assistance. This statement sets out Dundee City Council's Scheme of Assistance and outlines the provision of advice, information and assistance, including financial assistance available to homeowners to enable and encourage them to maintain and improve their homes.

2. RECOMMENDATIONS

- 2.1. It is recommended that the Committee:
- a. Approves the attached Interim Statement of Assistance.
 - b. Agrees to a review of the statement at the end of its first year.
 - c. Notes the ongoing discussions with the Scottish Government and COSLA in respect of the availability of suitable loan products and the need to revise our approach to alternative forms of funding once further information is available.

3. FINANCIAL IMPLICATIONS

- 3.1. The cost of delivering the recommendations above will be met from the 2010/11 Private Sector Housing Grant budget.

4. MAIN TEXT

4.1. The Housing (Scotland) Act 2006

- 4.1.1. The Housing (Scotland) Act 2006 introduces fundamental changes to the repair and maintenance of private sector property. It recognises that the primary responsibility for repair and maintenance of private sector property lies with the individual owners. It translates the recommendations of the Housing Improvement Task Force into local authority powers and duties which are designed to encourage and assist owners to carry out repairs and maintenance to their property. It moves away from the previous approach of direct financial assistance, in the form of grants and looks to encourage owners to use their own resources. It achieves this by introducing a new Scheme of Assistance under Part 2 of the Act.

4.1.2. Section 72 Statement

To underpin the new Scheme of Assistance, Local Authorities are required to produce a public statement describing the circumstances in which they will provide assistance and what form that assistance will take - i.e. advice, information, practical assistance or financial assistance in the form of standard loans, subsidised loans or grants.

Publication of the section 72 statement is the point at which the local authority should fully implement all of the new powers. The latest date to achieve this is 1 April 2010.

4.2 **Private Sector Housing Grant**

4.2.1 Private Sector Housing Grant (PSHG) is the main source of finance for the provision of financial assistance to home owners and delivery of the Scheme of Assistance. PSHG now forms part of the General Services allocation and amounts to £2.002m for 2010/11. The statement of assistance has been drafted to take into account the reducing allocation of PSHG and, as it reflects a fundamental change in approach to assisting homeowners, it will be monitored to ensure that its implementation does not result in undue pressure on the budget.

4.3 **Review of the Scheme of Assistance and Statement of Assistance.**

4.3.1 A number of factors will continue to influence and potentially change the scheme including an ongoing review by the Scottish Government and COSLA into how to facilitate the greater availability of affordable lending so that local authorities have access to meaningful alternatives to grant. Secondly a Private Sector House Condition Survey commissioned to help inform our approach to the improvement and maintenance of private sector property is nearing conclusion, having been delayed as a result of exceptionally poor weather over the winter period. The detailed analysis of this survey will help inform and develop the Council's Scheme of Assistance. It is therefore proposed to review the proposed scheme at the end of its first year and bring forward a further report to committee at that time.

5. **POLICY IMPLICATIONS**

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

5.2. There are no major issues at this time.

6. **CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive and all other Chief Officers have been consulted in the preparation of this report. No concerns were expressed.

7. **BACKGROUND PAPERS**

7.1. The Housing (Scotland) Act 2006.

The Housing (Scotland) Act 2006 (Scheme of Assistance) Regulations 2008.

Scottish Government Statutory Guidance.

ELAINE ZWIRLEIN
DIRECTOR OF HOUSING

MARCH 2010

DUNDEE CITY COUNCIL

HOUSING (SCOTLAND) ACT 2006 SECTION 72 STATEMENT

INTERIM SCHEME OF ASSISTANCE

for

PRIVATE SECTOR HOUSING

February 2010

1. **PART 1 - INTRODUCTION**

1.1. **HOUSING (SCOTLAND) ACT 2006**

Part 2 of the Housing (Scotland) Act 2006 introduces fundamental changes to the repair and maintenance of private sector property. It recognises that the primary responsibility for repair and maintenance of private sector property lies with the individual owners. It translates the recommendations of the Housing Improvement Task Force into local authority powers and duties which are designed to encourage and assist owners to carry out repairs and maintenance to their property.

It replaces the previous approach of direct financial assistance, in the form of improvement and repair grants and looks to encourage owners to use their own resources.

Section 72 of the Act requires each local authority to produce a public Statement of Assistance setting out what forms of assistance the Council will provide and who will qualify for assistance. This Statement sets out Dundee City Council's Scheme of Assistance and outlines the provision of advice, information and assistance including financial assistance available to homeowners to enable them to maintain and improve the quality of their homes.

1.2. **VISION**

Our vision is to Improve the Quality of Private Sector Property to Ensure Well Maintained, Safe and Secure Housing.

1.3. **STRATEGY**

The Council's strategic approach to addressing problems in the private sector is outlined in the Local Housing Strategy. This Scheme of Assistance reflects the priorities of the Local Housing Strategy and recognises that the primary responsibility for repair and maintenance of private sector property lies with the individual owners but also seeks to encourage and assist owners to carry out necessary repairs and maintenance to their property through the following means:

- Advice
- Information
- Practical support
- Financial assistance
- Enforcement powers

Available finance is a significant factor in delivering financial assistance and in this respect non-mandatory financial assistance identified in this document is subject to available finance.

The scheme also reflects the following local and national priorities:

- Meeting the needs of people with disabilities
- Providing assistance to enable the elderly, disabled and chronically ill to remain independent in their own homes
- Eradicating Below Tolerable Standard (BTS) housing
- Encouraging and support the completion of mutual repairs
- Encouraging the repair and maintenance of poor quality housing
- Improving energy efficiency and security

1.4. **EQUALITIES**

Our strategy aims is to ensure that in its implementation, it promotes equality and diversity, by ensuring there is no discrimination between persons on grounds of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transgender, age, class, ethical or religious belief, in the delivery of the Scheme of Assistance.

2. **PART 2 - ACCESS TO ASSISTANCE**

2.1. **PRIVATE SECTOR SERVICES UNIT**

The Scheme of Assistance will be administered by the Private Sector Services Unit (PSSU) within the Housing Department. The Unit is a one stop shop approach to private sector housing and is responsible for the delivery of the following services:

- The Scheme of Assistance
- Dundee Care & Repair
- HMO Licensing
- Landlord Registration
- Dundee Landlord Accreditation

The Unit works closely with a number of other service providers and agencies in support of the private sector. These include:

- Environmental Health & Trading Standards (EHTS)
- Trusted Traders Scheme
- Social Work Department (Community Occupational Therapists)
- Anti Social Behaviour Team (ASBT)
- Homeless Services
- Finance Department
- Dundee Energy Efficiency Advice Project (DEEAP)
- Energy Saving Trust
- Welfare Rights
- Department of Work and Pensions (DWP)
- Royal National Institute for the Deaf (RNID)
- Tayside Police
- Tayside Fire & Rescue

Private Sector Services are based at:

Private Sector Services Unit
 Level 6, City House
 Overgate Centre
 DUNDEE DD1 1UH
 Tel: 01382 435408/435423
 Fax: 01382 435418
 E-mail: schemeofassistance@dundeecity.gov.uk

Contact with PSSU can be:

- by phone, e-mail, visit or writing to our office at the above address
- by a home visit for those with mobility problems

Information can also be obtained from the Council's website: www.dundeecity.gov.uk

3. **PART 3 - TYPES OF ASSISTANCE**

3.1. **NON-FINANCIAL ASSISTANCE**

Advice & Information

Dundee City Council can provide advice and information to owners and private tenants to enable them to deal with a range of housing related matters including:

- Arranging adaptations to meet the needs of a disabled person
- The Tolerable Standard
- Lead water pipes
- Carrying out repairs, maintenance and improvements
- Organising common repairs and maintenance
- Maintenance plans and maintenance funds
- Energy efficiency, Energy Performance Certificates and renewables
- Choosing a suitable contractor - Trusted Traders
- Additional funding Sources
- The Repairing Standard in respect of private rented property
- HMO Licensing
- Tenancy matters
- Home safety (Gas, electrical & carbon monoxide)
- Enforcement powers

A range of information leaflets will also be developed and information will be available on the Council's website. Where appropriate, enquiries will be signposted to relevant outside agencies.

Practical Assistance

In addition to general information and advice, practical help will be provided in certain circumstances. This service includes:

- Property inspection reports and maintenance plans to owner occupiers for properties more than 10 years old.
- A Care & Repair Service aimed at the elderly, disabled or chronically ill.
- Referral to the Social Work Department Handyman Service.
- Referral to a range of outside agencies.
- In conjunction with the Occupational Therapy Service, practical help in arranging adaptations to meet the need of a disabled person.
- Support to owners trying to arrange common repairs including coordinating & chairing meetings in neutral venues.
- Energy Efficiency Advice by referral to Dundee Energy Efficiency advice Project and the Energy Saving Trust.
- Landlord training delivered by Dundee Landlord Accreditation.

3.2. **FINANCIAL ASSISTANCE**

With limited Private Sector Housing Grant (PSHG) funding available to assist home owners to repair and improve their homes, the Council have had to prioritise the categories of work which will receive grant assistance. These categories are set out in the relevant Parts of this document and summarised below:

Mandatory Grants - Disabled Adaptations

Mandatory grant (and for some adaptations, discretionary grant) assistance at a minimum rate of 80%, or at 100% when in receipt of certain benefits, is available to carry out adaptations to suit the needs of a disabled person where a recommendation has been received from the Community Occupational Therapy Section of the Social Work Department. Detailed information is contained within **Part 5** of this document.

Discretionary Grants

Subject to the availability of funds, discretionary grant assistance is currently available towards the following categories of work:

- Below Tolerable Standard (BTS) Housing
- Lead water supply pipes
- Serious disrepair
- Common Repairs
- Common door entry systems

Detailed information is contained within **Part 6** of this document.

3.3. **ADDITIONAL FUNDING SOURCES**

Loans

Loans are not available from the Council at this time and neither can the Council offer financial advice. However applicants may wish to explore a range of options including:

- Unsecured personal loan
- Secured personal loan
- Prime mortgage
- Credit Unions

Further information is available on the Financial Services Authority website:

www.moneyadeclear.fsa.gov.uk



All applicants are advised to obtain the services of an Independent Financial Advisor.

National Lending Unit

Scottish Government proposals for a National Lending Unit and a Lending Advisory Service continue to be debated at this time. Further information will be provided as it becomes available.

4. **PART 4 - ENFORCEMENT POWERS**

4.1. **AVAILABLE POWERS**

The 2006 Act provides powers for local authorities to carry out works where owners fail to carry out work or cannot gain the co-operation of other owners to carry out common repairs on a voluntary basis. Enforcement powers include the following options:

Maintenance Order

A Maintenance Order requires the owner of a house to produce and implement a Maintenance Plan to ensure the house is maintained to a reasonable standard. The Order will specify the period of time the owner will have to submit the plan and can require the plan to cover a period of up to five years. The Order can require owners to prepare a Joint Maintenance Plan if it relates to premises which consist of two or more houses.

The Council will consider the use of Maintenance Orders where it considers an owner has not maintained or is unlikely to maintain the property to a reasonable standard. Maintenance Orders will also be considered following work carried out under a Work Notice, a previous Repair Notice or in the case of landlords, work carried out following a Repairing Standard Enforcement Order where it is considered that the benefit of that work could be lost because of a lack of maintenance.

Owners have 21 days to appeal a decision to serve a Maintenance Order.

Maintenance Plan

A Maintenance Plan is a document which sets out a programme of work to secure the maintenance of a house to a reasonable standard. It will cover a period of up to five years, as set out in the Maintenance Order and will have to be submitted to the Council for approval by the date set out in the Maintenance Order.

The plan must specify:

- what maintenance is to be carried out throughout the period of the plan;
- any steps to be taken to carry out the maintenance;
- when these steps are to happen; and
- an estimate of the likely cost.

Joint Maintenance Plan

The following extra provisions will apply:

- the plan must apportion the liability of each joint owner in respect of implementing the plan;
- the plan must apportion responsibility for maintaining the houses to which the maintenance plan relates;
- the owners must appoint a person to manage the implementation of the plan;
- the owners must open and deposit sums into a maintenance account;
- the owners must set out in the plan the arrangements for operating a maintenance account.

The Council has the power to enforce a Maintenance Plan and recharge the cost of enforcement, with interest, to the owners. Recovery will be by means of a Repayment Charge which is secured against the title of the property. No grant assistance will be considered where work is carried out in default by the Council.

The Council will develop maintenance plan templates and make these available to owners.

Missing Shares

Where the majority of owners have agreed to carry out necessary common repairs and cannot gain the co-operation of a particular owner or owners, the Council has the power, on the application of any of the consenting owners, to deposit money into an owners' joint building account to cover the cost of the missing share(s). This option is currently restricted to the missing share of any non co-operating owner where that owner is unable to pay, it is unreasonable to ask them to pay or they cannot be identified or found after reasonable enquiry. Payment of missing shares will be subject to available resources.

A potential future change to this aspect of enforcement powers may allow payment of a missing share where an owner is unwilling to pay.

Where a missing share has been paid on behalf of a non-co-operating owner, grant assistance will not be available to that owner and the Council will seek to recover all expenses incurred including interest and administration costs by means of a Repayment Charge.

Maintenance Account

The Council will consider the introduction of financial assistance towards the reasonable administration fees incurred in setting up a Maintenance Account for common repairs in tenemental property and will also consider the option of introducing financial assistance towards the cost of changing title deeds to support the creation of a building Maintenance Account (Sinking Fund) for common repairs.

Work Notice

Work Notices may be served requiring an owner to carry out repairs and improvements to houses identified within a Housing Renewal Area (HRA) action plan or to houses outwith a HRA which fall below the tolerable standard or are in serious disrepair. Where a Work Notice has been served the owner(s) concerned are entitled to assistance from the Council.

Grant assistance may be provided towards work which falls into an identified discretionary grant category, otherwise assistance will be restricted to non-financial assistance in the form of advice, information and practical assistance. The Council will consider using this power, subject to the availability of resources, where a property is considered to be in serious disrepair and there is no evidence that the owner(s) are taking action to address the disrepair.

Where the Council carry out the work in default following the serving of a Work Notice, no grant assistance will be available and the full cost of carrying out the work including administration charges and interest will be recovered by means of a Repayment Charge.

Housing Renewal Areas

Where there are a significant number of substandard houses in an area or the appearance or condition of houses is adversely affecting the amenity of an area, the Council may consider declaring a Housing Renewal Area (HRA) with the purpose of improving the area.

Where a house is defined in a HRA action plan as a house which the local authority considers to be in a state of serious disrepair and ought to be demolished, the local authority may require the owner of the house to demolish it by the serving of a Demolition Notice.

When considering whether an area is to be declared a HRA, the Council will consult with the owners and representative groups within that area in order to:

- advise on how a HRA operates and what it will mean for that particular area;
- agree on the boundary of the area to be included;
- agree on an appropriate action plan that will ensure that any agreed works can be carried out and;
- advice on what assistance can be provided.

Repayment Charges

Where the Council carry out work in default, the full cost of carrying out the work including administration charges and interest will be recovered by means of a Repayment Charge which is secured against the title of the property, or the site, in the case of demolition. The charge is recoverable in 30 equal, annual instalments and is payable on the same date each year. The owner of the property or anyone interested in it may pay off the charge at any time by agreeing a sum with the Council. Where no agreement can be reached with the Council, a sum can be determined by Scottish Ministers. A registered Repayment Charge is enforceable by the Council even when the title to the property changes hands.

5. **PART 5 - ADAPTATIONS FOR DISABLED PEOPLE**

5.1. **GENERAL ADVICE AND INFORMATION**

Dundee Independent Living Centre (DILC)

Provides a free and impartial service on practical ways of coping with disabilities including:

- a range of daily living equipment for demonstration
- a comprehensive information service
- advice on sources of funding
- qualified and experienced staff to offer advice

The service is for disabled people and their carers, (both paid and unpaid) who live in the Dundee area.

To find out more about how this service can help, contact:

The Dundee Independent Living Centre
 Unit T, Charles Bowman Avenue
 Claverhouse West Industrial Estate
 DUNDEE DD4 9UB
 Tel: (01382) 307635
 Fax: (01382) 502263
 E-mail: DILC@dundeecity.gov.uk

5.2. **ADAPTATIONS**

Dundee City Council has a statutory duty to assess the housing needs of a disabled person and to meet the eligible assessed needs. Where this results in a recommendation for an adaptation to be carried out to provide standard amenities, the Council is required to provide mandatory grant funding. This statutory duty extends to tenants within the private rented market. The aim is to assist homeowners or private tenants to remain independent and living within their own homes and within the community in which they are familiar.

Dundee City Council view adaptations for the needs of disabled persons as only one element of an overall package. In order to fulfil this view, all applications for assistance to provide adaptations to private sector housing will be based on an assessment carried out by the Community Occupational Therapy Service. The service may be delivered along with other social work or health services.

Assessed need will be determined using the Occupational Therapy Service's published '*Criteria for the Provision of Equipment and Adaptations in the Homes of People with Disabilities*'. This document is available at:

http://www.dundeeccity.gov.uk/dundeeccity/uploaded_publications/publication_1188.doc

Who Can Apply?

The person for whom the service is requested must be a 'disabled person' as set out in the terms of the legislation. These disabilities include physical disabilities, learning disabilities, mental health problems and sensory impairments.

As well as owner occupiers, private rented sector tenants can apply, with the permission of their landlord. A landlord cannot unreasonably withhold his permission. Further information including the right of appeal against a landlord's decision is available from Private Sector Services. Reinstatement grants may be available to landlords.

The house to be adapted must be the only or main residence of the disabled person and must be within the local authority area. If more than one disabled person is resident in the household then the assessed needs of all parties will be addressed. The adaptation must be essential or of major importance to the person or carer(s) because of the nature of the disability.

Requesting an Assessment

To request an assessment for assistance to adapt your home you can contact Dundee City Council's Community Occupational Therapy Service or you can ask your GP, Community Nurse, Health Visitor etc. to contact the service on your behalf. Dundee Care & Repair can also make a referral on your behalf.

The service can be accessed directly by contacting:

Occupational Therapy Services
Dundee Independent Living and Community Equipment Centre
Claverhouse West Industrial Estate
Unit T, Charles Bowman Avenue
DUNDEE DD4 9UB
Tel: 01832 307645 Fax: 01382 505236

Assessment Process

Staff from the Community Occupational Therapy Service will visit disabled people in their home to discuss their needs and carry out an assessment. If an adaptation to the home is the agreed solution, the Occupational Therapist will confirm the need, identify the proposed works and forward a recommendation to the Private Sector Services Unit. Only Community Occupational Therapy staff employed by Dundee City Council can make a recommendation.

Practical Assistance

Once a recommendation has been made, applicants will be given assistance to plan how they wish to progress with the recommended work. This may be in the form of direct assistance from the Occupational Therapist and/or the Private Sector Services Unit. Where the nature of the works requires the appointment of a Professional Agent guidance will be given. Dundee Care & Repair service can also provide practical assistance to qualifying individuals to carry out minor works. Refer to **Part 8** for more information on Care & Repair.

5.3. **FINANCIAL ASSISTANCE**

Mandatory Grant Assistance

Mandatory grant assistance at a rate of 80% is available towards the approved cost of recommended adaptations and/or provision of standard amenities. This includes:

- WC
- wash hand basin
- level access shower
- over bath showers
- ceiling track hoists
- extensions to the main structure of the home to accommodate standard amenities but not living accommodation
- adaptations to kitchens to ensure wheelchair access
- widening doors within the home to provide wheelchair access
- provision of external ramps to enable wheelchair access

Grant assistance at a rate of 100% is available where the applicant, the applicant's spouse or civil partner, any person on whom the applicant is dependant or who is dependant upon the applicant or anyone who resides or intends to reside with the applicant is in receipt of one of the following benefits:

- income support
- income based job seeker's allowance
- the guarantee element of pension credit
- employment support allowance (income related)

Where an applicant chooses to carry out works beyond the minimum recommendation which none the less meet the needs of the disabled person, grant assistance equivalent to the amount that would have been given towards the minimum recommendation will be considered where the Community Occupational Therapist confirms that the proposed work meets the needs of the disabled person.

Discretionary Grant Assistance

Discretionary grant assistance is available, subject to available funding, at a rate of 80% towards the approved cost of the following recommended works:

- stair lifts both straight and curved to access standard amenities
- adaptations to kitchens to meet the needs of a wheelchair user
- through floor lifts
- raising or lowering of power points and switches
- other adaptations required to specifically meet the needs of a disabled person and recommended by the Community Occupational Therapist

The Social Work Department do not recommend external stair-lifts.

Grant assistance at a rate of 100% will be made available, subject to available funding, where applicants, the applicant's spouse or civil partner, any person on whom the applicant is dependant or who is dependant upon the applicant or anyone who resides or intends to reside with the applicant is in receipt of one of the following benefits:

- income support
- income based job seeker's allowance
- guarantee element of pension credit
- employment support allowance (income related)

Where an applicant chooses to carry out works beyond the minimum recommendation which none the less meet the needs of the disabled person, grant assistance equivalent to the amount that would have been given towards the minimum recommendation will be considered where the Community Occupational Therapist confirms that the proposed work meets the needs of the disabled person.

Extending Living Accommodation

Where a property is extended solely to create space for a standard amenity such as a bathroom, the cost will be eligible for mandatory grant. Where an extension is used to provide standard amenities and living accommodation, only the element containing the standard amenities will receive mandatory grant.

Consultants Fees

Reasonable costs which are attributable to obtaining professional or technical advice regarding any proposed adaptations may be included as an eligible expense, e.g. the cost of producing drawings for Planning or Building Warrant purposes. The Council may consider grant assistance towards fees incurred where the work has been aborted due to unforeseen circumstances.

VAT

Most adaptation work is VAT exempt. A VAT Exemption form is available from your Occupational Therapist. This should be completed and given to your contractor.

Additional Funding Sources

Where an applicant is not eligible for a 100% grant and there is a gap in funding, advice on sources of alternative funding will be provided by either, the Disability Living Centre, Dundee Care & Repair or Private Sector Services.

Reinstatement Grants

Will be considered towards the reinstatement of let properties which have previously been adapted by a landlord for a tenant following a recommendation by the Community Occupational Therapy Service and where there is no demand for the adapted property. Grant assistance will be subject to available finance. Where grant assistance is not available, the Council will offer advice on the scope of works required to reinstate a property, any statutory approvals required and on the selection of a suitable contractor to execute the necessary works.

Alternative Housing

Where it is impractical to adapt a house to suit the needs of a disabled person, the Council may provide financial assistance with the legal/removal costs associated with the purchase of a property which meets or could be adapted to meet the needs of the disabled person. This will only be considered where all other alternative options have been explored and on an individual basis.

Withdrawal of Grant

Should an applicant choose to move or sell the property, while work is being carried out, grant assistance will not be paid. If any of the conditions detailed in Section 82 of the Housing (Scotland) Act 2006 are breached, the local authority may demand repayment, as specified in Sections 86 and 87 of the Act.

Social Work Department funding or recommendations of adaptation will not normally be repeated (for a period of five years) where the client of their own volition moves to less suitable housing.

Application Process

The application process can vary depending upon the nature of the work to be carried out. Further information can be obtained from Private Sector Services or your Community Occupational Therapist.

Appeals

An applicant has the right of appeal, should they disagree with the level of grant assistance awarded. Such an appeal must be made in writing to the Private Sector Services Manager and must be made within 21 days from the date of offer of grant. Should you remain unhappy with the decision, the Corporate Complaints Procedure should be followed.

6. **PART 6 - REPAIRS AND IMPROVEMENTS**

6.1. **WORKS TO IMPROVE HOUSE CONDITION**

With limited Private Sector Housing Grant (PSHG) funding available to assist home owners to repair and improve their homes, the Council have had to prioritise the categories of work which will receive discretionary grant assistance. These categories are set out below but are subject to review.

Discretionary Grants

Subject to the availability of funds and the applicant's financial circumstances, discretionary grant assistance is currently available towards the following categories of work at the percentage grants indicated. **Professional landlords will only be considered for grant assistance towards common repair works.** Landlords should be aware of their obligations to meet the Repairing Standard. The categories of work and percentage grants indicated below are subject to periodic review and may be subject to change:

- | | |
|--|---------------------|
| • Below Tolerable Standard (BTS) Housing | 40% |
| • Lead water supply pipes | 40% |
| • Serious disrepair | 40% |
| • Common Repairs | |
| ◦ Owner occupier | 40% |
| ◦ Non professional landlord | 40% |
| ◦ Professional landlord | 25% |
| ◦ Commercial Premises | 25% |
| • Common door entry systems (fixed sum) | up to £250 per flat |

The Council reserves the right to exercise its discretion to consider works out with the above categories for grant assistance where there are considered to be exceptional circumstances.

Approved Expense Limit

The approved cost of works to which the relevant grant percentage will be applied will be based on the balance of the cost of the proposed work after any owner's contribution from personal savings has been taken into account.

The maximum approved cost of works for grant purposes is £20,000.

Owner's Contribution

The first £6,000 of an owner's personal savings will be ignored, however any personal savings above this figure will be deducted from the approved cost of the works prior to the calculation of grant.

Minimum Eligible Cost Of Works

Grant assistance will not be considered for works below the value of £500 per applicant. This does not apply to door entry systems which are the subject of a fixed award.

Additional Works

Applicants may be asked to carry out additional works which do not fall into the above categories and will therefore not be grant aided. The completion of any additional work will be a condition of any grant awarded.

Work Carried Out In Default (Enforcement Powers)

Grant assistance will not be available or will be withdrawn where enforcement powers have been used and work is carried out in default by the Council. Refer to **Part 4** above for information on Enforcement Powers.

Tolerable Standard

A dwelling meets the Tolerable Standard if it:

- is structurally stable;
- is substantially free from rising or penetrating damp;
- has satisfactory provision for natural and artificial lighting, for ventilation and for heating;
- has satisfactory thermal insulation;
- has an adequate supply of wholesome water available within the house;

- has a sink provided with a satisfactory supply of both hot and cold water within the house;
- has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house;
- has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and suitably located within the house;
- has an effective system for the drainage and disposal of foul and surface water;
- in the case of a house having a supply of electricity, complies with the relevant requirements in relation to the electrical installations for the purposes of supply;
 - "the electrical installation" is the electrical wiring associated components and fittings, but excludes equipment and appliances;
 - "the relevant requirements" are the electrical installation is adequate and safe to use
- has satisfactory facilities for the cooking of food within the house; and
- has satisfactory access to all external doors and outbuildings.

Lead Water Supply Pipes

Where the lead content in the drinking supply is determined by testing, to be above the current EU limits, grant assistance will be considered towards the replacement of the lead supply piping to the drinking supply only. Testing of the water supply is carried out by the Environmental Health & Trading Standards (EHTS) Department of Dundee City Council. Contact Details are:

Environmental & Health & Trading Standards Department
 1 Highland Chief Way
 Claverhouse West Industrial Park
 Claverhouse
 DUNDEE DD4 9UA
 Tel: (01382) 436245
 Fax: (01382) 436226
 E-mail: ian.howe@dundeecity.gov.uk

Serious Disrepair

A dwelling will be considered to be in serious disrepair for grant purposes where one or more primary elements of the building require significant repair or replacement. This decision will be based on the professional judgement of the inspecting officer.

The primary elements of the building are:

- Wall structures (excluding windows and doors)
- Internal floor structures
- Foundations
- Roof structures

Common Repairs

The criterion for common repairs requires that:

- the building comprises two or more houses/flats, or a house/flat or houses/flats and other premises;
- the work will benefit two or more houses or flats.
- the costs will be shared among the owners or occupiers

Asbestos

Grant assistance will be considered towards the removal of asbestos where there is an immediate and ongoing risk to health which affects the day to day occupation of the dwelling. Where asbestos presents no risk to health within the living accommodation, grant assistance will not be considered.

Owner Occupier

Owner occupiers in non-tenemental property will be eligible for grant assistance at the specified rate where the property is more than 10 years old and has been owned and occupied by them for a minimum of 2 years prior to the date of application. The 2 year occupation period will not apply to common repairs in tenement buildings. The Council will consider exceptional circumstances on a merit basis where any necessary qualifying works are considered to have been unforeseen.

Non-Professional Landlords

Defined as a landlord owning a single dwelling for let, where the property is held on a personal basis and not through a company.

Professional Landlords

Defined as a landlord who owns more than one dwelling for let.

Commercial Premises

Commercial premises will only be eligible for grant assistance where Common Repairs are being carried out where a Work Notice has been served. Grant assistance at the specified rate will be available to the person responsible for the repairs.

Common Door Entry Systems

A fixed award amounting to £250 or the cost of installation, whichever is the less, is available to all owners towards the installation of a secure door entry system.

Pre-Application Inspections

Where there is doubt as to whether the work an owner proposes to carry out falls into an eligible category, a pre-inspection of the property can be carried out. This can be arranged by contacting the Unit at the address/telephone number shown on page 6. The outcome of the inspection will determine whether an application for grant will be accepted. Whatever the outcome, a property inspection report and maintenance plan will be provided.

Application Process

The application process can vary depending upon the nature of the work to be carried out. Application Forms and further information can be obtained from Private Sector Services.

Appeals

An applicant has the right of appeal, should they disagree with the level of grant assistance awarded or a refusal to provide assistance. Such an appeal must be made in writing to the Private Sector Services Manager and must be made within 21 days from the date of offer of grant. Should you remain unhappy with the decision the Corporate Complaints Procedure should be followed.

7. **PART 7 - CONDITIONS OF GRANT**

7.1. **STANDARD CONDITIONS OF GRANT**

Recording Dues

For each grant awarded we will complete and register a Notice of Payment of Grant in the Land Register. We will deduct the administration fee for this, currently charged at £30. For properties purchased after 1 April 1999, which can be processed using an electronic method of recording payment of grant, the cost is £20.

Conditions of Grant

In accepting grant assistance, the applicant agrees to give their consent to be bound by the following conditions of grant for a period of 5 years from the date on which in the opinion of the local authority, the house first becomes fit for occupation after completion of the works:

- The house shall not be used for purposes other than those of a private dwelling house. For the purposes of this paragraph a house shall not be deemed to be used for purposes other than those of a private dwelling house by reason only that part thereof is used as a shop or office, or for business, trade or professional purposes.
- The house shall not be occupied by the owner or a member of his family except as his only or main residence.
- All steps as are practicable shall be taken to secure the maintenance of the house, including common areas, in a good state of repair.

Breach of any of these conditions may result in the grant having to be repaid with interest.

If the applicant moves or sells the property whilst work is being carried out, grant will not be paid. Any interim payments would have to be repaid.

If any of the conditions detailed in Section 82 of the Housing (Scotland) Act 2006 are breached, the local authority may demand repayment, as specified in sections 86 and 87 of the Act.

8. **PART 8 - DUNDEE CARE & REPAIR**

8.1. **DUNDEE CARE & REPAIR**

Care & Repair is an important service for people living in private sector housing. The aim of Dundee Care & Repair (DC&R) is to improve the quality of life for older people and people of any age with disability or chronic illness, who are living in unsatisfactory housing conditions. This can be achieved by the provision of practical advice and assistance with necessary improvements and repairs, which will allow clients to remain comfortably and safely in their own homes.

Enquiries to Care & Repair

Enquiries can be made by telephone, by letter, or in person at the front desk of our office, and will result in advice being given or a Small Repairs Award or a Care & Repair Grant. The outcome of the enquiry is dependant upon the nature of the proposed work, whether or not the person qualifies for financial assistance and the cost of the proposed work.

Contact telephone numbers for Dundee Care & Repair are:

(01382) 435412/435422

Who Can Apply?

DC&R assist people of all ages and across all housing tenures with advice, however, financial assistance can only be given to those meeting certain criteria. To qualify for financial assistance a person must be:

- In receipt of State Retirement Pension, a home owner or tenant in privately rented accommodation and be on a low or limited income. Income levels will be assessed however those in receipt of the guarantee element of Pension Credit or in receipt of Direct Council Tax benefit will automatically qualify.
- OR**
- A home owner or tenant in privately rented accommodation of any age, having a disability or chronic ill health (in receipt of Disability Living Allowance or Incapacity Benefit) and be on a low or limited income. Income levels will be assessed however those in receipt of Income Support or in receipt of Direct Council Tax benefit will automatically qualify.

NB Assistance may be given to Council or Housing Association tenants, but only if the applicant meets the qualifying criteria for financial assistance and the work is deemed necessary and is not the responsibility of the Council or Housing Association to carry out. (e.g. repairing a shower installed by the tenant)

Advice

Advice can be as simple as giving information in a telephone call to assisting with the arrangement of substantial improvement or repair works. DC&R also help people access services such as:

- Social Work - Occupational Therapy, Welfare Rights, Community Alarm
- Social Work Handyperson Service
- Department of Work and Pensions - Pension Service
- Energy Assistance Package & Energy Savings Trust
- Dundee Energy Efficiency Advice Project, DCC
- Trusted Trader scheme run by Trading Standards, DCC
- Royal National Institute for the Deaf (RNID)

Small Repairs Award

Small Repairs are classified as works costing up to £375 + VAT (i.e. £440.63) and provided that the cost of the works do not exceed this amount, an applicant would not have to make any personal contribution to the cost. For works costing more than £375 + VAT, clients must agree to pay the excess amount before works can be instructed.

Examples of the some of the Small Repair works are as follows:

- Security - Replacement door locks, fitting door locks, window locks and door viewers, fitting security lighting, repairing fencing.
- Repairs to doors and windows
- Roof repairs
- Repairing or replacing rainwater goods
- Repair to older gas boilers and central heating systems
- Plumbing repairs to kitchen and bathroom facilities

- Repairs to electrical installation (wiring, sockets, distribution board, etc)
- Repairs to pathways and access steps

Care & Repair Grant

This type of grant can be applied for if the cost of the necessary work significantly exceeds the maximum Small Repairs Award but by its nature would not attract assistance with a Discretionary Repairs or Improvement Grant. The applicant must also meet the appropriate criteria for financial assistance from DC&R. Grant assistance is available at a rate of 40%.

8.2. **HANDYPERSON SERVICE**

The Handyperson Service, as part of Dundee City Council's Home Care Service, is committed to sustaining and supporting people in their own homes by undertaking certain maintenance tasks and a home safety assessment.

The service cannot provide an emergency response and there may be a need to prioritise the availability of the service. The service's priority is to help those who are of a pensionable age, chronically sick or disabled or on a low income.

All the Handyperson Service staff are appropriately trained in respect of Health & Safety Requirements, however the staff are not employed as a tradesperson but can offer advice about the Trusted Trader Scheme organised by EHTS.

The type of tasks the Handyperson Service can undertake include:

- changing light bulbs
- installing smoke alarms and replacing batteries
- taking down and putting up curtains
- undertaking safety checks of household electrical items, e.g. kettles
- moving furniture within a room
- undertaking a home safety assessment

A request for this service can be made to the Handyperson Team, who can provide more information on this service and advise you of any costs that may be involved:

Handyperson Service
Units 5/6/7 Slessor Court
Claverhouse Industrial Estate
DUNDEE DD4 9UA
Tel: (01382) 432437
Fax: (01382) 432434

9. **PART 9 - ENERGY EFFICIENCY**

9.1. **THERMAL INSULATION**

The Tolerable Standard requires that a dwelling has satisfactory thermal insulation and where a house falls below this standard grant assistance will be available where no other form of grant assistance is available. The Council may refer an applicant to alternative forms of grant and will also signpost applicants to a range of sources of advice and grant assistance with a view to improving the energy efficiency of private sector housing, reducing carbon emissions and reducing fuel poverty. Advice is available from a number of specialist agencies including:

9.2. **DUNDEE ENERGY EFFICIENCY ADVICE PROJECT (DEEAP)**

DEEAP provides free, impartial advice and information on all aspects of energy use from general advice on energy efficiency to getting the best from your fuel supplier. Advice on energy issues includes:

- Billing problems
- Heating demonstrations
- Insulating your home
- Benefit checks
- Dampness and condensation problems
- Fuel supplier issues

Energy advisors can give advice that can help you save money on your fuel bills and make your home easier to keep warm. An advisor will arrange to visit your home to assess its energy efficiency and suggest ways to make it more efficient.

9.3. **ENERGY SAVING TRUST**

The Energy Saving Trust are an independent, UK-based organisation, funded by the UK government, devolved governments and the private sector, focusing on promoting action that leads to the reduction of carbon dioxide emissions - a key contributor to man-made climate change.

They are the source of free advice and information for people looking to save energy, conserve water and reduce waste.

They are impartial, and not tied to any particular commercial organisations or driven by political or corporate motivations.

Energy Assistance Package

The Energy Assistance Package gives advice and support to help you maximise your income, cut your fuel bills and make your home warmer and more comfortable. The Energy Assistance Package was created following a recommendation from the independently chaired Scottish Fuel Poverty Forum and replaces the Central Heating and Warm Deal programmes. The package has 4 stages, each with different levels of advice and support depending on your circumstances:

- Stage 1 - Energy Advice on how to make your home as energy efficient as possible.
- Stage 2 - Benefit and Tax Credit Check and access to lowest-cost energy tariffs.
- Stage 3 - Free insulation from an energy supplier to make your home more energy efficient.
- Stage 4 - Free measures funded by the Scottish Government to make your home more comfortable and cheaper to heat, e.g. heating measures and insulation.

Stage 1 is available to all homeowners and tenants of private sector landlords in Scotland. Access to the other stages is assessed by an energy advisor from the Energy Savings Trust.

Energy Saving Scotland Home Renewables Grants

If you own your home and want to be more self-sufficient, then a grant may be available to assist you. The Energy Saving Scotland home renewables scheme is managed by the Energy Saving Trust in Scotland on behalf of the Scottish Government. Grants of 30%, up to £4,000, of the total cost of products and installation are available.

There are different types of renewable energy available, and those covered by the scheme include wind turbines, micro-hydro turbines, solar water and space heating, solar electricity and ground, air and water source heat pumps.

This grant scheme applies only to residential buildings in Scotland. You must be the owner and resident of the property, or a builder and developer applying on behalf of the future homeowner.

Boiler Scrappage Scheme

You may be entitled to get assistance with a new A-rated boiler or renewable heat technology, when you scrap your old, inefficient boiler. This scheme is due to be implemented in Scotland in April 2010.

Energy Saving Scotland Home Loans

Energy Saving Scotland home loans are interest free and can help you stop wasting energy, lower fuel bills and tackle climate change.

This scheme is managed by the Energy Saving Trust in Scotland on behalf of the Scottish Government.

Loans of between £500 and £10,000 are available. The loans are interest free so you only pay back what you borrow.

Loans can be combined with grants such as the [Energy Saving Scotland home renewables grants](#) and funding from fuel suppliers under the [Carbon Emission Reduction Target](#).

You can borrow money to:

- Install cavity wall or solid wall insulation and/or loft insulation;
- Install renewable energy systems, such as wind turbines, solar water heating, heat pumps, small scale hydroelectric schemes and wood fuel heating systems;
- Replace old, inefficient boilers.
- For all the above initiatives co-ordinated by the Energy Savings Trust, you can telephone their contact centre on 0800 512 012.



www.energysavingtrust.org.uk energy saving trust*

9.4. DUNDEE SUN CITY AND SUN CITY HOUSE

Solar Cities Scotland in partnership with Dundee City Council and energy efficiency agency SCARF has developed a demonstration house in the Whitfield area of Dundee. The Sun City House provides a focus for demonstration, education, advice and information about domestic scale renewable energy, energy efficiency and sustainable construction to households and the general public in Dundee and throughout central and north east Scotland.

Unlike most “eco-house” type demonstration projects, the Sun City House is not new build, but a major refurbishment and remodelling of a poorly constructed and thermally inefficient janitor’s house built in the 1960s.

It showcases technologies, materials and methods of construction that can be retrofitted to existing housing stock, where the major challenge lies in reducing greenhouse gas emissions from the domestic sector in the UK. It acts as a shop window to offer ideas to everyone, on every income, to help them reduce their home's impact on the environment, be it low energy lighting, a solar water heating system or a sun space extension.

Funding for the Sun City House has come from Dundee City Council, Sust, and the DTI through the University of Strathclyde. The project would not be possible however without the overwhelming support from the private sector through donations of goods and services that has been received.

The Sun City House has been open to the public since November 2008 and since then has attracted over 700 visitors. SCARF's Energy Saving Scotland Advice Centre Staff are the tenants of the Sun City House. They provide guided tours as well as impartial advice and information for householders on how to do this at home.

For further information contact:

E-mail: house@dundeesuncity.org.uk

or: www.dundeesuncity.org.uk

10. **PART 10 - DUNDEE TRUSTED TRADER SCHEME**

10.1. **DUNDEE TRUSTED TRADERS SCHEME**

The Dundee Trusted Trader scheme is a local business partnership scheme aimed at increasing consumer confidence, promoting good practice within local small business, and helping protect citizens from doorstep crime.

Dundee City Council Trading Standards service and the members of this scheme are committed to improving standards of business operation and customer care and in this respect, it is a condition of membership of the scheme that members adhere to Code of Practice.

Dundee Trading Standards will:

- Provide a fair and impartial service for both traders and consumers.
- Ensure compliance with consumer protection legislation, and agree to carry out any investigations promptly and fairly.
- Provide advice on both civil and consumer protection legislation upon request.
- Assist with staff training if required, and where resources permit.
- A nominated officer will act as Liaison Officer for the business and the contact point for the provision of advice and assistance.
- Provide appropriate advice to a consumer following a complaint to the Service. Civil complaints will be referred to the contact point specified in the application form and the Liaison Officer. Where a complaint cannot be resolved, the Service will attempt to mediate between the two parties or recommend arbitration through a trade association if appropriate, or action through the court system.
- Provide an appropriate level of promotion of the scheme and its members.
- Conduct regular reviews of the scheme.
Reserve the right to revoke membership of the scheme where traders pursue a course of business conduct detrimental to consumer's interests, or in conflict with the Code of Practice.
- Reserve the right to publicise the removal of traders from the scheme where appropriate.

Contact Details:

Trading Standards Service
Environmental Health and Trading Standards Department
Dundee City Council
Unit A Highland Chief Way
Claverhouse West Industrial Park
DUNDEE DD4 9UA
Tel: (01382) 436260
Fax: (01382) 436283
E-mail: trusted.trader@dundeecity.gov.uk
Trading Standards: <http://www.trustedtrader.info/index.htm>



REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22ND MARCH 2010

REPORT ON: NATIONAL HOUSING TRUST INITIATIVE

REPORT BY: JOINT REPORT BY DIRECTOR OF HOUSING AND DIRECTOR OF FINANCE

REPORT NO.: 165-2010

1. PURPOSE OF REPORT

- 1.1. To inform the Committee of the National Housing Trust (NHT) which will allow for the delivery of homes for mid market rent whilst stimulating the house building market.
- 1.2. To provide Committee with details on the processes for the potential implementation of the NHT scheme to provide homes for mid market rent within Dundee City Council area.

2. RECOMMENDATIONS

- 2.1. The Committee is requested to note the NHT scheme proposals and to agree the inclusion of Dundee City Council within the Prior Information Notice (PIN) to ascertain potential interest from local developers.

3. FINANCIAL IMPLICATIONS

- 3.1. The Council would be required to undertake additional prudential borrowing within the General Fund to fund 65% of each NHT scheme within the Council. It is expected that this borrowing would not exceed the cost of 50 houses with the Council's share estimated to be £4.225 M.
- 3.2. In accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code Councils must ensure their prudential borrowing plans are affordable, prudent and sustainable. The Scottish Government will ensure that any additional borrowing specifically for NHT purposes will not affect prudential borrowing limits.
- 3.3. There is no financial risk to the Council since the Scottish Government will provide guarantees to underwrite the repayment of any borrowing in the event that rental or sales incomes is insufficient to repay the Public Works Loan Board (PWLB) loans.

4. MAIN TEXT

Background

- 4.1. The Scottish Government is committed to increasing the supply of affordable housing from all sources of funding available for this purpose. The credit crunch and the implications for public and private financing constitute a very significant challenge for the Scottish Government, Councils and RSLs. Therefore alternative approaches to funding affordable housing are essential. The proposal for an NHT, closely linking with the public and private sectors, will help boost the number of affordable units and realise wider economic recovery benefits, e.g. by kick starting mothballed sites. The target is to provide 1,000 - 2,000 homes nationally under the NHT scheme. It is estimated that 1,100 jobs could be sustained for every 1,000 new homes.

- 4.2. The NHT aims to assist in meeting housing need. Rents set at 80% of local housing allowance will make rents affordable to households on low to moderate incomes (£15,000 - £25,000 per year). Thus rent levels would be:
- 2-bedroom - £92.31 per week
 - 3-bedroom - £120.00 per week

Rents would also be accessible to those qualifying for Housing Benefit. Tenancies will be on the basis of six month short assured tenancies so will not provide a home for life.

- 4.3. The NHT scheme would require a special purchase vehicle (SPV) for each participating Council. The SPV would be companies limited by shares, the shareholders being the Council, the NHT and the developer. The developer preference shares would be non controlling shares, which would enable payment of any surplus generated up to the maximum threshold set at 20%. The SPV Board would comprise three NHT Directors, one Council appointed Director and one developer appointed Director.
- 4.4. Completed properties would be purchased via a take out agreement with developers. Developers can therefore complete developments knowing that properties will be sold to the SPV on completion at an agreed price.

Financing the Purchase of Properties

- 4.5. The SPV would pay the developer 65% of the agreed purchase price when it purchases the completed properties. This amount would be borrowed from the PWLB by Dundee City Council. The borrowing would be part of the Council's General Fund borrowing.
- 4.6. The remaining balance of funding (35%) would come from the private sector and be split between a loan note (5%) and equity (30%). Thus risk to public financing is minimised by the developer bearing risk on achieving their return from future sales prices of the properties and the Council receiving a guarantee from the Scottish Government that it would underwrite the repayment of borrowing in the event that rental or sales income is insufficient to pay the PWLB.
- 4.7. When properties are sold in the future, the sales proceeds would be first used to repay Council PWLB borrowing. Loan note capital is repaid next. Developers holding the equity funding element would receive returns on their investment up to 20% with any additional surpluses being accrued to the Council and the Scottish Government.

Procurement

- 4.8. The properties would be procured by the NHT under the Scottish Statutory Instrument 2006 No. 1 - Public Contracts (Scotland) Regulations 2006 and comply with European procurement rules. Successful bidders would be selected on value for money criteria, a combination of price and match to identified need in a defined region.
- 4.9. The NHT procurement strategy is being finalised. Procurement is likely to be based on a regional basis. As part of this process the NHT will shortly publish a Prior Information Notice (PIN) in the Official Journal of the European Union (OJEU). This PIN notice will give information on likely future agreements and allows formal dialogue with the market. The PIN does not commit the NHT to proceed to procurement. It is an important mechanism to firm up and identify market enthusiasm for the initiative. It will also help inform in which areas potential developers and sites are most likely to exist.

- 4.10. The NHT is requesting that local authorities which are interested in the scheme authorise the inclusion of their details within the PIN in order to attract interest from local developers. This does not commit local authorities named in the PIN to proceed.

Demand for Mid Market Rent

- 4.11. The Scottish Government will work with Councils to provide the necessary analysis and evidence for the potential demand for mid market rent in Council areas. Based on an area procurement of 50 units under the scheme at an average cost of £130 K. per unit the necessary prudential borrowing would be 65% of £6.5 M., i.e. £4.225 M.

Management of the Properties

- 4.12. Developers will be required to submit details of suitably qualified property managers (RSLs/private sector management agents) which will manage the properties when submitting their bids.

Property Sales

- 4.13. It is intended that the NHT scheme would last for 5-10 years. Five years would be the minimum period that developers would be required to retain their loan note/ equity investment.
- 4.14. The stock could be disposed of by the sale of the entire NHT portfolio, sale of the entire portfolio of each SPV or by the sale of individual properties.
- 4.15. Properties could potentially be sold to private landlords, existing mid market tenants and Councils/RSLs. Councils would be given the right of pre-emption to properties within their local authority area.

Tenancy Management

- 4.16. The mid market tenants would occupy the properties on short assured tenancies on a six monthly basis. At the end of the NHT period tenants could purchase the properties or become tenants of an acquiring landlord. The situation will be managed to minimise disruption to tenants.

Summary

- 4.17. The NHT scheme provides a potential for good quality homes for mid market rent to be provided. The Council would be required to commit resources by provide PWLB borrowing to finance 65% of the cost of completed homes at agreed costs. The borrowing would be backed by Scottish Government guarantees and does therefore not incur risk. There is the potential for the Council to obtain a return on its investment depending on the housing market 5-10 years into the future. The additional homes would assist developers in difficult economic circumstances and during the continuing recession in the construction sector. The scheme would protect and enhance job opportunities within the construction sector in Dundee. The scheme would assist those on lower incomes to meet their housing needs assisting the Council in meeting housing need and prevention of homelessness within the City.

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 and Risk Assessment. There are no major issues.

6. **CONSULTATIONS**

- 6.1. The Chief Executive, Depute Chief Executive (Support Services), Assistant Chief Executive 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

Marjory Stewart
DIRECTOR OF FINANCE

March 2010

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

REPORT ON: TAYSIDE AFFORDABLE HOUSING PARTNERSHIP

REPORT BY: DIRECTOR OF HOUSING

REPORT NO.: 184-2010

1. PURPOSE OF THE REPORT

To consider progress and to recommend the next steps towards establishing the Tayside Affordable Housing Partnership.

2. RECOMMENDATIONS

It is recommended that Committee agree to:

- 2.1. Remit the Director of Housing to continue discussions with interested parties with a view for forming the Tayside Affordable Housing Partnership (TAHP).
- 2.2. Remit the Director of Housing to identify a preferred partner for the procurement of the affordable housing and council new build programme in Dundee.
- 2.3. Remit the Director of Housing to facilitate opportunities for co-operation between preferred partners identified by neighbouring Councils for procurement of the affordable housing programme.
- 2.4. Remit the Director of Housing to report progress to Committee on a regular basis.

3. FINANCIAL IMPLICATIONS

- 3.1. The current affordable investment programme is funded from a variety of sources including Housing Association Grant and Housing Association and Council Funds.
- 3.2. It is anticipated significant efficiency savings and value for money can be achieved across the programme if a partnership approach is established.

4. BACKGROUND

Reference is made to Report No. 504-2008 approved at Committee on 26 January 2009.

That report considered:

- the context in which the Dundee and Tayside affordable housing investment programme is operated;
- noted the opportunity for savings were the multiple and competing processes of site development to be streamlined;

- discussed the potential for enhancing value for money, quality and delivery performance by moving to a procurement process based on a partnership within the Dundee area and across Tayside authority areas;
- considered the further efficiency and procurement savings that could be achieved by adopting a lead developer to deliver the Dundee and potentially the Tayside area affordable housing programme.

4.2. The report also remitted the Director of Housing to engage with interested parties with a view to forming the Tayside Affordable Housing Partnership and reporting progress to Committee on a regular basis.

5. **PROGRESS TO DATE**

- 5.1. Following the remit given by the Council the Director of Housing has engaged in discussions with neighbouring authorities, housing associations operating in the area and the Scottish Government.
- 5.2. Guidance on the procurement process for the affordable housing programme from the Scottish Government directs councils towards identifying a preferred partner or partners who will operate in the council area but may also operate across council boundaries. The primary concern is to appoint a partner who can best meet local needs and priorities.
- 5.3. The development of the TAYplan agenda and the associated Housing Market Area housing needs assessment will necessitate inter authority corporation on housing issues within the Dundee, Angus, Perth and Kinross and Fife Council areas. To this end the Chief Housing Officers of the four Councils have established a liaison group to ensure housing issues are addressed in the Strategic Development Plan scheduled for submission to minister autumn 2011.
- 5.4. Information gleaned from each local authority's housing needs assessments has been shared and will be reflected in the updated Strategic Housing Investment Plans being prepared by the Councils.

Similarly, this information has been shared with the Scottish Government, Investment Division and Housing Associations and will be reflected in the local housing investment programmes.

6. **ISSUES AND CONSTRAINTS**

The discussions reported above have revealed a number of issues and constraints which require resolution before a full procurement partnership can be established.

- a. The current financial climate and the downturn in the housing market, reduction in values and availability of credit have forced Councils and housing associations to focus on immediate priorities and the best use of limited resources.

This combined with the uncertainty over future Affordable Housing Investment Programme funds for each of the Council areas creates financing difficulties for the potential parties in ensuring their particular housing priorities are delivered.

- b. The latest guidance from the Scottish Government on how it envisages the delivery of the Affordable Housing Investment Programme is procured focuses attention on meeting local priorities.

- c. The emergence of the TAYplan agenda and the development of the Strategic Development Plan for publication late 2011 again forces parties to evaluate how best to deliver local priorities during the plan development phase.
- d. Parties are conscious of the existing and future programme commitments and forward funding arrangements made by housing associations in delivering that programme.
- e. Given the current and future financial constraints all parties are agreed that some early action to achieve procurement savings and drive efficiencies within existing arrangements is required.
- f. While all Councils are committed to the proposal of forming a Tayside Affordable Housing Partnership the general view is that given the constraints and issues discussed above the next steps to forming the partnership should be taken at a local level before progressing to a wider partnership arrangement.

7. THE NEXT STEPS

- 7.1. It is proposed that the next step in progressing towards a Tayside Affordable Housing Partnership should be taken at the local Council level and that efforts should focus on streamlining the local procurement arrangements.
- 7.2. For Dundee City Council, it is proposed to identify a preferred partner who will become the lead developer responsible for delivering the affordable housing investment programme and Council new build programme in Dundee for the three year period 2011/12 to 2013/14. Subject to a review of the preferred partner arrangements prior to the end of year 3, if the Council and the Scottish Government Housing Investment Division are satisfied there are benefits in retaining the preferred partner then arrangements may be made for this to continue.
- 7.3. There will still be opportunities for RSLs outwith the preferred developer status to increase their stock base by acquiring stock via the preferred partner. This process will be done in conjunction with the Scottish Government and local Housing Associations.
- 7.4. It is anticipated that partner Councils will either establish new or refresh similar preferred partner arrangements. Once programmes are established, opportunities for co-operation and or alliance will be considered and progressed as appropriate.
- 7.5. Preferred Partner schemes will recognise and accommodate existing programme delivery arrangements and commitments on the part of the Council and Housing Associations as outlined at sections 10 and 12 in the Preferred RSL Partners Brief contained in appendix 1. Consequently, it will be necessary to run to conclusion existing programme arrangements in parallel with the new preferred partner delivery programme.

8. PREFERRED PARTNER SELECTION

- 8.1. The selection process will require to comply with relevant UK and EU procurement legislation.
- 8.2. In brief, the process will comprise of a single stage assessment process as outlined at section 20 of the Preferred RSL Partners Brief contained in appendix 1. The process will be:
 - a. Invitation to bid
 - b. Interview process for interested bidders where further detail is required or this would assist the assessment process

c. Evaluation and assessment of bids and selection of preferred partner.

8.3. Representatives of the Scottish Government, Investment Division will participate in the selection process. The Scottish Housing Regulator will be consulted as appropriate.

9. CONCLUSION

9.1. The benefits of establishing a Tayside Affordable Housing Partnership are acknowledged by all potential parties. However, it is accepted that existing delivery arrangements and market conditions prevent immediate progress to a Tayside wide arrangement. All agree that streamlining local delivery arrangements should be the first step in moving towards a wider partnership.

9.2. It is proposed, therefore, that each Council establishes a preferred partner arrangement to operate in its area with a view to co-operation and or alliance across Council areas at a later date.

10. POLICY IMPLICATIONS

Sustainability: The proposal is considered to have a positive impact in regard to environmental legislation, energy, water and the built environment.

Anti-Poverty: It is expected the proposal will have a positive impact in that access to access to housing and services will be streamlined and matched to local need.

Strategic, Environmental, Equality Impact and Risk Assessments: As the proposal is developed the process will be screened for applicability to relevant legislation and policy. No major issues are anticipated.

11. CONSULTATIONS

The Scottish Government investment Division and Registered Social Landlords operating in Dundee have been actively engaged in developing the proposal.

The Chief Executive and all Chief Officers have been consulted and are in agreement with this report.

12. BACKGROUND PAPERS

Report No. 504-2008.

Elaine Zwirlein
Director of Housing

March, 2010

Dundee City Council & Scottish Government Housing Investment Division East Region

Affordable Housing Investment Programme (AHIP)

Preferred RSL Partners Brief – 2011/12 - 2013/14

Introduction

1. The recent Scottish Government consultation on Affordable Housing Investment Reform received over 200 responses. The consultation outlined plans for the introduction of Lead Developers and a more regionally orientated, more strategic sector which works more closely with local authorities and ensures that maximum value is obtained from the public expenditure available for affordable housing.
2. The Scottish Government received a wide range of views from Registered Social Landlords (RSLs), tenants, local authorities, lenders and other interested parties. A report, by ODS Consulting, summarising the responses was published on 5 June 2009 and is available from the Scottish Government's website.
3. The Ministerial statement following the Investment Reform Consultation noted in the speech to the SFHA conference, that investment reform will be shaped by five key proposals:
 - improving the efficiency of housing associations' activities across the board, including procurement,
 - setting a standard for development performance, which will in future be a requirement for receipt of Government subsidy,
 - by the end of the next spending review, awarding three-year budgets to those associations and groups of associations that are best placed to make use of it
 - supporting collaborative groups as a way of bringing local authorities and housing associations together,
 - a new focus on sharing best practice.
4. Ministers have also made clear that they would not be imposing a regional structure, requiring a preferred form of consortium, or introducing complicated competitive processes. Instead, the Scottish Government want to work with RSLs and authorities and identify what works well in local areas.
5. All parties recognise the achievements of the housing associations, but it is also recognised that there is more that could be done to help make the sector more efficient and agile in its delivery of the increased supply of affordable homes required for the future. The Scottish Government consultation has been positive with a number of bodies already moving towards a more competitive and joined-up approach. But there are of course concerns that the new systems should build on the strengths of the housing association sector, which varies across the country.
6. Following the consultation period, Ministers have noted that the key aims are to improve the way RSLs work together and to make sure the system gives the right incentives to maximise the effectiveness of investment in social housing. This system will involve supporting collaborative groups as a way of bringing local authorities and RSLs together. It should be noted that this is only a process to improve the construction of affordable housing and does not affect the final ownership element. The local authority and Scottish Government are keen to retain the skills and local influence of local RSLs.
7. Therefore, the agreed aim of all partners is for the Scottish Government, RSLs and local authorities to all work together and identify what works well for their area and the purpose of this exercise is to select a preferred RSL partner (or partners) to deliver AHIP expenditure in the Dundee City Council area.
8. Applications will be considered jointly by the local authority and the local Scottish Government Housing Investment Division East Region office against the principles and criteria provided in this document. It is also proposed that the selection panel may include another peer representative with no links to either the local authority area or any of the bidding organisations.

Preferred RSL Partners Selection Process

9. The purpose of this brief is to notify interested RSLs of the intention of Dundee City Council and the Scottish Government's Housing Investment Division (HID) East Region to jointly run a streamlined single stage competition for a preferred RSL developer to deliver the AHIP in the Dundee City Council area for

the three year period 2011/12 to 2013/14 (excluding any previous commitment to the delivery of regeneration activity in the City). It is also the intention that any planned Council new build activity be included in this competitive process. We intend to do this early in calendar year 2010 in order that a decision is in place in time for the SHIP development work that will take place in 2010 for financial year 2011/12. A proposed timetable of key dates can be found at Annex A.

10. Both organisations agree that now is an appropriate time to review the structure, performance and participants with a view to agreeing Preferred RSL partners for three years from 2011/2012. This proposed course of action has been agreed as it will fall in line with the expected timescales in respect of the development of the Approved Developer Process that has come out of the Investment Reform consultation. It is also in line with ongoing dialogue about possible three-year programmes per local authority area from the end of the next spending review period which will end in 2013/14. This process would bring the preferred developer arrangement in Dundee in line with these timescales.
11. In addition, both organisations want to ensure that the programme continues to deliver the best value for money and high quality outputs, and to allow RSLs to put forward proposals for preferred partner status. Further, it is important that we strengthen links with the Strategic Housing Investment Plan (SHIP) in order that we maximise the potential programme for the area, through effective development and selection of the preferred partner(s) grouping to ensure the most effective programme delivery.
12. Depending on the successful candidate(s) there may be an overlapping period where RSLs outwith the preferred developer RSL partners will still be completing committed and pipeline projects. This will be restricted to sites where the RSL has already purchased the site (an approval to acquire from HID will not be sufficient) in the period to 31 March 2011. There will still be opportunities for RSLs without preferred developer status to increase their stock base. Development by an RSL outwith the preferred RSL developer will be supported when it can be demonstrated that there is added value through development by another RSL. Requests will be discussed by the local authority, the local HID area office and the preferred RSL developer before a decision is reached.
13. As noted above, this selection process will tie in with the Scottish Government's development of an Approved Developer Process and any decision taken to choose a preferred RSL developer will be subject to these partners being successful in the Approved Developer Process. If a successful candidate is fails to satisfy the Approved Developer Process any agreement to become a preferred developer in the local authority area will become null and void.
14. At this stage no set number of preferred RSL developers have been agreed by the local authority or HID to be selected through this process, this decision will be taken based on an assessment of all bids that are received.
15. The preferred RSL developer(s) will undertake to comply with a programme agreement, and key outcomes and objectives jointly agreed between the local authority and HID. Performance against the Key Performance Indicators (KPIs) set by the local authority and HID will be used to monitor the performance of preferred partners annually against the agreed aims and objectives. Draft KPIs are included in Annex B for information. These will be developed in more detail once a preferred RSL developer is in place. These will be "stretch" KPIs in that they will change on an annual basis to reflect expected improvements by the preferred RSL developer.
16. All parties will take reasonable steps to ensure that the preferred developer status is a success. The local authority and HID will work in partnership with the preferred RSL developer(s) to ensure the objectives and outcomes are achieved. Regular meetings will take place between parties to assess performance against the KPIs along with programme review meetings.
17. The preferred RSL developer(s) will deliver, as agreed with the local authority and HID, the key outcomes and objectives of the AHIP Programme for a 3-year period (1 April 2011 – 31 March 2014). A full review of the preferred RSL developer arrangements will take place before the end of year 3. The review will involve assessing how well the objectives, outcomes and key performance indicators have been met over the 3 years. If the local authority and HID are satisfied there are benefits in retaining the preferred RSL developer(s) as preferred partner then arrangements may be made for this to continue.
18. Any agreement with a preferred RSL developer(s) is simply a statement of principle and of intent on how to manage this arrangement. This agreement is not intended to be of a contractual nature and is not to be founded upon in any court proceedings. Either party can terminate this arrangement with 6 months notice.

Objectives

19. The review should allow potential as well as current partner organisations to put forward relevant proposals for selection. The key criteria for selection as a preferred partner status are:

MAIN CRITERION	SUB CRITERION
Details of Bidder or Partnership (10 points)	Bid provides a clear description of proposed bidder or partnership including contact details for lead organisation. It includes a brief synopsis of the organisation's aims and those of any partner RSL and provides details of how the bidder or partnership will be governed.
Strategic Relationships and Involvement (15 points)	Provide evidence of alignment between Strategy and Development Funding Plan (SDFP) and Strategic Housing Investment Plan (SHIP).
	Examples of positive relationships with strategic partners and how these have been beneficial to the development process.
	Demonstrate ability and willingness to work in partnership and develop on behalf of other RSLs.
	Provide an assessment of how this bid will enable the organisation to provide a more efficient and effective service.
	Provide details of current involvement in consortia or other grant working arrangements.
Procurement (15 points)	Provide examples of compliance procurement with best practice.
	Provide examples of procurement innovation and how this has benefitted the development process and reduced cost.
	Demonstrate how the development of training and employment opportunities will be promoted through the development programme to provide local community benefit.
	Demonstrate how proposed projects will reflect the varying needs of households whether through disability, age, race, sexuality or gender.
Delivery (20 points)	Provide confirmation of track record on client control by demonstrating how the RSL has selected a pool of designers, contractors and suppliers who collaborate with each other and with the RSL to implement integrated design and construction processes and contribute to improve performance, including benefits to programme delivery.
	Provide evidence on the scale of development completed by the RSL.
	Provide evidence on the RSL's ability to deliver projects within set cost parameters and provide information on the timescales between project approval and site start.
	Provide evidence of how the development process is currently managed by staff and governed by the RSL's Management Committee. Include a structure chart and provide details of RSL development staffing resources, qualifications and project management experience.
	Provide information about the consultation process that is used with potential customers and tenants before and after development.
	Provide details of RSL performance against targets for 2006/07, 2007/08, 2008/09 and 2009/10.

Administration (5 points)	Provide evidence on the RSL's track record on client control of contractors and consultants.
	Provide evidence of submissions being submitted timeously (including post completion).
	Provide details of most recent Regulation & Inspection/Scottish Housing Regulator report.
Finance (15 points)	Provide evidence of RSL's ability to obtain private finance to support a development programme.
	Confirm how many units can be supported through private finance secured.
	Confirm willingness of RSL to use its own resources to support the development programme. Provide examples of where the RSL has used its own resources to support the development programme and also examples of where the RSL has successfully secured funding from other sources
Quality and Sustainability (10 points)	Give evidence that RSL has experience and is creative in delivering innovative and sustainable housing types including housing for varying need, energy efficiency and new technology. In addition, provide broad details on the RSLs design guide and how often this is reviewed
	Provide evidence of compliance with normative standards e.g. SAP ratings.
	Provide examples of how the RSL has shared Best Practice.
	Provide evidence of accreditation for completed projects including the level achieved.
	Provide evidence of awards on completed projects.
	Provide evidence of the post occupancy evaluation methods employed by the RSL including results of customer satisfaction surveys.
Service Delivery (10 points)	Provide details of how the completed properties are proposed to be managed and maintained; including demonstrating commitment to a strong local presence to provide a responsive localised housing and estate management, and repair and maintenance service for new tenants.
	Demonstrate how managing RSL currently provides support to clients with special needs either directly and/or indirectly and will provide in the future.
	Provide verification of signed agreement to the local authority's Nomination Agreement, and also provide written agreement to Homeless Protocol for RSL that will own and manage the stock
	Demonstrate how the RSL measures affordability and how it influences rent setting mechanisms.

Format of the Bids

20. The intention is that this will be a single stage assessment process. It is not intended that a large scale, complex bidding process be implemented, therefore submissions from RSLs should, on no more than 1 side of A4 per sub criterion, address all the areas noted in the Objectives section above. Following receipt of these bids, interviews may be set up with interested bidders, but this will only be where further detail is required or where local authority or Scottish Government partners feel that this would help the decision making process.
21. The format of the submission assessment will be undertaken in line with the objectives shown above and the results shared in full with the bidder. An overall summary assessment of all submissions will be

made to provide general information for sharing with all potential and selected partners and use in relevant committee papers etc.

Timetable for Submissions

22. The timetable for submissions is eight weeks from [date]. Bids should be in the format requested and 2 hard copies plus 1 electronic copy should be provided to:

Name Manager Council, Council Address Address Ph: E-Mail:	Fax:	Name: Investment Manager Scottish Government, Housing Investment Division - East Region Address: Endeavour House, 1 Greenmarket Address: Dundee DD1 4QB Ph: E-Mail:	Fax:

23. Submissions should be in a sealed envelope, clearly addressed and with sender details clearly printed on the back of the envelope.
24. Submissions should be received by no later than 12.00 on **[Date]**. Submissions received after that time will be excluded from consideration and will be returned to the sender unopened.
25. If you require further information on this letter or wish to take informal soundings on any aspect of your potential application please contact one of the named individuals above. The relevant Scottish Government Housing Investment Division office or local authority will also be available to offer further clarification and advice in developing bids.

ANNEX A**KEY DATES**

Dundee City Council & Scottish Government Housing Investment Division East Region	
Preferred RSL Partners – 2011/12 - 2013/14	
Key Dates	
DATE	TASK
JANUARY – FEBRUARY 2010	Council & Housing Investment Division East Region officials discuss proposal for individual local authorities and if appropriate agree/amend materials as appropriate
APRIL/MAY 2010	Subject to agreement, brief is issued jointly in individual LA areas by Council & Housing Investment Division East Region
JULY/AUGUST 2010	Assessment process jointly run in individual LA areas by Council & Housing Investment Division East Region
JULY/AUGUST 2010	Preferred RSL developer(s) for individual LA areas announced for period 2011/12 to 2013/14
AUGUST – DECEMBER 2010	Preferred RSL developer(s) work in conjunction with LA on development of LA SHIP document
2011/12 TO 2013/14 (NEW SPENDING REVIEW PERIOD)	Preferred RSL developer(s) in place for period 2011/12 to 2013/14
YEAR END OF EACH FINANCIAL YEAR	Assessment of Preferred RSL developer(s) performance versus KPIs
EARLY 2013/14	Reassessment to select Preferred RSL developer(s) for individual LA areas for period 2014/15 to 2016/17

ANNEX B**KEY PERFORMANCE INDICATORS (KPIs)**

An outline of likely Key Performance Indicators are noted below. These will be discussed and agreed by Dundee City Council & Scottish Government Housing Investment Division East Region in conjunction with the preferred partner.

KPI	Target
Unit Outputs	<ul style="list-style-type: none"> - xx approvals - xx completions - site starts within x weeks of approval
Subsidy Target	- HAG Benchmark of £xx per unit/rent (3 person equivalent)
Streamlined submission/ approval process	Scottish Government Target – 6 weeks (42 calendar days) <ul style="list-style-type: none"> - Acquisition - Tender - Completion
Average contract size	Contract sizes to be monitored to compare with average for Scotland
Partnering Procurement Arrangements	Qualitative assessment <ul style="list-style-type: none"> - Framework Agreements - Formal contracts - Annual review of framework agreements - Contractors performance
Expenditure	<ul style="list-style-type: none"> - Government subsidy - 2nd Homes Council Tax - Commuted Sums - Private Finance - RSL Reserves - Other contributions - Front funding - Associated Council house build (where applicable) - Total Investment
Housing Mix/Type	<ul style="list-style-type: none"> - All projects to reflect local housing needs as identified in LHS, SHIP and relevant individual housing needs assessment. - Projects to be monitored to ensure equalities issues are addressed (for proportion of special needs housing)
Quality and Sustainability	<ul style="list-style-type: none"> - Waste (tonnes per unit) - SAP Rating (per unit) - CO2 emissions/tonnes (per unit) - Energy costs per annum £ (per unit) - Average unit size - Secured by Design Accreditation - Project Awards
Client (RSL) Satisfaction	<ul style="list-style-type: none"> - Project cost and timescale - Satisfaction with service - Satisfaction with product - Defects at handover stage
Tenant Satisfaction	- x% satisfaction with the new affordable home and environment provided
Comparison with Scottish Outputs (3 person equivalent)	<ul style="list-style-type: none"> - Average capital cost per unit - Average cost per m² - Average works cost per unit - Average works cost per bedspace - Average grant per unit - Average HAG% per project

Design and Innovation	<ul style="list-style-type: none"> - Design standards implemented - Standard house types - MMC and Renewable Initiatives - Average saving in management/maintenance costs through innovative design
Rent	<p>Rents to be set in accordance with RSL rent policy. If relevant, an affordability comparison with standard Scottish Gov't rent level assumptions to be carried out.</p>
Training and Employment	<ul style="list-style-type: none"> - no of training opportunities provided and uptake - no of employment opportunities provided and uptake

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22nd MARCH 2010

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

REPORT BY: HEAD OF WASTE MANAGEMENT

REPORT NO: 177-2010

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATIONS

- 2.1 It is recommended that approval is given to purchase 9 vehicles, 4 items of plant and a range of workshop equipment at a total cost of £100,583.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The total cost of the vehicles and plant is £100,583. Provision for this expenditure has been made in the Waste Management Department's Capital Budget for 2009/10 (£26,410) and the remainder in 2010/11.

4.0 MAIN TEXT

- 4.1 A total of 9 vehicles, 3 items of plant and a range of workshop equipment whose leases expire in financial years 2009/10 and 2010/11, are normally 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) 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: 5th March 2010

Appendix 1 - Schedule of End-of-Lease (March 2010) Vehicles and Plant

Item No	Description	Purchase Price Each (est)	Total Price (est)
1	JCB 530-70 Telehandler (2)	£9,500	£19,000
2	Workshop Equipment		£16,348
3	Mercedes Norba RCV (2)	£10,600	£21,200
4	LDV Tipper (2)	£2,200	£4,400
5	Ford Ranger Pick-Up (5)	£2,260	£11,300
6	Applied Sweeper		£1,925
7	Hammel Shredder		£26,410
		<u>Total:</u>	<u>£100,583</u>

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

REPORT ON: TENDERS RECEIVED BY CITY ENGINEER

REPORT BY: CITY ENGINEER

REPORT NO: 105-2010

1 PURPOSE OF REPORT

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

2 RECOMMENDATION

2.1 Approval is recommended of (1) the acceptance of the tender submitted by the undernoted contractor and (2) the undernoted total amount, including allowances, for the project.

Project Reference	Project Description	Contractor	Tender Amount	Total Amount	Finance Available
P09160	East Area Housing Office, Pitkerro Road	Tayside Contracts	£78,689.78	£100,000.00	£100,000.00
Total			£78,689.78	£100,000.00	£100,000.00

3 FINANCIAL IMPLICATIONS

3.1 The Director of Finance has confirmed that funding for the above project is available as detailed on the attached sheet.

4 POLICY IMPLICATIONS

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

5 CONSULTATIONS

5.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

6.1 None.

7 FURTHER INFORMATION

7.1 Detailed information relating to the above Tenders is included on the attached sheet.

Mike Galloway
Director of City Development

Fergus Wilson
City Engineer

FW/GN/EH
Dundee City Council
Tayside House
Dundee

15 March 2010

CLIENT	Housing Department	
PROJECT NUMBER PROJECT PROJECT INFORMATION	P09160 East Area Housing Office, Pitkerro Road Improvements to existing vehicular access from Pitkerro Road and provision of additional parking for use by customers, visiting officers to the HUB and District Housing Office and those mobile officers based at these locations.	
TOTAL COST	Contract	£78,689.78
	Non Contract Allowances	£2,310.22
	Fees	£19,000.00
	Total	£100,000.00
FUNDING SOURCE	Housing Capital Budget	
BUDGET PROVISION & PHASING	<u>2009/10</u>	<u>2010/11</u>
	£16,000	£84,000
ADDITIONAL FUNDING	None	
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	To adopt sustainable practices in the design construction and maintenance of Council Infrastructure protecting the quality and amenity of City's built heritage and enhance local environment.	
TENDERS	As part of a partnering project approved by the Chief Executive the following offer was received from Tayside Contracts	
	<u>Tenderer</u>	<u>Tender</u>
	Tayside Contracts	£78,689.78
RECOMMENDATION	To accept the offer from Tayside Contracts	
ALLOWANCES	Contingencies	£1,310.22
	Professional Fees	£19,000.00
	CDM Co-ordinator	£1,000.00
	Total	£21,310.22
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	None	

REPORT TO: Housing, Dundee Contract Services And Environment Services Committee - 22 March 2010

REPORT ON: Tenders Received

REPORT BY: City Architectural Services Officer

REPORT NO: 173-2010

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
09-521	Arkley Street 1st Development - Pitched Roof Replacement Phase 1	Andrew Shepherd Construction Ltd., Forfar	£103,034.34	£112,624.34	£180,000.00
09-523	Corso Street 2nd Development - Pitched Roof Replacement Phase 1	Andrew Shepherd Construction Ltd., Forfar	£68,134.78	£76,147.78	£90,000.00
09-526	Fleming Gardens Development - Pitched Roof Replacement Phase 5	Andrew Shepherd Construction Ltd., Forfar	£121,075.12	£131,456.12	£200,000.00
10-515	Hilltown West Development - Phases 1 - 5 - Kitchens, Bathrooms and Showers	McGill Electrical Ltd, Dundee	£640,000.00	£742,670.00	£916,000.00
10-514	Boots Lawton Development - Kitchens, Bathrooms and Showers	MASCO Onestep Installation Services, West Yorkshire	£442,000.00	£500,988.00	£545,000.00
10-513	Graham Street 1st Development - Kitchens, Bathrooms and Showers	Sidey Ltd., Perth	£330,000.00	£394,750.00	£394,750.00
09-508A	Camperdown 8th, 9th & 10th Developments - Kitchens, Bathrooms and Showers	Dundee Contract Services	£382,000.00	£458,300.00	£458,300.00
09-528	Linlathen 1st Development - Roof Renewal Phase 4A	Dundee Contract Services	£121,287.21	£131,677.21	£170,000.00
08-1041	Happyhillock Road - Warden Call System Replacement	McGill Security Ltd., Dundee	£75,155.20	£83,314.20	£83,314.20
09-038	Hill Street Complex - Alterations and Improvements	Dundee Contract Services	£37,475.00	£43,479.00	£43,479.00
09-039	Lime Street Complex - Alterations and Improvements	Dundee Contract Services	£16,250.00	£18,854.00	£18,854.00

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

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

Rob Pedersen
City Architectural Services Officer
12 March 2010
173-2010

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing		Housing	
PROJECT REFERENCE	09-521		09-523	
PROJECT	Arkley Street 1st Development		Corso Street 2nd Development	
DESCRIPTION OF WORKS	Pitched Roof Replacement Phase 1 The works comprise the renewal of roof coverings to tenements at 14, 18, 20, 22 and 24 Sandeman Street. None of the properties are in the demolition programme.		Pitched Roof Replacement Phase 1 The works comprise the renewal of roof coverings to tenements at 15, 17 and 19 Corso Street. None of the properties are in the demolition programme.	
TOTAL COST	Several Works	£103,034.34	Several Works	£68,134.78
	Allowances	£9,590.00	Allowances	£8,013.00
	TOTAL	£112,624.34	TOTAL	£76,147.78
FUNDING SOURCE	Capital		Capital	
BUDGET PROVISION & PHASING	2010/2011	£180,000.00	2010/2011	£90,000.00
ADDITIONAL FUNDING	None		None	
REVENUE IMPLICATIONS	The renewal of the roofs will reduce future maintenance costs and lead to revenue savings.		The renewal of the roofs will reduce future maintenance costs and lead to revenue savings.	
POLICY IMPLICATIONS	There are no major issues.		There are no major issues.	
CONSULTATIONS	There are no major issues.		There are no major issues.	
TENDERS	Five invited; five received	<i>Received</i>	<i>Checked</i>	
	1 Andrew Shepherd Construction Ltd., Forfar	£103,034.34	£103,034.34	
	2 Raynor Roofing Ltd., Dundee	£105,683.74	£105,683.74	
	3 Dundee Contract Services	£112,162.94	£112,362.44	
	Highest Tender	£127,797.60		
	Six invited; six received	<i>Received</i>	<i>Checked</i>	
	1 Andrew Shepherd Construction Ltd., Forfar	£68,134.78	£68,134.78	
	2 Tay Roofing Service Ltd, Dundee	£71,572.60	£82,822.53	
	3 Raynor Roofing Ltd., Dundee	£76,883.51	£76,883.51	
	Highest Tender	£88,490.27		
RECOMMENDATION	Acceptance of lowest tender		Acceptance of lowest tender	
ALLOWANCES	CDM Co-ordinator	£1,015.00	CDM Co-ordinator	£797.00
	Professional Services	£8,575.00	Professional Services	£7,216.00
	TOTAL	£9,590.00	TOTAL	£8,013.00
SUB-CONTRACTORS	None		None	
BACKGROUND PAPERS	None		None	

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing		Housing		Housing	
PROJECT REFERENCE	09-526		10-515		10-514	
PROJECT	Fleming Gardens Development Pitched Roof Replacement Phase 5		Hilltown West Development - Phases 1 - 5 Kitchens, Bathrooms and Showers		Boots Lawton Development Kitchens, Bathrooms and Showers	
DESCRIPTION OF WORKS	The works comprise the renewal of roof coverings to tenements at 80, 82, 86, 106A, 106B, 108 and 110 Clepington Road. None of the properties are in the demolition programme.		The works comprise new kitchens and bathrooms to 161 houses in Alva Square, Bruce Street, Carmichael Street, Hill Street, Kennet Walk, Kinghorne Court, Kinghorne Place, Kinghorne Road, Kinloch Street, Kinnaird Street, Rosebank Court and Stirling Street (89 of which have showers). None of the properties are in the demolition programme.		The works comprise new kitchens and bathrooms to 114 houses in Brantwood Avenue, Byron Crescent, Byron Street, Harlow Place, Strathmore Avenue and Wetherby Place (56 of which have showers). None of the properties are in the demolition programme.	
TOTAL COST	Several Works	£121,075.12	Several Works	£640,000.00	Several Works	£442,000.00
	Allowances	£10,381.00	Allowances	£102,670.00	Allowances	£58,988.00
	TOTAL	<u>£131,456.12</u>	TOTAL	<u>£742,670.00</u>	TOTAL	<u>£500,988.00</u>
FUNDING SOURCE	Capital		Capital		Capital	
BUDGET PROVISION & PHASING	2010/2011	£200,000.00	2010/2011	£916,000.00	2010/2011	£545,000.00
ADDITIONAL FUNDING	None		None		None	
REVENUE IMPLICATIONS	The renewal of the roofs will reduce future maintenance costs and lead to revenue savings.		None		None	
POLICY IMPLICATIONS	There are no major issues.		There are no major issues.		There are no major issues.	
CONSULTATIONS	There are no major issues.		There are no major issues.		There are no major issues.	
TENDERS	Five invited; five received	<i>Received</i>	<i>Checked</i>	Partnering project :		Partnering project :
	1 Andrew Shepherd Construction Ltd., Forfar	£121,075.12	£121,075.12	1 McGill Electrical Ltd, Dundee	£640,000.00	1 MASCO Onestep Installation Services, West Yorkshire
	2 Tay Roofing Service Ltd, Dundee	£124,789.90	£147,488.15			
	3 Ward Building Services Ltd, Dundee	£125,314.88	£125,314.88			
	Highest Tender	£147,488.15				
RECOMMENDATION	Acceptance of lowest tender		Acceptance of offer		Acceptance of offer	
ALLOWANCES	CDM Co-ordinator	£1,105.00	Decoration/Carpet Allowances	£68,500.00	Decoration/Carpet Allowances	£26,340.00
	Professional Services	£9,276.00	CDM Co-ordinator	£3,120.00	Decanting of tenants	£2,000.00
			Professional Services	£31,050.00	CDM Co-ordinator	£2,447.00
	TOTAL	<u>£10,381.00</u>	TOTAL	<u>£102,670.00</u>	TOTAL	<u>£58,988.00</u>
SUB-CONTRACTORS	None		None		None	
BACKGROUND PAPERS	None		None		None	

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing	Housing	Housing
PROJECT REFERENCE	10-513	09-508A	09-528
PROJECT	Graham Street 1st Development	Camperdown 8th, 9th & 10th Developments	Linlathen 1st Development
DESCRIPTION OF WORKS	Kitchens, Bathrooms and Showers The works comprise new kitchens and bathrooms to 75 houses in Graham Street, Haywood Place, Woodlands Terrace and Woodside Avenue (55 of which have showers). None of the properties are in the demolition programme.	Kitchens, Bathrooms and Showers The works comprise new kitchens and bathrooms to 92 houses in Balgarthno Road, Balgarthno Terrace, Buttars Street, Craigard Road, Craigmount Place, Craigmount Road, Dunholm Road, Dunholm Terrace, Ravenscraig Place, Ravenscraig Road and Craigowan Road, (37 of which have showers). None of the properties are in the demolition programme.	Roof Renewal Phase 4A The work comprises renewal of existing tile roof coverings together with various associated works including chimney repairs, removal or rebuilding, gutter renewal etc.. The works will be carried out at 28-30, 34, 36-38 and 44 Blacklock Crescent: 6, 10 and 14 Birks Terrace: 15-21, 23-25 and 27-29 Glenconnor Drive: 1, 5 and 11 Riddell Terrace. None of the properties are in the demolition programme.
TOTAL COST	Several Works £330,000.00 Allowances £64,750.00 TOTAL £394,750.00	Several Works £382,000.00 Allowances £76,300.00 TOTAL £458,300.00	Several Works £121,287.21 Allowances £10,390.00 TOTAL £131,677.21
FUNDING SOURCE	Capital	Capital	Capital
BUDGET PROVISION & PHASING	2010/2011 £381,000.00	2010/2011 £458,300.00 This project will be funded from the overall allowances for Kitchens, Bathrooms and Showers in the Housing Department's Capital Estimates 2010/2011.	2010/2011 £170,000.00
ADDITIONAL FUNDING	Balance met from overall allowances for Kitchens, Bathrooms and Showers in the Housing Departments Capital Estimates 2010/2011. £13,750.00	None	None
REVENUE IMPLICATIONS	None	None	None
POLICY IMPLICATIONS	There are no major issues.	There are no major issues.	There are no major issues.
CONSULTATIONS	There are no major issues.	There are no major issues.	There are no major issues.
TENDERS	Partnering project : 1 Sidey Ltd., Perth £330,000.00	Partnering project : 1 Dundee Contract Services £382,000.00	Negotiated contract : 1 Dundee Contract Services £121,287.21
RECOMMENDATION	Acceptance of offer	Acceptance of offer	Acceptance of offer
ALLOWANCES	Decoration Allowances £18,000.00 Flooring Allowances £20,000.00 CDM Co-ordinator £2,020.00 Professional Services £24,730.00 TOTAL £64,750.00	Decoration/Carpet Allowances £43,730.00 Decanting of tenants £4,000.00 CDM Co-ordinator £2,228.00 Professional Services £26,342.00 TOTAL £76,300.00	CDM Co-ordinator £1,106.00 Professional Services £9,284.00 TOTAL £10,390.00
SUB-CONTRACTORS	None	None	None
BACKGROUND PAPERS	None	None	None

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing	Housing	Housing
PROJECT REFERENCE	08-1041	09-038	09-039
PROJECT	Happyhillock Road	Hill Street Complex	Lime Street Complex
DESCRIPTION OF WORKS	Warden Call System Replacement The removal of the existing and the installation of a new warden call system to 31 houses in Happyhillock Road and Happyhillock Walk. None of the properties are in the demolition programme.	Alterations and Improvements The works comprise upgrading laundry room, upgrading male and female WCs to suit disabled persons including associated services alterations, decoration and flooring. Also included are external landscaping improvements incorporating disabled ramps and slabbed areas.	Alterations and Improvements The works comprise improvements to the ancillary areas : new laundry room, new kitchen cabinets, new sink, new worktop to servery including associated services alterations, decoration and flooring.
TOTAL COST	Several Works £75,155.20 Allowances £8,159.00 TOTAL £83,314.20	Several Works £37,475.00 Allowances £6,004.00 TOTAL £43,479.00	Several Works £16,250.00 Allowances £2,604.00 TOTAL £18,854.00
FUNDING SOURCE	Planned Maintenance 2009/2010 £55,000.00	Planned Maintenance 2010/2011 £43,479.00	Planned Maintenance 2010/2011 £18,854.00
BUDGET PROVISION & PHASING			
ADDITIONAL FUNDING	Balance met from overall allowances for Warden Call Replacement in the Housing Departments Capital Estimates 2010/2011. £28,314.20	None	None
REVENUE IMPLICATIONS	None	None	None
POLICY IMPLICATIONS	There are no major issues.	There are no major issues.	There are no major issues.
CONSULTATIONS	There are no major issues.	There are no major issues.	There are no major issues.
TENDERS	Partnering project : 1 McGill Security Ltd., Dundee £75,155.20	Negotiated contract : 1 Dundee Contract Services £37,475.00	Negotiated contract : 1 Dundee Contract Services £16,250.00
RECOMMENDATION	Acceptance of offer	Acceptance of offer	Acceptance of offer
ALLOWANCES	Professional Services £8,159.00 TOTAL £8,159.00	Professional Services £6,004.00 TOTAL £6,004.00	Professional Services £2,604.00 TOTAL £2,604.00
SUB-CONTRACTORS	None	None	None
BACKGROUND PAPERS	None	None	None

REPORT TO: Housing, Dundee Contract Services and Environment Services Committee

DATE: 22 March 2010

REPORT ON: Various Addresses - Controlled Entries 2009-2010
Extension to Contract
Contract Nr. 09-540A

REPORT BY: City Architectural Services Officer

REPORT NO: 180-2010

1.0 PURPOSE OF REPORT

1.1 To obtain approval for extending the existing contract.

2.0 RECOMMENDATIONS

2.1 That approval be given for extending the existing contract and incurring estimated additional expenditure of approximately £57,707.

3.0 FINANCIAL IMPLICATIONS

3.1 The Director of Finance has stated that the additional expenditure can be funded from the overall allowance for Controlled Entries within the Housing Department's Capital Plan 2009/2010 and 2010/2011.

4.0 POLICY IMPLICATIONS

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

4.2 There are no major issues.

5.0 ESTIMATED ADDITIONAL EXPENDITURE

5.1 Reference is made to article III(i) of the minute of meeting of the Housing, Dundee Contract Services and Environment Services Committee held on 28 September 2009 when report No 476-2009 was approved. The report authorised entering into a partnering contract with McGill Electrical Ltd., Dundee in the amount of £107,011.88 . Allowances for professional fees were also approved giving total expenditure of £115,426.88

5.2 The client has now identified a further 7 locations for the installation of controlled entry systems and it is considered prudent to add these to the existing partnering contract.

5.3 The additional cost to complete these works is estimated to be around £57,707 including allowances as before.

5.4 The addresses for the installations are 32, 38, 44 Balgarthno Terrace; 2, 4 Balmoral Avenue; 139-161 Dee Gardens and 9 Hilltown Terrace.

6.0 CONSULTATIONS

6.1 The Chief Executive, Director of Finance, Depute Chief Executive (Support Services) and the Director of Housing have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

7.1 Reference is made to the committee approval detailed in clause 5.1.

Rob Pedersen

City Architectural Services Officer

8 March 2010

Q2/reports/09-540A

REPORT TO: Housing, Dundee Contract Services And Environment Services Committee - 22 March 2010

REPORT ON: Tenders Received for New Build Council Housing

REPORT BY: City Architectural Services Officer

REPORT NO: 183-2010

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
09-008A	Ettrick Crescent - New Build Housing	Muirfield (Contracts) Ltd., Dundee	£1,295,279.22	£1,380,288.22	£1,380,288.22
09-008B	Liff Road - New Build Housing	Muirfield (Contracts) Ltd., Dundee	£360,461.28	£383,911.28	£383,911.28
09-008D	Mains Loan - New Build Housing	WH Brown Construction (Dundee) Ltd., Dundee	£1,357,667.76	£1,446,194.76	£1,446,194.76

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

Referenc

FURTHER INFORMATION

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

**Rob Pedersen
City Architectural Services Officer
12 March 2010**

183-2010

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing		Housing	
PROJECT REFERENCE	09-008A		09-008B	
PROJECT	Ettrick Crescent		Liff Road	
DESCRIPTION OF WORKS	New Build Housing The works comprise the construction of 8 x 3 bedroom lifetime homes and 2 x 2 bedroom wheelchair accessible homes, including external works, drainage and utilities. Extensive soil remediation and substructure works will be required on this site.		New Build Housing The works comprise the construction of 1 x 3 bedroom wheelchair accessible home and 1 x 2 bedroom wheelchair accessible home, including external works, drainage and utilities. Extensive soil remediation and substructure works will be required on this site.	
TOTAL COST	Several Works	£1,295,279.22	Several Works	£360,461.28
	Allowances	£85,009.00	Allowances	£23,450.00
	TOTAL	<u>£1,380,288.22</u>	TOTAL	<u>£383,911.28</u>
FUNDING SOURCE	Capital		Capital	
BUDGET PROVISION & PHASING	2009/2010 and 2010/2011	£1,137,741.00	2009/2010 and 2010/2011	£250,000.00
ADDITIONAL FUNDING	The balance can be met from the overall allowance for Increase Supply of Council Housing in the Housing Department's Capital Plan.	£242,547.22	The balance can be met from the overall allowance for Increase Supply of Council Housing in the Housing Department's Capital Plan.	£133,911.28
REVENUE IMPLICATIONS	None		None	
POLICY IMPLICATIONS	There are no major issues.		There are no major issues.	
CONSULTATIONS	There are no major issues.		There are no major issues.	
TENDERS	Design and build project : 1 Muirfield (Contracts) Ltd., Dundee	£1,295,279.22	Design and build project : 1 Muirfield (Contracts) Ltd., Dundee	£360,461.28
RECOMMENDATION	Acceptance of offer		Acceptance of offer	
ALLOWANCES	Planning Permission	£2,900.00	Planning Permission	£580.00
	Building Warrant	£4,392.00	Building Warrant	£1,242.00
	CDM Co-ordinator)		CDM Co-ordinator)	
	Professional Services)	£77,717.00	Professional Services)	£21,628.00
	Structural Engineering Services)		Structural Engineering Services)	
	TOTAL	<u>£85,009.00</u>	TOTAL	<u>£23,450.00</u>
SUB-CONTRACTORS	None		None	

HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 22 MARCH 2010

CLIENT	Housing	
PROJECT REFERENCE	09-008D	
PROJECT	Mains Loan	
DESCRIPTION OF WORKS	New Build Housing The works comprise the construction of 2 x 2 bedroom lifetime homes, 5 x 3 bedroom lifetime homes, 1 x 3 bedroom wheelchair accessible home and 2 x 2 bedroom wheelchair accessible homes, including external works, drainage and utilities. Extensive soil remediation and substructure works will be required on this site.	
TOTAL COST	Several Works	£1,357,667.76
	Allowances	£88,527.00
	TOTAL	<u>£1,446,194.76</u>
FUNDING SOURCE	Capital	
BUDGET PROVISION & PHASING	2009/2010 and 2010/2011	£1,215,500.00
ADDITIONAL FUNDING	The balance can be met from the overall allowance for Increase Supply of Council Housing in the Housing Department's Capital Plan.	£230,694.76
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	There are no major issues.	
CONSULTATIONS	There are no major issues.	
TENDERS	Design and build project : 1 WH Brown Construction (Dundee) Ltd., Dundee	£1,357,667.76
RECOMMENDATION	Acceptance of offer	
ALLOWANCES	Planning Permission	£2,900.00
	Building Warrant	£4,167.00
	CDM Co-ordinator)	
	Professional Services)	£81,460.00
	Structural Engineering Services)	
	TOTAL	<u>£88,527.00</u>
SUB-CONTRACTORS	None	