



Report for:	Cabinet
Date of meeting:	25th July 2017
Part:	Part I with financial information in Part II
If Part II, reason:	The Part II appendix and the annexed feasibility studies contain information relating to the financial and business affairs of the Council (LGA 1972, Part V, Schedule 12A paragraphs 3)

Title of report:	Creation of additional units in Supported Housing Schemes & the upgrade of communal facilities.
Contact:	Councillor Margaret Griffiths, Portfolio Holder for Housing Responsible Officer: Elliott Brooks, Assistant Director (Housing) Author - Simon Smith, Team Leader Property and Place
Purpose of report:	To outline a proposal to create 3 wheelchair accessible properties and improve office space, laundry facilities and communal areas at 3 Supported Housing sites in the Borough. To seek delegated authority to award contracts in relation to the work that needs to be carried out at these 3 Supported Housing sites.
Recommendations	<ol style="list-style-type: none"> 1. That Cabinet recommend to Full Council the approval of a supplementary capital estimate to create three new homes and refurbishment of communal areas at three Supported Housing sites. The details of the required supplementary estimate is in section 1 of the Part II appendix. 2. That Cabinet agree that the works be tendered as three separate contracts, and authority be delegated to award any contracts associated with these refurbishments to the Assistant Director (Housing) in consultation with the Portfolio Holder for Housing.

Corporate Objectives:	<p>Providing good quality affordable homes for those most in need.</p> <p>The project will: Provide three flats suitable for wheelchair users at Great Sturgess Road, The Driftway and Old House Court Supported Housing Schemes. The provision of wheelchair friendly dwellings will enhance the quality of life for residents who require a totally suitable and adapted property, enabling them to live an independent lifestyle in an affordable property. Deliver modern, comfortable and easily accessible facilities, including new laundries and offices for the Supported Housing Officers for the tenants within the Great Sturgess Road, The Driftway and Old House Court Supported Housing Schemes. The Driftway project will also provide a new Guest Room facility. These new facilities will be at a central location enabling tenants to access them easier than they currently can.</p>
<p>Implications:</p> <p>'Value For Money Implications'</p>	<p><u>Financial</u></p> <p>The project can be fully funded from resources currently outside of the HRA business plan drawn from the sale of HRA assets on the open market.</p> <p>Value for Money</p> <p>There is a large demand for dwellings that are suitable for wheelchair users, expensive and complex adaptations are required to properties to enable wheelchair users to live in them comfortably and safely. Converting the current office/laundry into a dwelling that is suitable for a wheelchair user would both bring in revenue from the rent and also enable a wheelchair user to live an independent lifestyle.</p>
Risk Implications	<p>There is a lack of dwellings suitable for wheelchair users in the borough, this project will deliver 3 fully compliant dwellings.</p> <p>The risks associated with not approving this project are that the opportunity to fund this work outside of the HRA Business Plan will be lost.</p>
Community Impact Assessment	<p>Community Impact Assessment for this project will be carried out prior to the designs being finalised.</p>
Health And Safety Implications	<p>Full risk assessments will be undertaken prior to works commencing on site.</p> <p>The construction will be subject to the Construction Design and Management Regulations 2015.</p> <p>The additional flat accommodation, communal rooms and laundries will comply with current health and safety and Building regulations.</p>
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>The building contracts will need to follow a regulated</p>

	<p>procurement process in compliance with the Council's Commissioning and Procurement Standing Orders and the building works contracts should be checked by the council's legal team prior to completion.</p> <p>The decision to award the contract should be documented in an Officer Decision Sheet signed by the Assistant Director (Housing) at the appropriate time. Deputy S.151 Officer</p> <p>The costs of developing these units can be met from the proceeds of high value properties already received. The final approvals from reserves can be finalised once contracts have been agreed and built into the next business plan considered by members.</p>
<p>Consultees:</p>	<p>Councillor Margaret Griffiths, Portfolio Holder Housing,</p> <p>Mark Gaynor, Corporate Director Housing and Regeneration</p> <p>Elliott Brooks, Assistant Director Housing</p> <p>Fiona Williamson, Group Manager Property and Place</p> <p>Ben Hosier, Group Manager Commissioning, Procurement and Compliance</p> <p>Keshika Naidoo, Accountant, Housing and Regeneration</p> <p>Oliver Jackson, Team Leader, Supported Housing</p>
<p>Background papers:</p>	<p>JRP Feasibility Reports for Great Sturgess Road, The Driftway and Old House Court Supported Housing Schemes. (Attached to the report)</p>
<p>Glossary of acronyms and any other abbreviations used in this report:</p>	<p>HRA - Housing Revenue Account JRP – John Rowan Partnerships OSPL – Osborne Property Services Limited RTB – Right to Buy TAM – Total Asset Management</p>

Background

1.0 Background summary

- 1.1 The project is to relocate the communal laundries (including additional washing machine space) and Supported Housing Officer's offices to improve the Communal Room space and modernise the internal environment. This then allows the current offices to be converted back to flats suitable as dwellings for a people in a wheelchair.
- 1.2 The three schemes were chosen as each one uses a ground floor one bedroom flat as the Supported Housing Officers office and communal laundry, The Driftway also has the scheme guest room within the converted flat.
- 1.3 The schemes have the following numbers of dwellings:
 - Great Sturgess Road 64 dwellings
 - The Driftway 52 dwellings
 - Old House Court 56 dwellings
- 1.4 Currently the offices and laundries at each scheme, and the guest room at The Driftway are on the edge of the dispersed Supported Housing Schemes making it too far for many of the tenants of the schemes to visit and use. The current communal rooms are in a central location for the schemes.
- 1.5 The communal rooms are in need of modernisation and decoration and the heating, lighting and quality of furniture and fittings is inadequate to meet the needs and comfort of the tenants. The communal rooms are regularly used for coffee mornings and functions. Increasing the size of the rooms and/or modernising them will improve the comfort and enjoyment of the tenants and enable larger and/or diverse functions to be held in the halls.
- 1.6 There is a large demand for dwellings that are suitable for wheelchair users. There are currently 44 tenants requiring a property suitable for a wheelchair user. To convert a property to be fully wheelchair compliant will include installing a graded floor shower, widening doors and corridors, reconfiguring rooms to obtain turning circles, ramped access, positioning light switches and sockets for ease of use by the tenant.
- 1.7 Converting the current offices/laundries into dwellings that are suitable for a wheelchair user would bring in revenue from the rent and also enable a wheelchair user to live an independent lifestyle.
- 1.8 JRP were commissioned to produce a feasibility study for the dispersed Supported Housing Schemes at Parkwood Drive, The Driftway and Old House Court, these are included as appendices. JRP are the Consultants in partnership with the Housing Service to ensure value for money and cost certainty is achieved on the Housing Maintenance contracts including the Total Asset Management Contract with Osborne Property Services.

2.0 Procurement/Project Management

2.1 This project raises a number of commissioning requirements;

- the works will be procured as a design and build contract including Principle Designer & CDM (including planning application),
- the project manager/ contract administrator & Clerk of Works - DBC employee

2.2 The Works

2.2.1 Officers have discussed whether to ask Osborne Property Services Limited (OPSL) to carry out these works via the Total Asset Management contract. However, it is recommended that the Council carry out a tendering process to obtain bids for these works. The reason for this approach is as follows;

- to ensure that the Council can clearly demonstrate competitive pricing for this project; and,
- To enable benchmarking of OPSL costs against the wider market.

2.2.2 Large contractors could potentially have the capacity to deliver all 3 schemes within the 59 weeks timescale however this could be unachievable for smaller contractors without the schemes being staggered – i.e. the contract taking somewhere between 60 - 177 weeks.

2.2.3 On that basis the Council will tender each scheme as a separate lot which will make the contract more attractive for smaller contractors. This could result in all three schemes being carried out by separate Contractors, but will ensure that all three schemes being carried out at the same time.

2.3 Each Scheme is estimated to take approximately 42 weeks to complete once works commence as per the table below:

Key Milestone	Date
Draft Tender document	4 Weeks
Tender Period/Evaluation & Approval	9 Weeks
Design/ Planning Submission/Approval and Building Control Submission	14 Weeks
Contractor's lead in period	3 Weeks
Contract Duration	42 Weeks
Total	72 Weeks

2.4 The contracts would be Project Managed by officers within the Council's Property & Place team. Any additional resources required to backfill and cover officer time will be met from the existing HRA budget.