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GOSPORT
Borough Council

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2 November 2021

S U M M O N S

MEETING: Housing Board
DATE: 10 November 2021
TIME: 6.00 pm
PLACE: Council Chamber
Democratic Services contact: Linda Coote

PAUL GRANT
BOROUGH SOLICITOR AND MONITORING OFFICER

MEMBERS OF THE BOARD

The Mayor, Councillor Hook (ex-Officio)
Chairman of the Policy and Organisation Board, Councillor Burgess (ex-Officio)

Councillor Jessop (Chairman)

Councillor Beavis
Councillor Mrs Batty
Councillor Bradley
Councillor Herridge
Councillor Foster-Reed
Councillor Hammond

Councillor Hutchison
Councillor Mrs Jones
Councillor Meenaghan
Councillor Mrs Morgan
Councillor Murphy
Councillor Westerby

FIRE PRECAUTIONS

(To be read by the Chairman if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request.

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off or switched to silent for the duration of the meeting.
- iii. This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

AGENDA

1. **APOLOGIES FOR NON ATTENDANCE**

2. **DECLARATIONS OF INTEREST**

All members are required to disclose at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest or personal interest in any item(s) being considered at this meeting.

3. **MINUTES OF THE PREVIOUS MEETING OF THE HOUSING BOARD HELD** (Pages 5 - 6)

4. **DEPUTATIONS - STANDING ORDER 3.4**

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday 8th November 2021. The total time for deputations in favour and against a proposal shall not exceed 10 minutes)

5. **PUBLIC QUESTIONS**

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday 8th November 2021)

6. **Presentation by Housing First**

7. **External Painting, Communal Redecoration and Associated Works Contract Tender** (Pages 7 - 18)

To inform Members of the intention to commence the procurement of a contractor to undertake external painting, communal area redecoration and associated repair works

8. **ANY OTHER ITEMS**

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Public Document Pack Agenda Item 3

Housing Board
23 June 2021

A MEETING OF THE HOUSING BOARD WAS HELD ON 23 JUNE 2021

Councillors Mrs Batty, Beavis, Bradley, Burgess (Substituting for Mrs Jones), Foster-Reed, Hammond, Herridge, Hutchison, Jessop, Meenaghan, Mrs Morgan, Murphy and Westerby

29. APOLOGIES FOR NON ATTENDANCE

Apologies for non attendance were received from Councillor Mrs Jones

30. ELECTION OF VICE CHAIRMAN

RESOLVED: That Councillor Beavis be elected Vice Chairman for the municipal year 2021-22

31. DECLARATIONS OF INTEREST

There were none

32. MINUTES OF THE PREVIOUS MEETING OF THE HOUSING BOARD HELD

RESOLVED: That the minutes of the meeting held on the 20th January 2021 be signed as a true and correct record.

RESOLVED: That the minutes of the meeting held on the 19th March 2021 be signed as a true and correct record.

33. DEPUTATIONS - STANDING ORDER 3.4

There were none

34. PUBLIC QUESTIONS

There were none

35. FIRE SAFETY POLICY REPORT

Consideration was given to a report by the Head of Housing regarding the draft Fire Safety Policy.

Officers provided a grammatical update to section 4.3 in the Policy which will now read "Those residents living in sheltered, supported or general needs housing that that have been identified as being at higher risk of fire in their accommodation, will have a person-centred fire risk assessment undertaken"

In answer to a Members question Head of Housing advised that the Stay Put policy was still the preferred option, as each flat was considered to be a fireproof box. Full evacuation presented a high risk with many people attempting to leave the building at the same time. Once the Fire Brigade were in attendance they would evaluate the situation and make decisions regarding extent of evacuation.

RESOLVED: That the Board approved the fire safety policy in draft for consultation with residents.

36. ANY OTHER ITEMS

There were none

CHAIRMAN

Concluded at 6.06 pm

Board/Committee:	Housing Board
Date of meeting:	10 November 2021
Title:	EXTERNAL PAINTING, COMMUNAL REDECORATION AND ASSOCIATED WORKS CONTRACT TENDER
Author:	PROPERTY SERVICES MANAGER
Status:	FOR APPROVAL

Purpose

To inform Members of the intention to commence the procurement of a contractor to undertake external painting, communal area redecoration and associated repair works

Recommendation

That the Board:

1. Notes the commencement of the procurement process
2. Delegates authority to the Head of Housing to appoint a contractor at the conclusion of the process.

1.0 Background

- 1.1 Property Services currently has a contract in place for the External Decoration and associated repairs of Council Housing. This contract is with Novus Property Solutions. The contract commenced in 2014 for an initial term of 7 years.
- 1.2 This contract is for the planned external redecoration and repairs of houses and blocks, and the internal redecoration and repairs of communal areas of blocks of flats. This differs from the Kier contract which is primarily for day to day response repairs. Houses and blocks are surveyed to assess condition, and a programme is produced each year with a list of properties given to the contractor to undertake the works.
- 1.3 Undertaking planned works in this manner is designed to prolong the lifespan of Council assets and reduce ongoing day to day maintenance costs.
- 1.4 As allowed for under the terms of the contract, a one year extension was approved at Housing Board held 11th November, 2020, and as a result the contract with Novus will expire in September 2022. The intention is to procure a new contract from this date for a period of 5 years with an option to extend for a further five years.

2.0 Report

- 2.1 The NHF Form of Contract 2011 (Planned works (rev:7 2020) will be used for the new contract. This contract is similar in approach to that currently used, and is a nationally recognised form of contract utilised by many local authorities, and social housing providers in such circumstances.
- 2.2 The current contract uses a schedule of rates to cost the works, as this is more suited to the type of repetitive works that will be undertaken, A schedule of rates gives more cost certainty when undertaking known works, and enables specifications to be more quickly produced, and passed to the contractor.
- 2.3 The M3NHF Schedule of Rates Version 7.2 will be incorporated into the contract and is an updated version of the schedule that is currently used.
- 2.4 The annual budget will be approximately £400K, with a total contract value of £4M. This is the same annual value as the current contract, and will be wholly funded through the Housing Revenue Account (HRA).
- 2.5 The duration of the contract will be 5 years with the possibility for an extension of a further 5 years to will cover the period 2022 – 2032. During the initial 5 year period, contractor performance will be monitored, and if satisfactory, the extension will be granted leading to a 10 year overall contract. This will allow a reasonable period to assess the contractor’s performance, and for us to establish a good working relationship, but also allows flexibility to end the contract after the initial 5 year period if performance is not as required.
- 2.6 Estimated timeline of procurement:

ACTIVITY	DATE
TENDER DOCUMENTATION ISSUED WITH QUESTIONNAIRE	10/01/2022
QUESTIONNAIRE EVALUATION	07/02/2022
SHORTLISTED TENDER’S INVITED TO SUBMIT FULL TENDER	28/02/2022
TENDER EVALUATION	28/03/2022
NOTIFICATION OF PREFERRED BIDDER	25/04/2022
STANDSTILL PERIOD	25/04/2022
CONTRACT AWARD	04/05/2022
LEASEHOLDER SECTION 20	02/05/2022
MOBILISATION	06/06/2022
CONTRACT START	02/09/2022

- 2.7 Bidders will be required to complete a Questionnaire together with case studies demonstrating relevant previous experience, along with client references. Following a shortlisting process, the 5 highest ranked will be

invited to tender.

- 2.8** A project board consisting of relevant officers from Property Services, Housing Management, Finance, Legal and Procurement will be convened and will meet regularly throughout the procurement period.
- 2.9** The tenders will be evaluated on the basis of: 60% quality: 40% cost. Bidders will be given the schedule or rates, along with a typical project. They will be asked to price the project based on the schedule of rates, in the form of a % reduction or uplift in the stated rates. They will also be asked to apply a % reduction or uplift to each section, or work type in the schedule of rates.
- 2.10** The bidders will be asked to demonstrate how they will deliver the service to GBC housing tenants and leaseholders, with a focus on customer care and quality. They will also be asked to outline measures that will benefit the social and economic situation in the Borough, such as using local labour, taking on apprentices, or workshops for local people. They will be asked for evidence of the approach they will take to sustainability such as the sourcing of materials or use of vehicles etc.

3.0 Risk Assessment

- 3.1** A financial appraisal will be undertaken by the Head of Finance, to ensure contractors are of sound financial standing and capable of undertaking a project of this size.
- 3.2** The works undertaken in this contract are of a planned nature, with any additional works identified requiring the approval of the Property Services Manager prior to commencement by the contractor.
- 3.3** Payments will be made in relation to completed works meaning any failure to deliver the service would have a reputational impact rather than a financial impact. Close monitoring of the works by Property Services will minimise risk of failure.
- 3.4** Compliance with Contract Conditions and Statutory Health & Safety obligations will be monitored through regular meetings, both Strategic and Operational, in the same manner that the Council monitors its other major contracts. The financial health of the contractor will continue to be monitored throughout the life of the contract, in accordance with good practice.
- 3.5** The risk of the Contractor underperforming will be mitigated by careful questioning at pre tender stage – the questionnaire asks for case studies, and client references relating to previous works of a similar nature.
- 3.5** There is a small risk of failure to meet procurement deadlines, resulting in the project not commencing in September 2022, to coincide with the

existing contract coming to an end. To mitigate the risk, preparation for the tender will start well in advance, with the production of tender paperwork 6 weeks prior to advert allowing sufficient time for the project team to agree the documentation. The three month mobilisation period after contract award allows for any slippage in the procurement timeline, providing assurance that the new contract will start on time with no gap in service provision.

4.0 Conclusion

4.1 The existing external painting, communal redecoration and associated works contract will end on 31 August 2022. To ensure continuity of service provision, the Property Services will undertake a procurement exercise to appoint a contractor to deliver the service commencing September 2022, for a further 10 years, subject to performance reviews.

Financial Services comments:	No further comments
Legal Services comments:	Contained within the report
Equality and Diversity:	All bidders will be asked to demonstrate at questionnaire stage how they will comply with relevant equality legislation. They will also be asked how they ensure their staff will deliver the service to customers with diverse needs.
Climate Change implications:	<i>See Attached IIA</i>
Crime and Disorder:	
Service Improvement Plan implications:	
Corporate Plan:	Empower our residents, raise aspirations, deliver effective services
Risk Assessment:	Contained within the report
Background Papers:	None
Appendices:	None
Report Author/Lead Officer:	Dean Pickett

Gosport Borough Council
Integrated Impact Assessment (IIA)

Completion Instructions for IIA Leads:

Use this IIA **during development** to initially assess the likely impact, on both customers and staff, of a proposed new policy, strategy, function or service or a proposed change to an existing one. This IIA aims to provide an early warning of any potential issues that could adversely impact our customers or staff or result in costly errors in terms of financial or reputational management. Evaluating the proposed changes against our key considerations regarding equality & diversity and climate change allows us to modify or mitigate any adverse impacts **before** implementation. It also demonstrates transparency in the Council’s decision making. It is a working document with named Subject Expert Officers (SEOs) who can support you - as the IIA Lead, through this process. Please do ask the SEOs for advice about potential impacts.

Impacts in the template are marked: +ve (positive) -ve (negative) or neutral. Once completed the IIA must be signed off by your Head of Service and a summary copy attached to the Board or Committee report. Officers have a Duty to ensure that Councillors/decision makers understand the impact of decisions before those decisions are made.

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Policy/Strategy/Function/ Project	New	Existing	IIA Lead	Contact Details	Date
EXTERNAL PAINTING, COMMUNAL REDECORATION AND ASSOCIATED WORKS CONTRACT TENDER	x		Dean Pickett	dean.pickett@gosport.gov.uk	13-10-21

What is the aim of this policy/strategy/function/project? What will it change ?
To commence the procurement of a contractor to undertake external painting, communal area redecoration and associated repair works

Has any consultation been undertaken on this proposed change?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
If yes, summarise the methods used and results of the consultation:		

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A. EQUALITY & DIVERSITY
<p>The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:</p> <ul style="list-style-type: none"> • eliminate unlawful discrimination, harassment and victimisation; • advance equal opportunities between people from different groups • foster good relations between people from different groups. <p>Having due regard means considering how this policy, strategy, project or function has or will advance equal opportunities for each of the protected groups below.</p> <p>Please note: If this proposal means a change in the availability, degree of provision or access to a service, benefit or facility for any group of people, then this Equality & Diversity impact assessment must be completed to assess if this proposal could be deemed unlawfully discriminatory.</p>

SEO for support to complete this section- Mandy Baggaley, CPCS, x5695 mandy.baggaley@gosport.go.uk				
Protected Characteristic	+ ive	- ive	Neutral	Explanation of Impact
Age	X			Housing tenants among all protected characteristics should benefit from a robust contract ensuring property exteriors, communal spaces and repairs are maintained in good order and conducted to a high level of customer care. The pre-tendering questions ensure shortlisted contractors have robust equality and diversity and complaint processes in place. This scrutiny for equality and diversity good practice helps to ensure that the procurement process potentially has a positive impact on protected characteristics.
Disability	X			
Gender reassignment	X			
Marriage and Civil Partnership	X			
Pregnancy	X			
Race (ethnicity, nationality, colour)	X			
Religion or Belief (and lack of belief)	X			
Sex	X			
Sexual Orientation	X			
<p>The Armed Forces Bill places a new duty on public bodies to have due regard to ensure those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. Please refer to these resources for more information about the needs and characteristics of the armed forces community and our commitment to the Covenant. GBC Covenant Agreement 2020 Local AFC Profile, needs assessment, resources</p>				
Section of the Armed Forces Community	+ ive	- ive	Neutral	Explanation of Impact
Reservists, veterans and their families	X			Regular serving members of the armed forces and their families are likely to be in in MOD or private accommodation, but veterans and reservists and their families may be among Council tenants and therefore benefitting as above from a robust contract providing quality maintenance and due regard to equality and customer care
Are there any other groups which could be impacted (e.g. socially or financially excluded) by this item? If yes, identify below:				

What actions will be taken to address/ mitigate potential negative impacts identified:		
Action	By whom	By when
Review of pre-tendering applications and documents to ensure all equal opportunity provisions are met and evidenced by shortlisted contractors	A project board consisting of relevant officers from Property Services, Housing Management, Finance, Legal and Procurement	Will meet regularly throughout the procurement period until January 2022

B. CLIMATE CHANGE & ENVIRONMENT

Consider how this change will have an impact with regard to

- Greenhouse gas emissions
- Ability to adapt to the impacts of climate change
- Waste Management
- Air Quality
- Natural Environment

SEOs for support to complete this section- Tim Pratt, CPCS, x5573 tim.pratt@gosport.gov.uk

Greenhouse Gas Emissions	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions from buildings	Gas or electricity use and provision of renewable electricity, by GBC or others			x	N/A
Emissions from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC or others			x	Similar numbers of contractor vehicles and delivery vehicles will be required to undertake the works as with the current contract.

Emissions from agriculture and land use	Creation or removal of carbon sinks in Gosport, and changes to food consumption			x	N/A
Embedded emissions	Emissions from manufacturing goods and materials used by GBC or others			x	N/A
Climate Change Adaptation	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Vulnerability to storms	Flood prevention and extent to which buildings, habitats and species would be affected by flooding and high winds			x	N/A
Vulnerability to heat waves	Provision of shading, ventilation and insulation in buildings, and extent to which habitats and species would be affected by heat			x	N/A
Vulnerability to drought	Water use in buildings, agriculture, and industrial processes, and extent to which habitats and species would be affected by drought			x	N/A
Vulnerability to food insecurity	Opportunity for local food production				N/A
Waste Management	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Amount of waste generated	Levels of consumption by GBC, households and businesses, and extent to which materials used are reusable			x	N/A
Proportion of waste recycled	Recyclability of materials used by GBC, households and businesses, and provision of recycling services				N/A

Air Quality	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions of key pollutants from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC and others; impacts on congestion and amount of idling of more vehicles			x	Contractor vehicles and delivery vehicles will be required to undertake the works as with the current contract.
Emissions of key pollutants from industrial processes	Emissions from chemical processes				N/A
Emissions of key pollutants from other sources	Domestic and other fires				N/A
Impact of key pollutants	Rate at which pollutants are absorbed or dispersed				N/A
Natural Environment	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Sustainability of public spaces	Amount of vegetation and maintenance			x	N/A
Biodiversity and quality of habitats	General impacts on habitats and direct impacts on species of concern			x	N/A
What actions will be taken to address/ mitigate potential negative impacts identified:					
Action	By whom			By when	
Tender process will look for tenders which can demonstrate policies on sustainability, and can show that consideration has been given to the type of vehicles used	A project board consisting of relevant officers from Property Services, Housing Management, Finance, Legal and Procurement			Will meet regularly throughout the procurement period until January 2022	
Contractor will be encouraged to look at vehicle usage throughout the life of the contract and consider. It cannot be guaranteed that emissions can be lowered, but contractor will be encouraged to consider this	Ongoing contract management and regular meetings			Throughout the life of the contract	

C. IIA SUMMARY				
Have any positive or negative impacts been identified in sections A and B?				
Subject	+ ive	- ive	Explanation	
A. Equality & Diversity	x		Scrutiny of contract bidders for equality good practice at pre-tender stage should help ensure a positive impact on tenants when final contract is awarded	
B. Climate Change & Environment				
Can any negative impacts be mitigated?				
Subject	Yes	No	N/A	Explanation
A. Equality & Diversity			x	As long as E & D good practice is evidenced by potential contractors and assessed by GBC panel during the procurement process.
B. Climate Change & Environment			x	Tender process will look for tenders which can demonstrate policies on sustainability, and can show that consideration has been given to the type of vehicles used
Is further assessment in either subject area necessary to conclude this assessment?				
Subject	Yes	No	If yes, timetable for completion	
A. Equality & Diversity		X		
B. Climate Change & Environment		X		

D. IIA CONCLUSION

X This IIA is complete. No further assessment is required if identified actions are undertaken. This summary can be included with Board or Committee reports.

This IIA identified further assessment should be undertaken in the identified areas before implementation of this proposed change.

Signed by Head of Service:



Date: 25/10/2021