

## Report 4

**REPORT TO:** CABINET

**DATE:** 24 MARCH 2022

**TITLE:** HTS (PROPERTY AND ENVIRONMENT) LIMITED  
CONTRACT AWARD 2022-2023 REPLACEMENT  
COMMUNAL BOILERS AND HEATING  
INSTALLATIONS (181-204 BARN MEAD)

**PORTFOLIO HOLDER:** COUNCILLOR SIMON CARTER, PORTFOLIO  
HOLDER FOR HOUSING

**LEAD OFFICER:** ANDREW MURRAY, DIRECTOR OF HOUSING  
(01279) 446676

**CONTRIBUTING OFFICERS:** WENDY MAKEPEACE, ASSISTANT DIRECTOR  
FOR HOUSING & PROPERTY (01279) 446342

BOB PURTON , OPERATIONS MANAGER  
(PROPERTY) (01279) 446995

**This is a Key Decision**

**It is on the Forward Plan as Decision Number I013485**

**Call-in Procedures may apply**

**This decision will affect Toddbrook Ward.**

### **RECOMMENDED that:**

- A** The following Business Case be awarded to HTS (Property and Environment) Limited, subject to clarification and agreement on the terms and conditions, and that a contract is entered into for the activity, not exceeding the value below:

Replacement Communal Boilers and Heating Installations (Barn Mead)	£328,000
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### **REASON FOR DECISION**

- A** To enable the Council to implement the Housing Revenue Account Asset Management plan and to continue its programme of improving its housing stock to maintain the Governments Decent Homes Standard and wider Housing Investment Programme (HIP), and energy efficiency priorities going forward.

### **BACKGROUND**

1. On 1 February 2017, the Council established HTS (Property and Environment) Limited as a wholly owned Local Authority Trading Company (LATC).

2. In accordance with the new Service Agreement, HTS (Property and Environment) Limited is required to undertake housing capital works programmes as part of the Council's wider HIP programme.
3. A new business case and methodology process was approved which required a detailed programme of work information to be provided to HTS (Property and Environment) Limited for them to submit a series of Business Cases for the Council to evaluate and consider for approval.

## 2022-23 BUSINESS CASE

4. HTS (Property and Environment) Limited's housing capital works allocations total £6.954million for 2022/23, including funding for fixed price improvements to support the turn-around of void properties (i.e. kitchens, bathrooms, rewires, and gas boilers and heating). This forms part of the Council's priorities for HTS (Property and Environment) Limited's Balanced Scorecard.
5. This Business Case allocation for the replacement of communal boilers and heating installations is one of the six work-streams to be delivered in 2022/23, and have been arranged to align to the objectives of the HTS (Property and Environment) Limited Services' Agreement.
6. The total allocations in 2022/23 consist of the following programmes, namely;

ASC Fixed Priced Items	£1,089,000
2022-2027 Year 1	
Internals	£2,500,000
Compliance	£1,800,000
Related Assets (Garages)	£314,731
2022/23 Replacement Communal Boilers and Heating Barn Mead	£328,000
2022/23 Replacement Communal Boilers and Heating Barley Croft	£420,000
2022/23 Replacement Communal Boilers and Heating Lower Meadow	£452,000
	Total = £6,954,731

7. The published Business Case timetable for submission was 14 February 2022 for the Quality Response and Priced Documents submitted in accordance with the requirements the Service Agreement Schedule 2 for capital works approval and governance.
8. The proposals received, in accordance with the prescribed format for Business Cases set out within the Service Agreement, an analysis of all costs and value

added benefits associated with the proposal to allow an assessment of Value for Money against a set of defined criteria, including but not limited to:

- a) Price;
  - b) Evidence of price comparisons and benchmarking;
  - c) Quality of service to be measured against Key Performance Indicators (parameters, measurements and targets to be agreed on a work package basis);
  - d) Safety, Health and Environment (SHE) method statement and risk assessment;
  - e) Delivery timescales (including contract programming implications);
  - f) Customer Support/Delivery Team/Resident Liaison Officer Service;
  - g) Details of defect liability period and provision for cover;
  - h) Supply chain management;
  - i) Social Value Act 2012; and,
  - j) Where works are required to Leasehold properties provide a commitment to, and explanation of the process used, enabling the Council to recover costs in line with The Services Charges Regulations 2003.
9. The Business Case was submitted to the Council for internal validation prior to approval. The Business Case was subject to a comparison against existing unit rates for the same work and % uplifts to comparable HTS ASC Fixed Price budget.
  10. To ensure compliance with the Business Case Schedule 2 Methodology and Services Agreement contractual requirements, a robust internal evaluation process is undertaken by Council stakeholders to ensure that all aspects of the submission comply.
  11. A document that provided design, material and workmanship specification requirements for the improvements at Barn Mead had been identified from the Council's Housing Asset Management Plan, in line with the investment principles established in the revised Housing Revenue Account (HRA) Business Plan approved in January 2020.
  12. These works form part of the Council's wider HIP which target communal and individual improvements to Council homes, to target resources that ensure our tenanted and leasehold properties are provided with the most modern, controllable and energy efficient heating and hot water, and meet the Government's Decent Homes Standards and the local priorities.
  13. Works to improve the communal boilers and heating installations under this work-stream include the renewal of boiler plant, controls, valves and pumps, distribution pipework, insulations and programmers, with individual properties receiving new radiators, re-piping of the hot and cold water supplies and immersions to a new cylinder. All properties will be metered and provided with control of their heating and hot water, as well as visibility of their usage.

## **GOVERNANCE**

14. New methodology is in place for the governance, reporting, delivery, and monitoring of HTS (Property and Environment) Limited's delivery. The performance will be monitored and reported regularly to the Cabinet. The reporting will cover issues of works costs, quality, customer satisfaction, and wider resourcing to enable the Council to benchmark against other Contractors, and its five year Housing Asset Management plans.
15. HTS (Property and Environment) Limited will need to comply with the contractual requirements of the Contract by providing data, information and attendance at meetings as required (including performance reports to the Programme and Project Management Group (PPMG), Tenancy and Property Panel and Budget Review meetings), and be subject to a formal, contractual review which will assess the productivity, cash-flow and completion programmes.

## **NEXT STEPS**

16. The HRA Business Plan was approved by Cabinet in January 2020 and a contract will be entered into against the budget/s identified above. Funding to support this project, and where default matters of electrical and water hygiene compliance are being addressed, may be identified from other contracts where this would be deemed an appropriate, efficient and a cost effective method to deliver the Council's requirements for investment here.
17. Any additional works identified by the Council that would result in the approved budget being exceeded, shall be the subject to a separate report to the relevant Portfolio Holder or the Cabinet, and subject to their subsequent approval prior to any additional works being commissioned.

## **IMPLICATIONS**

### **Strategic Growth and Regeneration**

None specific.

**Author: Andrew Bramidge, Director of Strategic Growth and Regeneration**

### **Finance**

The costs of the works is contained within the 2022/23 budgets agreed at Full Council in February 2022.

**Author: Simon Freeman, Director of Finance and Deputy to the Chief Executive**

### **Housing**

This programme of work will enable the Council to:

- a) Deliver its commitments to maintain its properties to a lettable standard.
- b) Meet its obligations to achieve Decent Home targets.
- c) Maintain the overall level of gas boiler statutory compliance
- d) Help increase tenant satisfaction with the improving standard of its properties.

e) Provide opportunities for the tenant's to reduce their energy consumption.

If the works package is not approved, this will have implications on delivering the Housing Capital Programme and maintaining the Decent Homes standard. There will also be knock-on effect to the repair budget, voids turn-over and resident satisfaction.

**Author: Andrew Murray, Director of Housing**

### **Communities and Environment**

None specific.

**Author: Jane Greer, Director of Communities and Environment**

### **Governance and Corporate Services**

The business case referred to above were procured in compliance with the Council's Contract Standing Orders.

**Author: Simon Hill, Director of Governance and Corporate Services**

### **Appendices**

None.

### **Background Papers**

None.

### **Glossary of terms/abbreviations used**

HTS – HTS (Property and Environment) Limited

HIP – Housing Investment Programme

LATC – Local Authority Trading Company

SHE - Safety, Health and Environment

KPI – Key Performance Indicators