

Northwards Housing – Procurement and Property Sub-Committee Meeting

Hexagon Tower

Wednesday 30th August 2006 at 4:30pm

Chair: Richard Lockwood

Present

Richard Lockwood (RCL)	Board Member
Michelle Blakeley (MB)	Board Member
Sue Ratchford (SR)	Board Member
Eric Hobin (EH)	Board Member
Anna Trotman (AT)	Board Member
Pat Glazebrook (PG)	Co-optee

In Attendance

Phillip Davies (PD)	Interim Director of Property Services
Sue Sanderson (SS)	Principal Surveying Service Manager
Diane Roberts (DR)	Governance Support Officer (Minutes)

Observers None

ITEM	SUBJECT	ACTION
1	Welcome and Introductions Quorum confirmed.	
2	Apologies for Absence Apologies – Matt Roberts and Paul Maidment	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising None Extra item 5a and revised agenda noted.	
4	Minutes of Previous Meeting- 27th July 2006 Minutes of the previous meeting were approved as a correct record <p align="right">Approved</p> Matters Arising Item 6 Project 31717 – in progress. Completion of phase 1 due on 26.01.07 Project 30468 –MR to query minutes and reconcile if necessary.	MR

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	<p>Project 30201 EH requested clarification that this is the same property reported previously. PD confirmed this.</p> <p>Item 7 SS reported that data for NHL081 and NHL082 was not yet available. It is expected for the next meeting. NHL084 is reflected in agenda item 6.</p> <p>Item 8 EH enquired if fencing and gates are inspected. SS confirmed this. EH registered his concerns about gate fastenings and laminated gates. PD confirmed that product consultation will be included in the Capital Programme Environment work.</p>	SS
5	Traffic Light Report – Capital Programme	
	<p>PD explained the exception report – pie charts are included to give the report context as charts summarize performance for all work package contracts, not just those which are the subject of this exception report.</p> <p>Project 30470 has a 13 week extension</p> <p>Project 30349 – There have been difficulties with the window system delivery. PD anticipates a request for extension from the contractor.</p> <p>Project 32146 – awaiting progress report</p> <p>Project 31718 – project has been reprogrammed, continuing to monitor closely.</p> <p>Project 30468 – concerns about contract length. (Steps have been taken to reduce contract lengths for the remainder of the programme).</p> <p>Project 31717 – project progressing reasonably well.</p> <p>Project 30460 – Sub-Committee are aware of difficulties with rewire. Project has 9 week extension. There have been difficulties employing and retaining electricians. The project will come in as planned on revised timescale with raised customer satisfaction. A compliment has been received.</p> <p>Project 31716 – concern regarding finance- report will be presented to the next meeting.</p> <p>Project 30467 – RCL noted this is the scheme of most concern. PD reported there had been difficulties attracting and retaining electricians by the contractor. The project is under close scrutiny.</p> <p>Project 31716 – EH raised concern that Clifford Lamb Court has been omitted. MR to investigate and report to next meeting.</p> <p>Project 30461 – No access rate is 38%. This will cause an under spend. MR to review and optimise number of properties and consider other properties to hit spend. Investigations have begun to understand the reasons for low access rates. AT reported that some people are not giving access as they are waiting for bathroom/kitchen works and would prefer to have the rewiring done at the same time. MB has concerns about working people. AT does not want people forced into work being done.</p> <p>PD commented that this was one of the last rewire only contracts.</p>	<p>MR</p> <p>MR</p> <p>MR</p> <p>PD</p>

ITEM	SUBJECT	ACTION
	<p>The review lessons will be applied to future contract management wherever practicable. Project 30355 – RCL noted contractor performance.</p> <p>Sub-Committee noted the status of the Capital Improvement Schemes</p> <p style="text-align: right;">Noted</p>	
5a	Northwards Housing Capital Programme KPIs	
	<p>PD apologies for the late inclusion of this paper. PD has concerns about the projected year end spend, he is awaiting the value of work completed to date. PD expects this to be above 95% and will report at the next meeting following scrutiny. NHL095 –PD to consider revising targets given the consistent exceeding of current targets. NHL091 – slight concern. NHL092 – report on agenda.</p> <p>Sub-Committee noted the level of the Key Performance Indicators</p> <p style="text-align: right;">Noted</p>	PD/MR
6	Monthly PI Responsive Repairs Report	
	<p>BV212 this is high due to some long-term voids being included in the figures as they have been let. AT requested July figures, SS reported these are not yet available. MB noted difference between 1st quarter report and figure currently reported –SS to check. NHL084 data will not be available until Comino computer system in operation. SS reported that Hammerstone Road customer satisfaction showing improvement.</p> <p>Sub-Committee noted the performance and provided comments and recommendations as appropriate.</p> <p style="text-align: right;">Noted</p>	SS
6a	Gas Servicing PI Report	
	<p>Year to date performance is included in this report. Sub-Committee concerned about increase in number of properties not serviced over 12 months. PD to investigate where in the process the increase has occurred. Properties over due by 16 months has decreased to 3. AT concerned that numbers have doubled from May. PD noted this concern and will report findings of investigations at a future meeting. PD explained that for Health and Safety reasons the servicing anniversary is set at 10 months. PD highlighted that reference documents regarding gas access procedures are included in this report for reference.</p> <p>Sub-Committee noted the contents of the report.</p>	PD

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	noted	
7	<p>Wilton Panel Area Empty Properties</p> <p>SS reported that the report had been revised. 188 properties had been inspected 21 required fencing at an average cost of £259.50. Estimated annual expenditure of £21,798 from a budget of £28406 would be expanded if current policy was changed. The Sub-Committee discussed the issues this raised. PD confirmed that current policy was fencing would be provided for Health and Safety reasons. PD noted that any policy would need to be financially sustainable.</p> <p>Concerns regarding void gardening were raised SS to liaise with local service teams to order work at an appropriate time. PD reported that a review of voids and relet times was being considered.</p> <p>AT suggested an amendment to the recommendation. This was agreed as below.</p> <p>The sub-committee recommend that the existing policy be confirmed and that this policy be reviewed in light of resource availability at the 2007/08 budget setting process.</p> <p style="text-align: right;">Approved</p>	SS
8	<p>Capital Programme Delivery-</p> <p>Relaxation of JVC Area Work Allocation Exclusivity. Arrangements and Adjustments in Programme Works Start Dates for 2007/08 Programme.</p> <p>PD presented the report. The main aim is to ensure that programme delivery can be managed. PD expected that this change will not be utilised and is a prudent precautionary measure.</p> <p>PD graphically described how any slippage of projects in 2006/07 may impact on future years programme delivery .</p> <p>MCC are considering £5.7m in capital receipts (subject to gateway approval) to fund the contracts required to be let in September 06 pending results of inspection.</p> <p>AT concerned that these changes were legal. PD reported that all changes would be agreed with parties to content including the JVC</p> <p>The Sub-Committee recommend to the Board that:</p> <ol style="list-style-type: none"> 1. Framework Contractors other than JVC be permitted to work in areas of JVC exclusivity (Fourways and Wilton), subject to negotiation and agreement of both Northwards and the JVC. 2. Additional future work form Northwards Housing capital programme is offered to the JVC to recover any loss of work value arising from any allocation of work in areas of JVC exclusivity (Fourways and Wilton) to other Framework Contractors. 3. That Property and Procurement Sub Committee be 	

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	<p>notified in the event that this consent is exercised for any capital work contract package.</p> <p>4. That this consent be restricted to the 2006/07 and 2007/08 programme years only.</p> <p>5. That work packages scheduled for the 2007/08 programme may be accelerated to commence in the 2006-07 programme where practicable and necessary to achieve our cash planning target.</p> <p style="text-align: right;">Approved</p>	
9	<p>Procurement of Survey - to capture information regarding Asbestos Risk and Fire Risk to Common Parts of Northwards Housing Stock .</p> <p>PD presented the report. AT asked if houses with asbestos are currently logged. PD confirmed that this has been built up over the years by MCC. The reason common parts are included is that under the regulations these are considered a work place.</p> <p>The Sub-Committee recommended to the Board that a survey be commissioned from Savills of all communal areas of Northwards Housing stock and that further the Director of Property Services is instructed to negotiate the best achievable price for provision of the survey and of the production of a database fit for the purpose of discharging Northwards Housing's obligations under relevant legislation.</p> <p style="text-align: right;">Approved</p>	
10	<p>Property Services Direction of Travel PI Reporting</p> <p>The Sub-Committee noted and discussed the contents of the report and made recommendations for improvement to be incorporated into formal proposals for a future Sub-Committee's consideration.</p> <p style="text-align: right;">Noted</p>	PD
11	Any Other Business	
	None	
12	<p>Date and Time of Next Board Meeting</p> <p>The next meeting will be held on Wednesday 27th September at 4.30pm. The venue for the meeting is Hexagon Tower.</p>	
13	<p>End of Meeting</p> <p>The meeting closed at 6.50pm</p>	