

ABERDEENSHIRE COUNCIL

COMMUNITIES COMMITTEE

WOODHILL HOUSE, ABERDEEN, 8 NOVEMBER, 2018

Present: Councillors A Stirling (Chair), I Walker (Vice Chair), D Beagrie, S Calder, P Gibb, A Kille, D Mair, I Mollison (as substitute for Councillor A Hassan), G Petrie, G Reid (as substitute for Councillor A Allan), G Reynolds, D Robertson, A Ross and S Wallace.

Apologies: Councillor A Allan and Councillor A Hassan.

Officers: Director of Infrastructure Services, Head of Service (Housing), Head of Service (Finance), Head of Service (Lifelong Learning and Leisure), Head of Service (Property and Facilities), Housing Manager (Strategy), Aberdeenshire Refugee Resettlement Team Co-ordinator, Housing Manager, Team Manager (Stock Improvement and Maintenance), Team Manager (Property and Facilities), Service Manager (Facilities and Funding), Service Manager (Cultural Services), Service Manager (Finance), Team Leader (Housing), Service Development Officer (Housing), Principal Solicitor (Governance) and Committee Officer (A McLeod).

1. SEDERUNT AND DECLARATION OF MEMBERS' INTERESTS

The Chair asked members if they had any interests to declare in terms of the Councillors' Code of Conduct. No interests were declared.

The Chair offered her condolences, on behalf of the Committee, to Councillor Allan upon her recent family bereavement.

The Chair welcomed Councillor Robertson to the meeting, following a recent spell of ill health.

2A. STATEMENT ON EQUALITIES

In taking decisions on the undernoted items of business, the Committee **agreed**, in terms of Section 149 of the Equality Act 2010:-

- (1) to have due regard to the need to:-
 - (a) eliminate discrimination, harassment and victimisation;
 - (b) advance equality and opportunity between those who share a protected characteristic and persons who do not share it; and
 - (c) foster good relations between those who share a protected characteristic and persons who do not share it.
- (2) Where an Equality Impact Assessment was provided, to consider its contents and take those into account when reaching their decision.

2B. RESOLUTION

The Committee **agreed**, in terms of Section 50A (2) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting during consideration of Items 14, 15, 16 and 17 so as to avoid disclosure of exempt information of the class described in paragraph 8 of Part 1 of Schedule 7A of the Act.

3. MINUTE OF MEETING OF THE COMMUNITIES COMMITTEE of 6 SEPTEMBER, 2018

There was circulated, noted and **approved** as a correct record, the minute of meeting of the Communities Committee of 6 September, 2018, subject to the addition of the words 'with regard to EESH' in item 9, resolution (4). The approved minute was thereafter signed by the Chair.

4. PROGRESS WITH ACTIONS FROM PREVIOUS COMMUNITIES COMMITTEE MEETINGS

There was circulated a report, which updated members on the progress made, against outstanding actions agreed, at previous meetings of the Communities Committee, held on 21 December, 2017, 31 May, 2018 and 6 September, 2018.

After consideration, the Committee **agreed**:-

- (1) To note the position with regard to progressing actions from previous meetings; and
- (2) Items 1, 2, 5, 12 and 13 were now completed and should be removed from the list.

5. FINANCIAL MONITORING AS AT 30 SEPTEMBER 2018

There was circulated a report dated 24 October, 2018 by the Director of Business Services on financial monitoring for the period ended 30 September, 2018.

The report explained that the Council's Scheme of Governance aligned Service budget responsibility with Policy Committee responsibility. The report covered the forecast outturn for the period ended 30 September, 2018, for both revenue and capital budget monitoring.

The Head of Service, Finance introduced the report and advised that the revenue budget for Communities Committee now included the activities within the Culture and Sport Business Unit, as agreed at the meeting of Aberdeenshire Council on 26 April, 2018, which had resulted in the budget being increased to £124,633,000. With additional elements of 'Culture' and 'Halls' now included within the remit of Communities Committee, along with the original elements of the Communities revenue budget agreed at Council on 8 February, 2018 together with the approved and proposed virements had resulted in increasing the total budget to £125,987,000.

Members were advised that the forecast position to the end of September 2018 was £42,000 within budget and the financial position was shown in more detail in Appendix 1. It was confirmed that, whilst the overall forecast was within budget, there were some activities which were currently expected to exceed their budget and therefore were subject to ongoing scrutiny by the responsible officers. It was noted that the Integration Joint Board had reported on 31 October 2018 that the latest forecast to the end of the financial year for the IJB itself was an over budget position and the IJB's Management Team were working on mitigating this position and would continue to update both the Council and NHS Grampian.

With regard to capital budget monitoring, the revised capital budget for 2018/19 was £9,429,000 and was detailed in Appendix 4, with forecast variance being detailed in Appendix 5, which was £255,000 less than the revised budget figure.

After consideration, the Committee **agreed** to note the revenue and capital budget monitoring as at 30 September, 2018.

6. HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING - 30 SEPTEMBER 2018

There was circulated a report dated 16 October, 2018, by the Director of Infrastructure Services which advised the Committee of the Housing Revenue Account revenue and capital monitoring to 30 September 2018.

The report explained that the Housing Revenue Account (HRA) and Capital Expenditure budget for monitoring purposes for 2018/2019 was approved by Council on 8 February 2018. It was agreed that any net surplus on the HRA would be used to fund the HRA Capital Programme, whilst maintaining a minimum working balance of £2 million in reserves.

The report further detailed that the HRA capital budget for the year 2018/19 was currently £60,744,000 with £19,046,000 budgeted to be used as Capital Funded from Current Revenue (CFCR), and the overall HRA position was summarised within the report.

The Head of Service, Finance introduced the report and highlighted a number of key areas including a significant planned expenditure in relation to the Housing Improvement Programme (HIP) which was scheduled during 2018/19 with total expenditure of £19.6m by the end of March 2019.

Officers responded to questions relating to a potential risk to the delivery of the Housing Improvement Programme (HIP) due to winter weather conditions, an underspend in salaries and wages due to staff vacancies across the Housing Service and a forecast of lost rents due to void properties.

The Committee **agreed**:

- (1) To note the HRA revenue and capital budget monitoring as at 30 September 2018; and
- (2) To note that an updated appendix detailing HRA revenue monitoring would be circulated to substantive and substitute Members of the Committee for information.

7. ANNUAL COMPLAINTS ANALYSIS

There was circulated a report dated 20 September, 2018 by the Director of Business Services advising that in order to comply with the Scottish Public Services Ombudsman (SPSO), all Councils were required to publish a Complaints Performance report addressing a number of required benchmarking indicators. The Council's 2017-18 Complaints Performance report had already been issued to the Council and was attached as Appendix 1 to the report.

The Service Manager, Customer Communication and Improvement introduced the report, which provided in depth information around customer complaints affecting services under the remit of the Communities Committee and advised that action plans had been created by services to improve customer service delivery and to reduce re-occurring complaints, using trend analysis outcomes as reported by the Corporate Feedback Team within Customer Services.

Officers responded to questions from Members in relation to time spent in dealing with complaints, the assistance given to services by the Feedback Team in relation to the

administration of the complaints process, the relationships with the NHS complaints team in relation to handling Health and Social Care complaints, as well as the process for capturing and passing back positive comments and compliments received to members of staff and their Service Managers.

After consideration, the Committee **agreed**:

- (1) To recognise the purpose and value of the Scottish Public Service Ombudsman (SPSO) benchmarking requirements;
- (2) To note the detailed complaint trend data provided for Communities Committee services;
- (3) To note the Action Plans provided by services around complaint reduction;
- (4) To request an update on the Action Plans from Services in 6 months, as well as to continue to receive an annual report; and
- (5) To thank the Feedback Team for their work in this area.

8. ABERDEENSHIRE REFUGEE RESETTLEMENT PROGRAMME PROGRESS REPORT

There was circulated a report dated 18 September, 2018 by the Director of Business Services providing an update in relation to the Council's commitment to Refugee Resettlement in Aberdeenshire.

The Chair welcomed the Aberdeenshire Refugee Resettlement Co-ordinator, who introduced the report and gave a presentation on the work of the Resettlement Team since the Council had agreed in 2015 to resettle 50 families via the Syrian Vulnerable Persons' Relocation Scheme (VPRS) and 8 families via the Vulnerable Children's Relocation Scheme (VCRS) by 2020. She advised the Committee that as of September, 2018 a total of 39 families (137 people) had been resettled into Aberdeenshire via the Syrian VPRS and VCRS Schemes, with a further 8 babies being born into the Scheme in Aberdeen Royal Infirmary and the remaining 19 families to be resettled were due to arrive between October 2018 and March 2020.

The Co-ordinator explained the process when new families arrived, and the work that was done by the Team in conjunction with numerous partners around tenancy support, health, education, language, employability, money advice and other services, and the need to ensure that the families were supported and empowered, in order to get them on their feet quickly. She outlined details of the Amal Project which had been established by the Syrian Community to help with the support and integration of the relocated families in the area and how the project had become increasingly involved in the local communities around the region. The project had won the Best of Garioch award at the Inspiring Aberdeenshire Awards 2017.

The Co-ordinator responded to Members questions in relation to awaited confirmation from the Home Office of plans to continue the scheme beyond 2020, the tremendous work done by the Team in meeting the challenges to ensure the necessary support was given to the new families to help them achieve targets set out in Family Integration Plans, the possibility of considering other communities across Aberdeenshire for the resettlement of new families if the scheme should continue beyond 2020 and the barriers to employability, mainly language barriers, and the efforts that were being made to work to seek ways of overcoming this.

The Committee thereafter **agreed**:-

- (1) To thank the Resettlement Team Co-ordinator for an inspirational presentation and the Team for all the work that is being done to resettle and welcome the new residents to Aberdeenshire;

- (2) To acknowledge the progress made in relation to Aberdeenshire Council's commitment to Refugee Resettlement and to welcome the new residents on behalf of the Council; and
- (3) To welcome regular updates on the arrival and resettlement of new families from Syria to Aberdeenshire under the Relocation Schemes.

In terms of Standing Order 2.2, as it was 1.00 pm, the Committee **agreed** to suspend standing orders in order to consider the next item of business (item 9) before breaking for lunch.

9. SCOTTISH GOVERNMENT: 'FUEL POVERTY, TARGET, DEFINITION AND STRATEGY (SCOTLAND) BILL 2018'

There was circulated a report dated 28 September, 2018 by the Director of Infrastructure Services seeking consideration and approval of the Council's response to the Scottish Government Fuel Poverty (Target, Definition and Strategy)(Scotland) Bill.

The Housing Manager (Strategy) introduced the report and highlighted the three key aims of the bill, which aimed to (1) set out a new target for fuel poverty, (2) introduce a new definition that focused support on those who need it most, no matter where they live in Scotland, and (3) mandate the production of a new long-term fuel poverty strategy every 5 years. He highlighted that the Aberdeenshire Local Housing Strategy 2018-2023 identified energy efficiency, fuel poverty and sustainability as a priority and this helped to deliver the Council Plan 2017-2022 priorities to have the right mix of housing across all of Aberdeenshire and to reduce poverty and inequalities within our communities. The draft response to the bill had been prepared in consultation with SCARF and was presented for Members approval and onward submission to the Scottish Government.

The Committee, after discussion, **agreed** to approve the proposed response contained in Appendix 1, for submission to the Scottish Government: 'Fuel Poverty, Target, Definition and Strategy (Scotland) Bill 2018', for submission to the Scottish Government by 9 November 2018.

10. STRATEGIC HOUSING INVESTMENT PLAN 2019-2024

There was circulated a report dated 27 September, 2018 by the Director of Infrastructure Service seeking approval of the draft Strategic Housing Investment Plan 2019-2024.

The report explained that Strategic Housing Investment Plans (SHIP) and Strategic Local Programmes (SLP) were part of the Local Housing Strategy process and were the statements of affordable housing investment priorities in each local authority area which guide the application of Scottish Government and other funding. In line with Scottish Government guidance issued in August 2018, all local authorities were required to submit a SHIP to Scottish Government every year.

The core purpose of the SHIP was to set out investment priorities for affordable housing over a five year period to achieve the outcomes set out in the local housing strategy and the SHIP would provide a practical plan detailing how the LHS investment priorities would be delivered and formed the basis for more detailed programme planning.

The Housing Manager Strategy advised the Committee that the targets set for the forthcoming period were ambitious, allowing for an overall programme of potentially 2,354 homes over the course of the five year period, with around 590 potentially suitable for particular needs households, of which 73 wheelchair accessible, could be delivered across Aberdeenshire, subject to grant availability and financial capacity. Also of the 2,354 homes, 1,949 were proposed for social rent, 126 for mid market rent and 279 for low cost shared equity.

Officers responded to issues raised by Members in relation to officer feedback on comments raised by Area Committees, the visible need for more mid market rental and shared equity housing provision, the continuing challenges in relation to planning issues, and issues around the Help to Buy Scheme, in view of changing circumstances.

After consideration, the Committee **agreed**:

- (1) To approve the draft Strategic Housing Investment Plan (SHIP) 2019 – 2024;
- (2) In Appendix 2 (page 105) of the SHIP 2019-2024, to add the words 'where appropriate and financially viable' to the paragraph beginning 'this will primarily take the form';
- (3) With regard to paragraph 3.10 of the report, and in view of changing circumstances and reduced interest in the Help to Buy Scheme, the Scottish Government should be asked to revisit and review the scheme; and
- (4) To invite officers to report back to Committee in December 2018 on a monitoring and performance framework for the delivery of the SHIP and to discuss the content of the framework with the Chair, Vice-Chair and Opposition Spokesperson.

11. UNIVERSAL CREDIT FULL SERVICE IN ABERDEENSHIRE

There was circulated a report dated 27 September, 2018 by the Director of Infrastructure Services providing an overview of the work that was being carried out to support customers in receipt of Universal Credit Full Service (UCFS) since its introduction throughout Aberdeenshire.

The report advised that Universal Credit (UC) replaces a number of state benefits for working age claimants and amalgamates them into one monthly payment and it replaces Housing Benefit Child Tax Credit, Income Support, Job Seekers Allowance (income based), Employment and Support Allowance (income related) and Working Tax Credit (all of these benefits are also known as 'the legacy benefits'). The Housing Service have a procedure in place to make contact with all UC claimants to discuss their claim and rent payment and offer help and advice relating to managing their payments and how to pay rent directly to their landlords to ensure they do not fall into rent arrears, They also provide signposting information to additional agencies as required.

The Service Manager, Support and Advice Team, introduced the report and advised the Committee that UCFS was live as of 31 October, 2018 across the whole of Aberdeenshire, having been introduced gradually over the period from November 2017. UCFS extends the eligibility of UC to all working age people and is digital by default, which means that claimants must apply and manage their claim online. Housing costs make up part of the overall UC payment and the UK Government policy driver behind housing cost being paid monthly direct to tenants was to give claimants the responsibility to manage their finances in the same way as those not on UC, and the change had also been driven by a desire to make moving in and out of work, where salaries were generally paid monthly, a smoother transition.

Members discussed concerns relating to the proposed migration of the provision of support to tenants from local authorities to Citizens Advice Bureaus (CABs) and the measures in place to support the transition to CABs and the need to ensure that it would be done in a smooth manner. It was confirmed by Officers that although CABs were required to be in a position to provide support for UC from 1 April, 2019, it was intended that the Council's Information and Support Team would continue to provide support and advice to tenants where requested and would continue to work in partnership with the CAB and other agencies, irrespective of funding support from DWP.

Officers responded to points raised by Members in relation to the lack of geographical coverage in some rural areas by existing CABs and the need to ensure that a partnership approach was taken to ensure full coverage to tenants throughout Aberdeenshire.

It was noted that the roll out of UCFS in Aberdeenshire had been assisted by the introduction of updated IT systems and procedures to assist staff in supporting tenants and that the impact on staff resources was being monitored but was currently being managed within existing resources.

The Committee **agreed:**

- (1) To note the work that is being carried out to support customers in receipt of Universal Credit Full Service and to thank Council staff for their work in this area;
- (2) To request Officers to report back prior to 1 April 2019 with a presentation to Committee to demonstrate progress and to ensure a partnership approach is being taken to ensure a support service fit for purpose;
- (3) To refer the report to Area Committees for their information, and to ask Community Planning Officers to feed in to demonstrate what is being done to support tenants at a local level, and that any comments from Area Committees should be fed back to the Committee in the report requested at point (2) above; and
- (4) To seek regular update reports to Committee on the roll out of Universal Credit.

12. HILLSIDE PITCH – REFERRAL FROM KINCARDINE & MEARN'S AREA COMMITTEE

With reference to the Minute of Meeting of the Kincardine and Mearns Area Committee of 26 June, 2018 (item 8), when Members considered a Member Promoted Issue in relation to the provision of a 3G pitch at Hillside, Portlethen, there was circulated a report dated 8 October, 2018 by the Director of Education and Children's Services which advised that the matter had been referred to the Committee. The report indicated that the Committee was being asked to consider funding options for the construction of a 3G pitch at Hillside, Portlethen and to consider whether a recommendation to include such provision within the Capital Plan should be made to Full Council.

The report explained that Officers were in the process of developing an Outdoor Sports and Physical Activity Facilities Strategy, with the objective of identifying and prioritising capacity pressures, and potential solutions, and it was acknowledged that a number of localities, including Portlethen, currently experience challenges in meeting demand for outdoor sports facilities and in the interests of supporting the most effective strategic allocation of resources, it was recommended that consideration of the request from the Kincardine and Mearns Area Committee, and other similar requests, would best be undertaken within the context of a more comprehensive review of Outdoor Sports and Physical Activity Facilities. This would seek to ensure that any response was equitable, affordable and would meet needs in an identified priority order.

During discussion Members referred to the discussion at Kincardine and Mearns Area Committee, where there had been a broad consensus that there was a pressing need to ensure a swift resolution to the provision of additional sporting facilities in the form of a 3G pitch at Portlethen, with an area of land being available and a sum of £130,000 being available by way of developer obligations, as well as strong community support for the proposal and a willingness from the community to fundraise. Assurances were sought that there was ongoing and meaningful dialogue between Officers and local community groups in order to turn the wishes of the community into a reality at the earliest opportunity.

Officers responded to the various issues raised by Members and the Chair thanked Members of the Committee for representing the views of the Kincardine and Mearns Area Committee and the local community.

Having noted a need to ensure that further information and background to the matter should be provided in order to give the Committee a fuller understanding of the issues around the matter, the Committee **agreed**:

- (1) To note the commitment of the Kincardine & Mearns Area Committee to promoting a 3G pitch at Hillside, Portlethen;
- (2) That a more detailed briefing note on the issues raised by K&M Area Committee be provided to Members of the Committee and Local Members at the earliest opportunity;
- (3) That any decision on the principle of whether there should be a 3G pitch at Hillside and the funding options for such a pitch is deferred until consideration of the anticipated Outdoor Sport and Physical Activity Facilities Strategy and that Officers should work towards producing the Strategy within the first quarter of 2019 and should work towards providing a masterplan for each town/area to go alongside the Strategy;
- (4) That the relevant Area Manager along with the Area Service Team should be asked to meet with Local Members to formulate a masterplan in order to ensure that all the available information is brought together and is made available; and
- (5) That the Service should engage in dialogue with local community groups regarding development and fund raising, and arrange for costings and resource, and provide a proposed plan with timeline to assist the process going forward.

13. DISPOSAL OF OBJECTS FROM ABERDEENSHIRE COUNCIL MUSEUM COLLECTIONS

There was circulated a report dated 10 August, 2018 by the Director of Education and Children's Services seeking approval to dispose of a number of museum objects from the Council's Museum collections in line with the Council's Disposal Policy, which meets the requirements of the National Museum Accreditation Standards as set out by Museums Galleries Scotland.

The report explained that in line with the Collections Development Policy, the Committee was being asked to approve the disposal of 22 museum objects with the disposal route for each item being outlined within Appendix 1 to the report. The majority of the museum objects being proposed for disposal were either being returned to their original donor or to another museum service or organisation where they would be added to those collections and made available to the public. The exception to this was five sundry farm implements, which were duplicates and in very poor condition and were proposed for scrapping, but only after the service had explored the option to donate the objects to local enthusiasts for restoration or to be used as spares.

The Committee **agreed**:

- (1) To approve the disposal of 22 museum objects from Aberdeenshire Council Museum collections, in line with Aberdeenshire Council's Disposal Policy; and
- (2) That the sundry farm implements referred to in paragraph 2.4 should only be disposed of after attempts were made to donate the implements to enthusiasts, with a four week time limit for this purpose.

Prior to consideration of the following item, the Chair, on behalf of the Committee, paid tribute to Mr Douglas Newlands, Housing Manager, who was retiring from the Council after many years of service and paid tribute to his service and wished him a long and happy retirement.

14. RENT STRATEGY CONSULTATION

There was circulated a report dated 28 September, 2018 by the Director of Infrastructure Services asking the Committee to agree the new rental strategy to be used within the Housing 30 Year Business Plan for 2019/20, 2020/21 and 2021/22, following a consultation exercise which had been carried out during August 2018.

The report explained as background that a full tenant postal survey had been carried out, as there was a legal requirement to consult with tenants on changes to rent and to consider their responses as part of the decision, and a response rate of 17.1% (2,187 tenants) had been achieved.

The Head of Housing introduced the report and outlined the proposed rental strategy options, which were derived from the HRA Business Plan core assumptions which had been reviewed in conjunction with Arneil Johnston throughout 2017. A full review of all inputs into the Business Plan was undertaken every three years in line with the rent setting agreements, with the last year of the current cycle being 2018/19.

The rental strategy for future years was derived directly from the Business Plan to ensure that future rents are sufficient to enable the Housing Service to achieve its proposed investment plans, whilst ensuring that the plan remains sustainable. This is measured based on the affordability of the Business Plan over the 30 years terms of Debt to Rental Income ratios. An affordability level had been previously agreed of 40% thereby ensuring that no more than 40% of the rental income from tenants was used to repay borrowing.

The Committee noted the importance of communicating the outcome of the rent strategy consultation and option agreed to tenants and noted that plans were in place for communicating the information and that the Housing Service was continuously looking at new methods of tenant participation and engagement.

After consideration, the Committee **agreed**:

- (1) To discount option B (as detailed below and in Appendix 1) from consideration due to it breaching the Debt to Rental Income ratio of 40%; and
- (2) To approve Option C as the new rental strategy, with this to be used within the Housing 30 Year Business Plan for years 2019/20, 20/21 and 21/22, subject to it being reviewed in one year to ensure that the delivery of build out was continuing apace.

15. HARD FACILITIES MANAGEMENT (HARD FM) UPDATE

With reference to the Minute of Meeting of the Policy and Resources Committee of 17 November, 2016 (Item 39) when it had been agreed to award the Hard Facilities Management (HardFM) contract to FES FM Ltd, there was circulated a report date 24 September, 2018 by the Director of Business Services on the performance of FES FM Ltd under the contract.

The report detailed progress on the implementation, with information on current performance statistics, information on Key Performance Indicators and an Improvement Plan which had been agreed and was under regular review.

The Head of Service (Property) and Hard FM Team Manager responded to issues raised by the Committee in relation to compliance levels, issues relating to reactive repairs and the need for the Committee to look at outcomes and to monitor the delivery of the contract and to continue to monitor the Key Performance Indicators.

After consideration, the Committee **agreed**:

- (1) To note the performance of FES FM Limited under the Hard Facilities Management contract; and
- (2) That quarterly updates be submitted to the Committee.

16. HOUSING IMPROVEMENT PROGRAMME (HIP) 2017-2021

There was circulated a report dated 18 October, 2018 by the Directors of Business Services and Infrastructure Services, outlining progress on the delivery of the Housing Improvement Programme for 2017-2021.

The Head of Service (Housing) and Head of Service (Property) introduced the report and gave some background to the work being undertaken and the current forecast expenditure for the Financial Year 2018/19 on the Housing Improvement Programme. They outlined a number of challenges which had impacted on the number of properties being completed to date and measures being taken to ensure the delivery of the majority of the remaining allocation for Year 1 of the programme.

In relation to the issue of properties currently held as void, the Head of Service (Housing) indicated his wish to add a recommendation to the report in order to address the issue of properties being held as void and to seek a way forward to bring the void properties back within the housing stock.

After consideration, the Committee **agreed**:

- (1) To acknowledge and continue to monitor the current position with regard to progress on the delivery of the Housing Improvement Programme for 2017- 2021;
- (2) To note the current forecast expenditure for the Financial Year 2018/2019 on the Housing Improvement Programme;
- (3) To instruct the Head of Housing, following consultation with the Head of Property and Facilities Management, to report to the Committee in March 2019 with detail on Internal Wall Insulation (IW) properties held as void together with an assessment of any works required, including timescales, to bring them back to lettable standard; and
- (4) To agree that no further IW properties will be held as void until the Committee has considered the aforementioned report and agreed a future pathway for the properties.

17. SUPPLEMENTARY WORK PLAN: DORMER ROOF UPGRADES – CONTRACT 17957 DORMER, ROOF AND PORCH ROOF UPGRADES – CONTRACT 17708

With reference to the Minute of the Committee of 15 February, 2018 (Item 10), where the Committee had been asked to approve the Housing Work Plan, there was circulated a report dated 28 September, 2018 by the Director of Business Services seeking the addition of two contracts for dormer and porch upgrades at properties as detailed in Appendix A, on the Supplementary Work Plan as attached at Appendix B to the Infrastructure Services

Directorate's Annual Work Plan for Housing 2018/19, and asking the Committee to approve the Business Case attached at Appendix C for the item.

The report advised that the use of the SCAPE procurement route for housing related works was agreed by the Policy and Resources Committee on 9 June 2016 and it was considered that best value would be obtained by including this project within the SCAPE Framework. It explained that SCAPE Procure is a framework to support the public sector procurement of construction works to enable a balance of cost and quality that enables the best suppliers to deliver projects and services to a high standard.

After discussion, the Committee **agreed** to:

- (1) Approve the addition of the item on the Supplementary Work Plan at Appendix B to the Infrastructure Services Directorate's Annual Work Plan for Housing 2018/19 that was approved on 15 February 2018;
- (2) Approve the Business Case attached at Appendix C for the items on the Supplementary Work Plan relating to Dormer Roof Upgrades (Contract 17957) and Dormer, Roof and Porch Roof Upgrades (Contract 17708); and
- (3) Note that the Chief Officer (Head of Property & Facilities Management) has the delegated authority to award the contracts.

