

HOUSING AND TECHNICAL RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams on 30 June 2021

Chair:

Councillor Josh Wilson

Councillors Present:

Councillor Robert Brown, Councillor Archie Buchanan, Councillor Janine Calikes (Depute), Councillor Andy Carmichael, Councillor Gerry Convery, Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Mary Donnelly, Councillor Allan Falconer, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Eric Holford, Councillor Mark Horsham, Councillor Martin Lennon, Councillor Eileen Logan, Councillor Colin McGavigan, Councillor Mo Razzaq, Councillor Jared Wark

Councillors' Apologies:

Councillor Graeme Campbell, Councillor Maureen Chalmers, Councillor Margaret Cooper, Councillor John Ross (ex officio), Councillor David Shearer

Attending:

Finance and Corporate Resources

M M Cairns, Legal Services Manager; J Kilpatrick, Finance Adviser; E Maxwell, Human Resources Business Partner; P MacRae, Administration Adviser; L O'Hagan, Finance Manager (Strategy); S Somerville, Administration Manager; S Terry, Web Journalist; L Wyllie, Administration Assistant

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services; J Forbes, Property Manager (Assets and Estates Services); F McCafferty, Head of Property Services

1 Declaration of Interests

The following interest was declared:-

Councillor(s)	Item(s)	Nature of Interest(s)
Horsham	Douglas West Woodland – Asset Transfer to Douglasdale REAL Group	Provided letter of support to Group

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 5 May 2021 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

3 Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))

A joint report dated 1 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April 2020 to 31 March 2021 for Housing and Technical Resources (excl HRA) and providing a forecast for the year to 31 March 2022.

Prior to transfers, an overspend position of £6.510 million was reported at 31 March 2021. Once approved transfers had been made, the Resource position was an overspend of £7.084 million.

The £7.084 million overspend was mainly due to a combination of additional costs and reduced income as a result of COVID-19. This included the COVID-19 related costs that were initially to be funded from capital funds. The Executive Committee, at its meeting held on 28 April 2021, agreed that those costs would be recorded within the revenue budget and met from COVID-19 funding. Further details on the variances for the individual Services were detailed in Appendices B and C to the report.

Virements were proposed to realign budgets and those movements were detailed in the appendices to the report.

The Committee decided:

- (1) that the Housing and Technical Resources' (excl HRA) final outturn position as at 31 March 2021 of an overspend of £7.084 million, after transfers to reserves, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

[Reference: Minutes of 5 May 2021 (Paragraph 7) and Minutes of the Executive Committee of 28 April 2021 (Paragraph 4) and 23 June 2021 (Paragraph 3)]

4 Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources - Housing Revenue Account (HRA)

A joint report dated 1 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April 2020 to 31 March 2021 for Housing and Technical Resources (HRA).

As at 31 March 2021, there was a breakeven position against budget following a final transfer to the balance sheet of £2.569 million. The annual budget anticipated a transfer to reserves of £3.418 million. The lower than anticipated transfer position was primarily due to overspends in repairs and an under recovery in rental income, offset partially by underspends in bad debt provision, IT milestone payments and employee costs. Further details on the variances for the HRA were detailed in Appendix A to the report.

Virements were proposed to realign budgets and those were detailed in Appendix A to the report.

The Committee decided:

- (1) that the final outturn breakeven position of the Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

[Reference: Minutes of 5 May 2021 (Paragraph 7) and Minutes of the Executive Committee of 23 June 2021 (Paragraph 3)]

5 Revenue Budget Monitoring 2021/2022 - Housing and Technical Resources - Housing Revenue Account (HRA)

A joint report dated 1 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of actual expenditure measured against the revenue budget for the period 1 April 2021 to 21 May 2021 for Housing and Technical Resources (HRA).

As at 21 May 2021, there was a breakeven position against the phased budget. The forecast for the budget to 31 March 2022 was also a breakeven position.

The impact of COVID-19 on the budget continued to be monitored. There had been a reduced volume of repairs completed to date, however, this was not expected to continue. The annual rental income projections for the year were expected to be lower as a result of COVID-19 delaying the anticipated completion of new properties assumed within the budget.

The COVID-19 lockdown had had an impact on the Property Services section which provided the property repairs and maintenance service to the HRA. The section continued to incur non variable costs which required to be offset by income recovery, therefore, a recharge of £2.536 million had been required, to date, to the HRA revenue budget to cover those fixed costs.

The Committee decided:

- (1) that the breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2022 of a breakeven position, be noted; and
- (2) that the proposed budget virements be approved.

[Reference: Minutes of the Executive Committee of 23 June 2021 (Paragraph 5)]

6 Revenue Budget Monitoring 2021/2022 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))

A joint report dated 1 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure for the period 1 April 2021 to 21 May 2021 for the Housing and Technical Resources' revenue budget (excl HRA) together with a forecast for the year to 31 March 2022.

As at 21 May 2021, there was an overspend of £0.070 million against the phased budget. The overspend was as a result of additional expenditure in relation to the COVID-19 response, including expenditure for temporary accommodation costs for homeless people.

The COVID-19 lockdown had also had an impact on the Property Services section which continued to incur non variable costs that required to be offset by income recovery. A recharge of £4.299 million had been required, to date, to cover fixed costs.

The Committee decided:

- (1) that the overspend of £0.070 million as at 21 May 2021 on Housing and Technical Resources' (excl HRA) revenue budget, as detailed in Appendix A to the report, and the forecast to 31 March 2022 of a breakeven position, be noted.
- (2) that the proposed budget virements be approved.

[Reference: Minutes of the Executive Committee of 23 June 2021 (Paragraph 5)]

7 Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (excl Housing Revenue Account (HRA))

A joint report dated 9 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2020 to 31 March 2021.

Total expenditure to 31 March 2021 was £4.362 million, a difference of £2.167 million on the programme of £6.529 million.

The final expenditure position of £4.362 million was slightly lower than the projected outturn of £4.565 million reported to this Committee on 5 May 2021. The period 12 anticipated underspend mainly reflected the timing of spend on a number of projects within multi-year programmes including Prioritised Urgent Investment, Essential Services Accommodation, Civic Centre Fabric Upgrade, Central Energy Efficiency Fund and the Gypsy Traveller Site project at Swinhill along with other minor movements.

This additional underspend of £0.203 million at year-end was mainly due to the timing of spend on Prioritised Urgent Investment (£0.120 million) and Essential Services Accommodation (£0.075 million).

The progression of a number of those projects had been impacted by the ongoing lockdowns due to COVID-19. Funding would be carried forward into the next financial year, as required, with an update on the 2021/2022 programme detailed in a separate report to this Committee.

The Committee decided: that the Housing and Technical Resources' (excl HRA) capital programme of £6.529 million, and expenditure for the year of £4.362 million, be noted.

[Reference: Minutes of 5 May 2021 (Paragraph 3) and Minutes of the Executive Committee of 23 June 2021 (Paragraph 4)]

8 Capital Budget Monitoring 2020/2021 – Housing and Technical Resources - Housing Revenue Account (HRA)

A joint report dated 1 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2020 to 31 March 2021.

The revised Housing Capital Programme for 2020/2021 totalled £48.172 million and was detailed, together with the funding sources, in Appendix A to the report.

Anticipated spend to 31 March 2021 was £48.172 million. The actual expenditure on the Housing programme was £49.362 million. The net overspend was as a result of a combination of accelerated spend on the provision of additional housing supply (£7.212 million) offset by an underspend on other Housing Investment Programme projects delayed by COVID-19, amounting to £6.022 million.

Housing and Technical Resources had also received additional one-off income in 2020/2021. This included additional income from land sales, additional developer contributions and Renewable Heat Initiative funding. However, due to the reduced level of spend, and, therefore, income received, on both Mortgage to Rent purchases and Open Market purchases, the net impact of this was additional income of £0.798 million in 2020/2021.

Taking into account the year-end overspend position of £1.190 million and the additional income of £0.798 million, there was a requirement to accelerate £0.392 million from future years' Housing programmes into 2020/2021.

To accommodate this acceleration into 2020/2021, and to reflect the profile of spend expected on the Housing Investment Programme in the coming years, including the continuing uncertainty surrounding the impact of lockdown, the 2021/2022 programme would be reduced by £6.441 million, and the 2022/2023 allocation increased by £6.049 million.

The Committee decided: that the revised Housing and Technical Resources' (HRA) capital programme of £48.172 million, and expenditure of £49.362 million be noted.

[Reference: Minutes of 5 May 2021 (Paragraph 4) and Minutes of the Executive Committee of 23 June 2021 (Paragraph 4)]

9 Capital Budget Monitoring 2021/2022 - Housing and Technical Resources (excl Housing Revenue Account (HRA))

A joint report dated 9 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2021 to 21 May 2021.

The total capital programme for Housing and Technical Resources, based on the overall capital programme for 2021/2022 approved by the Executive Committee on 23 June 2021, was £8.387 million.

As in previous years, to comply with accounting rules, some project expenditure would be reported through the revenue budget as it would not be classed as capital. A budget of £4 million had been transferred to Housing and Technical Resources' revenue budget, together with the relevant funding for the Private Housing Scheme of Assistance project of £1 million and £3 million of the Planned Asset Management budget. In relation to Planned Asset Management, the total overall budget, across capital and revenue, remained at £4.809 million. This would continue to be reviewed to ensure that it was classed appropriately, as revenue or capital, and any further movement would be reported to a future meeting. Those accounting adjustments were included in the programme of £8.387 million.

Expenditure to 21 May 2021 amounted to £0.210 million.

The Committee decided: that the Housing and Technical Resources' (excl HRA) capital programme of £8.387 million, and expenditure to 21 May 2021 of £0.210 million, be noted.

[Reference: Minutes of the Executive Committee of 23 June 2021 (Paragraph 6)]

10 Capital Budget Monitoring 2021/2022 - Housing and Technical Resources - Housing Revenue Account (HRA)

A joint report dated 1 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2021 to 21 May 2021.

The Housing Capital Programme for 2021/2022 amounted to £94.360 million and was detailed, together with the funding sources, in Appendix A to the report.

As lockdown eased, the HRA Capital Programme was being reviewed to provide a realistic estimate of anticipated spend levels for 2021/2022. Details would be reported through the Executive Committee and, thereafter, to a future meeting of this Committee.

Actual expenditure to 21 May 2021 was £7.483 million. In addition to the planned works, there would be higher costs incurred reflecting the overheads from Property Services which would require to be recovered. For HRA capital, this was estimated at around £1.763 million to the current period. This was included in the actual spend of £7.483 million.

The Committee decided: that the revised Housing and Technical Resources' (HRA) capital programme of £94.360 million, and expenditure of £7.483 million be noted.

[Reference: Minutes of the Executive Committee of 23 June 2021 (Paragraph 6)]

11 Housing and Technical Resources – Workforce Monitoring – March and April 2021

A joint report dated 26 May 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for March and April 2021:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 13 March 2021

The Committee decided: that the report be noted.

[Reference: Minutes of 5 May 2021 (Paragraph 7)]

12 Annual Review of the South Lanarkshire Rapid Rehousing Transition Plan 2020/2021

A report dated 7 June 2021 by the Executive Director (Housing and Technical Resources) was submitted on the second annual review of the Rapid Rehousing Transition Plan (RRTP) 2019 to 2024.

The RRTP, which aimed to significantly reduce homelessness and achieve rapid rehousing in South Lanarkshire, was structured around 5 high level priority objectives. There were 52 indicators against which the Council and its partners monitored progress, comprising 32 actions and 20 measures. In accordance with wider reporting arrangements across the Council, those indicators were categorised into 'blue', 'green', 'amber', and 'red' depending on the progress made against them.

During 2020/2021, positive progress had been made. Over 96% of the indicators were on, or only slightly behind, target to achieve the projected outcomes within identified timescales. 1 indicator, which had been classed as red, related to a measure which was no longer appropriate and which was proposed for removal from the action plan.

4 indicators were complete, 31 were progressing well and were on target, 15 showed minor slippage and 1 indicator would be reported later. A summary of key highlights and achievements in relation to each of the 5 priority objectives for 2020/2021 (Year 2) was detailed in the report.

In addition to reviewing progress against the actions and measures set out within the RRTP action plan, the annual review also provided the opportunity to examine the RRTP to ensure that priority objectives, actions and measures remained appropriate, relevant and measurable. As a result, it was proposed that 8 amendments be made to the RRTP action plan. Those amendments were detailed in the report and related to 1 new proposed action, 4 actions which had been completed in 2020/2021 and 3 actions which had been revised. The proposed revisions, if approved, would be incorporated into the action plan for 2021/2022.

The review of progress in Year 2 of the RRTP highlighted that, under very challenging circumstances, significant positive indicators of success had been achieved. COVID-19 had, however, impacted on the ability to fully progress certain actions and, consequently, the review group expressed support for Year 3 of the plan to broadly mirror Year 2, to allow actions which had commenced to be further developed, monitored and reviewed.

As a result of COVID-19, the current focus remained on delivering critical and essential services and meeting need. There remained, however, a commitment to delivering RRTP priorities both in the short term and to ensure the longer-term objectives of the plan.

Year 3 priorities would build on key learning points from the initial 2 years of the plan and also on the progress achieved by working in partnership to deliver services which were focused on preventing homelessness and minimising the impact of homelessness where crisis could not be avoided. The key priorities to be progressed during Year 3 of the plan (2021/2022) were detailed in the report.

The RRTP Annual Review 2020/2021, attached as Appendix 1 to the report, would be submitted to the Scottish Government by the required timescale of 30 June 2021 and, thereafter, published on the Council's website.

The outcomes from the RRTP Annual Review 2020/2021 would be submitted to the South Lanarkshire Community Planning Partnership Board for noting on 15 September 2021.

The RRTP confirmed the level of resources required to be directed towards the prevention and alleviation of homelessness. The Scottish Government had provided £1,741,000 in funding to assist in the development and implementation of the RRTP. This included £440,000 to support the continued implementation of the RRTP in 2021/2022.

Officers responded to members' questions on various aspects of the report.

The Committee decided:

- (1) that the progress made in delivering the RRTP objectives, as set out in the RRTP Annual Review 2020/2021, attached as Appendix 1 to the report, be noted;
- (2) that the proposed revisions to the RRTP, detailed in section 5 of the report, be approved; and
- (3) that the key priorities to be progressed in 2021/2022, as detailed in the report, be noted.

[Reference: Minutes of 16 September 2020 (Paragraph 13)]

13 Sale of Properties to West Whitlawburn Housing Co-operative Limited

A report dated 7 June 2021 by the Executive Director (Housing and Technical Resources) was submitted on the proposed sale of 60 properties to West Whitlawburn Housing Co-operative Limited (WWHC) as part of the Council's Whitlawburn Regeneration Project.

The Regeneration project would deliver 230 social rented homes and 81 private homes to be built by CCG Homes Limited. The project commenced on site in September 2019 and had made excellent progress, despite the challenges of the pandemic, and the first Council tenants moved into their new homes on 4 February 2021.

Throughout the masterplan process, the Council had consulted with WWHC as a significant stakeholder and partner within the area. This had included the option to participate in the regeneration through taking delivery of 60 of the social rented homes within the project.

The final details of the properties to be delivered for WWHC had now been agreed, including the specification and cost. WWHC had made a successful Affordable Housing Supply Grant application to the Scottish Government towards the cost of those homes.

It was proposed to sell 60 completed properties to WWHC, subject to the following principal conditions:-

- ◆ the Council would receive a payment of £9,679,811 (exclusive of Value Added Tax) for the 60 properties
- ◆ the properties would be sold on a "turnkey" basis, ie upon completion of the properties, which would be on a phased basis
- ◆ the current programme for delivery of the properties was a site start of August 2021, with a 19 month construction period
- ◆ each party would be responsible for their own legal fees

The sale of the properties had been included within the budgets approved for the Whitlawburn Regeneration Project and in the approved Housing Revenue Account Capital Programme.

The Committee decided:

- (1) that the sale of 60 properties to WWHC for a total price of £9,679,811, including the cost of the land, be approved; and
- (2) that the Executive Director (Housing and Technical Resources) be given authority to authorise the transactions(s) and instruct Legal Services to conclude transaction(s), in the appropriate manner and in the best interests of the Council, as the transaction(s) were in excess of the current £200,000 disposal limit under the existing delegated powers arrangements.

[Reference: Minutes of 12 October 2016 (Paragraph 10)]

14 Proposed Lease of Ground at Old Mill Road, Car Park, East Kilbride with Associated Servitude Right of Access in Favour of Murphy Power Distribution Limited

A report dated 2 June 2021 by the Executive Director (Housing and Technical Resources) was submitted on requests for:-

- ◆ a 99 year lease of ground at Old Mill Road Car Park, East Kilbride in favour of Murphy Power Distribution Limited (MPD)

- ♦ a right of access to the substation and for the laying of associated cables in favour of Murphy Power Distribution Limited

Roads and Transportation Services had awarded a contract for electric vehicle charge points to Swarco for the installation of the charging infrastructure at Old Mill Road Car Park, East Kilbride.

Swarco would construct the substation, however, the contract required the lease for the site to be with MPD who would have the right to sublease the substation to Scottish Power Energy Networks (SPEN) following completion. Roads and Transportation Services had advised this contractual arrangement was the most financially advantageous for the Council.

It was an essential requirement of the contract with Swarco that the lease to MPD be granted to allow the construction of the substation to provide a sufficient power supply to facilitate the electric vehicle charging points at the location.

Details of the lease terms and conditions were provided in the report.

The substation was required exclusively to service the vehicle charging facility and would not serve the wider area, therefore, there would be no rental charge.

The Committee decided:

- (1) that a 99 year lease of ground at Old Mill Road Car Park, East Kilbride be granted to Murphy Power Distribution Limited on the main lease terms and conditions outlined in report;
- (2) that consent be granted to Swarco to construct a substation and that all necessary rights be granted to Murphy Power Distribution Limited to maintain the substation and the cables serving the substation, as shown on the plan attached to the report; and
- (3) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the grant of lease and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

15 Douglas West Woodland – Asset Transfer to Douglasdale REAL Group

A report dated 15 June 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request for asset transfer, by sale, of the woodland at Douglas West to Douglasdale Recreation, Environment, Access and Leisure Group (Douglasdale REAL Group).

The Council owned an area of woodland at Douglas West, located 2 kilometres north of Douglas, with access via Station Road from the A70. The area was not commercial woodland and, primarily, was used by the local community for informal recreation. Douglasdale REAL Group aimed to create a community managed woodland that, over time, would offer environmental, recreational and community training opportunities for the local community with an ambition to develop tourist opportunities and green funding infrastructure. The Group had submitted a request for Community Asset Transfer of the woodland.

In addition to placing the application and supporting documentation on the Council's Planning Portal, a notice had been placed on the property and nearby Notice Boards advising that the Council was considering an asset transfer. The closing date for responses was 21 April 2021, at which time 2 representations had been received.

The request was placed before the Community Asset Transfer Assessment Panel on 18 May 2021 and the following matters were taken into consideration:-

- ◆ the full extent of the Council's title and the detailed boundaries was still under investigation, however, the asset transfer request remained for the Council's full ownership
- ◆ the land was not operationally required, had minimal revenue costs and did not feature on any proposed investment plans
- ◆ the District Valuer had been jointly appointed to value the asset and placed a value of £78,000 on the land, however, this valuation included the areas under question. On the assumption that the Council did not have title to those areas, the valuation had been agreed as £76,000
- ◆ Douglas REAL Group had been a registered charity since 2012 and became a Scottish Charitable Incorporated Organisation (SCIO) (SC047566) in 2017. Its constitution was updated in 2021 to reflect the requirements of funders and community asset transfer. It contained an "asset lock" requiring that, if the organisation ceased to exist, the ownership of the land would transfer to another charitable organisation with similar objectives
- ◆ the organisation was based upon a membership of residents within Douglas, Glespin and surrounding areas

Details of the Group's objectives were provided in the report.

The proposal was to transfer the ownership and management to the community who would develop a long-term woodland management plan for the area. Funding for the acquisition of the woodland and also for a development officer for a period of 2 years had been provisionally secured from SSE Sustainable Development Fund, conditional upon the Council's agreement to the asset transfer.

It was proposed to dispose of all of South Lanarkshire Council's ownership within Douglas Woodland, as shown on the plan which had been made available to members, to Douglas REAL Group on the terms and conditions detailed in the report.

The Committee decided:

- (1) that the woodland at Douglas West, as shown on the plan, be sold to Douglas REAL Group, subject to the terms and conditions detailed in the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the sale and enter into the necessary legal agreements on terms which were in the best interests of the Council.

Councillor Horsham, having declared an interest in the above item of business, withdrew from the meeting during its consideration

16 Property Compliance Officers

A joint report dated 7 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on proposed changes to the structure of the General Service Property Maintenance section to reflect the service delivery model required to meet future demands.

The repair and maintenance of General Services (Non-Housing) properties was delivered through a dedicated team which was part of the Building Services (Contracts) team.

As part of a review of working arrangements, it had been identified that a more efficient approach could be achieved by harmonising the roles of the Property Technical Assistants and the Compliance Officers to create Compliance Officer posts which could provide additional support in relation to external fabric and internal finishes. It was proposed that the existing 6 Property Technical Assistant posts be removed from the establishment and replaced instead with a further 6 FTE Compliance Officer posts. If approved, the current Property Technical Assistants would be matched into the new Compliance Officer posts.

The role would be responsible for all areas of legislative compliance and technical solutions to further support the maintenance of the external fabric and internal finishes for all General Services' properties. It would also include compliance with the 2015 Construction Design and Management (CDM) Regulations in terms of Health and Safety of Works, providing additional assurance that fabric repairs/upgrades were legislatively compliant.

The cost of the proposal was an additional £3,114 per annum which could be met from existing budgets.

The Committee decided:

- (1) that the current establishment of the General Services Property Maintenance section be reduced from 6 FTE Technical Assistants (Grade 2, Level 4, £32,596 to £33,694) to 0 FTE; and
- (2) that the establishment of the General Services Property Maintenance section be increased from 5 FTE to 11 FTE Compliance Officers (Grade 3, Level 2, £32,994 to £33,943).

17 Notification of Contracts Awarded - 1 January 2021 to 21 May 2021

A report dated 21 May 2021 by the Executive Director (Housing and Technical Resources) was submitted on contracts awarded by Housing and Technical Resources, valued in excess of £50,000, in the period 1 January to 21 May 2021, as follows:-

- ◆ contracts awarded by Consultancy Services
- ◆ contracts awarded by Procurement Services
- ◆ contracts awarded by Building Services

Details of the contracts and projects were provided in the appendices to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 17 February 2021 (Paragraph 19)]

18 Delegated Authority Report - Update

A report dated 1 June 2021 by the Executive Director (Housing and Technical Resources) was submitted on transactions processed by Property Services during the final Quarter of 2020/2021 and providing a year-end summary

The Executive Director (Housing and Technical Resources), under delegated powers, had authority to deal with various transactions including:-

- ◆ leases up to the value of £50,000 per annum and a maximum period of 20 years
- ◆ rent reviews up to an increase of £20,000 per annum
- ◆ disposals up to a value of £200,000
- ◆ acquisitions up to a value of £100,000

Details of the transactions undertaken during Quarter 4, as contained in Appendix 1 to the report, were as follows:-

Quarter 4:

Number of transactions	56
Total value of lease transactions	£268,659 per annum
Total value of capital transactions	£1,634,502

The annual summary of all transactions taken under delegated authority during 2020/2021, as detailed in Appendix 1 to the report, was as follows:-

Annual Summary

Number of transactions	171
Total value of lease transactions	£594,998 per annum
Total value of capital transactions	£4,445,267

The overall profile of the volume and value of transactions during 2020/2021 was slightly less than in previous years, reflecting challenges in settling transactions at the beginning of the year.

The Committee decided: that the report be noted.

[Reference: Minutes of 17 February 2021 (Paragraph 18)]

19 Urgent Business

There were no items of urgent business.