

HOUSING AND TECHNICAL RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams on 17 February 2021

Chair:

Councillor Josh Wilson

Councillors Present:

Councillor Robert Brown, Councillor Archie Buchanan, Councillor Janine Calikes, Councillor Stephanie Callaghan (Depute), Councillor Graeme Campbell, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Allan Falconer, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Eric Holford, Councillor Mark Horsham (*substitute for Councillor Collette Stevenson*), Councillor Eileen Logan, Councillor Colin McGavigan, Councillor Mo Razzaq, Councillor David Shearer, Councillor Jared Wark

Councillors' Apologies:

Councillor Martin Lennon, Councillor John Ross (ex officio), Councillor Collette Stevenson

Attending:

Finance and Corporate Resources

M M Cairns, Legal Services Manager; H Goodwin, Finance Manager (Resources); E Maxwell, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy); H Tennant, Administration Officer; L Wyllie, Administration Assistant

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services; F McCafferty, Head of Property Services

Chair's Opening Remarks

The Chair extended his thanks to the members of the Budget Scrutiny Group and the Tenant Participation Consultation Group for their contribution to the budgetary process.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 25 November 2020 were submitted for approval as a correct record.

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

3 Capital Budget Monitoring 2020/2021 – Housing and Technical Resources (excl HRA)

A joint report dated 27 January 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 1 January 2021.

At its meeting on 16 December 2020, the Executive Committee agreed changes to the Housing and Technical Resources' Capital Programme, and further revisions were submitted to the Executive Committee on 10 February 2021. Details of the total net reduction of £4.492 million were provided in Appendix A to the report.

The revised capital programme for Housing and Technical Resources for 2020/2021 amounted to £6.529 million, with expenditure to 1 January 2021 of £1.433 million.

Property Services estimated a probable outturn of £5.100 million, which reflected an underspend of £1.400 million due to anticipated timing of spend on a number of projects which would now require a budget in 2021/2022 rather than 2020/2021.

Ongoing lockdowns as a result of COVID-19 continued to impact multi-year programmes and funding for those projects affected would be carried forward into the next financial year.

The Committee decided:

- (1) that the Housing and Technical Resources' capital programme (excl HRA) of £6.529 million and expenditure to 1 January 2021 of £1.433 million be noted; and
- (2) that the projected outturn of £5.100 million, be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 3) and Minutes of the Executive Committee of 16 December 2020 (Paragraph 3) and 10 February 2021 (Paragraph 4)]

4 Capital Budget Monitoring 2020/2021 – Housing and Technical Resources (HRA)

A joint report dated 27 January 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 1 January 2021.

The Housing Capital Programme for 2020/2021 of £48.172 million was detailed in Appendix A to the report. At its meeting on 23 September 2020, the Executive Committee approved a revised programme which reflected the modified timescales and costs of the programming and of undertaking of works during lockdown.

Expenditure to 1 January 2021 was £27.039 million, which included fixed overheads from Property Services that required to be recovered.

The Committee decided: that the revised Housing and Technical Resources' capital programme (HRA) of £48.172 million and expenditure to 1 January 2021 of £27.039 million be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 4) and Minutes of the Executive Committee of 23 September 2020 (Paragraph 4)]

5 Revenue Budget Monitoring 2020/2021 – Housing and Technical Resources (excl HRA)

A joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of actual expenditure against the revenue budget for the period 1 April 2020 to 1 January 2021 for Housing and Technical Resources (excl HRA) and providing a forecast for the year to 31 March 2021.

As at 31 March 2021, an overspend of £1.471 million had been forecast against the annual budget, comprised of an overspend of £1.165 million due to COVID-19, partially offset by an underspend of £0.018 million due to reduced printing costs.

As at 1 January 2021, there was an overspend of £0.491 million against the phased budget.

Continued non variable costs required to be offset by income recovery.

Further details on variances for individual services and proposed budget virements were provided in the appendices to the report.

The Committee decided:

- (1) that the overspend of £0.491 million at 1 January 2021 on the Housing and Technical Resources' revenue budget (excl HRA), as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2021 of an overspend position of £1.147 million be noted; and
- (3) that the proposed budget virements be approved.

[Reference: Minutes of 25 November 2020 (Paragraph 5) and Minutes of the Executive Committee of 10 February 2021 (Paragraph 5)]

6 Revenue Budget Monitoring 2020/2021 – Housing and Technical Resources (HRA)

A joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure for the period 1 April to 1 January 2021 against budgeted expenditure for the Housing and Technical Resources' revenue budget (HRA) and providing a forecast for the year to 31 March 2021.

A breakeven position on the HRA was reported at 1 January 2021, with the budget to 31 March 2021 also forecast to show a breakeven position. This reflected the management of the impact of COVID-19 within the overall HRA finances through a drawdown from reserves in the current financial year.

The impact of COVID-19 on the budget continued to be monitored. It was reported that an initial reduced demand for repairs had now increased again and that there continued to be an increase in rental debt levels, which would require an increased bad debt provision. Annual rental income projections for the year were expected to be lower as a result of delayed completion of new build properties.

Details of proposed virements were provided in Appendix A to the report.

Property Services continued to incur non-variable costs which required to be offset by income recovery.

The Committee decided:

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (HRA), as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2021 of a breakeven position be noted; and
- (3) that the proposed budget virements be approved.

[Reference: Minutes of 25 November 2020 (Paragraph 6) and Minutes of the Executive Committee of 10 February 2021 (Paragraph 5)]

7 Housing and Technical Resources – Workforce Monitoring – October to December 2020

A joint report dated 12 January 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 the period October to December 2020:-

- ◆ 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 14 September 2020

The Committee decided: that the report be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 7)]

8 Housing and Technical Resource Plan – Quarter 2 Progress Report 2020 to 2021

A report dated 12 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on the Housing and Technical Resource Plan Quarter 2 Progress Report 2020 to 2021.

Details were provided on progress made to the end of quarter 2, covering the period 1 April to 30 September 2020, in implementing the priority projects identified in the Resource Plan.

Officers responded to members' questions in relation to gas safety and rent arrears. The Executive Director commended the success of staff in their work to increase rent collection during this challenging period.

The Committee decided:

- (1) that the Quarter 2 Progress Report 2020/2021, as detailed in paragraph 5.2 of the report and attached as Appendix 2 to the report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 of the report, be noted; and

- (3) that the areas for improvement and management actions, as detailed in paragraph 5.4 of the report, be noted.

[Reference: Minutes of 16 September 2020 (Paragraph 15) and Minutes of the Executive Committee of 4 November 2020 (Paragraph 8)]

9 Housing Revenue and Capital Account Budget 2021/2022

A joint report dated 19 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on:-

- ◆ the revenue estimate proposals for the Housing Revenue Account (HRA) for 2021/2022 which had been prepared in line with the 30 year Business Plan
- ◆ the Housing Capital Programme totalling £100.801 million

In order to achieve the level of investment to reflect the priorities of increasing the supply of Council houses, maintaining the Council's housing stock to meet the requirements of the Scottish Housing Quality Standard (SHQS), the Energy Efficiency Standard for Social Housing (ESSH) and the continuation of the legislative compliance works, including the new fire safety standard requirement by February 2022, a rent increase of 2.2% required to be applied to all Council houses, travelling persons' sites, garage sites and lockups.

The movement, as compared to the existing 2020/2021 revenue budget, was outlined in Appendix 1 to the report. The movements were summarised in the report.

During the consultation process for 2021/2022, tenants had expressed their support for a temporary move away from the existing approach of setting rents on a multi-year basis. To reflect the uncertainty of the impact of the ongoing pandemic, tenants had supported an increase of 2.2% as a 1 year strategy. The reduction in the planned level of rent increase required long-term investment priorities to be re-profiled, however, short-term priorities and current service levels would be maintained.

The proposals also took account of a requirement to increase the provision for bad debts to £6.922 million to meet anticipated arrears as a result of welfare reform.

In accordance with the Council's commitment to rent harmonisation, it was proposed that the majority of those tenants currently paying below the harmonised rent level, would pay up to an additional amount of £2.00 per week. As a result, all tenancies would be harmonised, with the exception of 10 tenancies which would be considered on an individual basis as detailed in the report. On that basis, full harmonisation would be concluded by 2023/2024.

In line with the Housing Business Plan, efficiency savings of £0.324 million had been identified and the financial effect of those had been included in the HRA budget for 2021/2022. The proposals would be considered within the Council's overall 'Revenue Budget Strategy 2021/2022 and Savings Proposals'. The financial consequences of any of those proposals being rejected or having a delayed date for implementation would be a corresponding reduction in the planned capital programme. The identified efficiencies were as follows:-

Strategy and other support posts (4 FTE)	£0.178 million
Mediation Service (1 FTE)	£0.022 million
Community Warden Service (8 FTE)	£0.124 million

Details of the proposed Housing Capital Programme, totalling £100.801 million, were provided in Appendix 2 to the report and information on how the Programme would be funded was summarised in the report.

A wide-ranging consultation had been carried out with tenants and other stakeholders and details of the consultation process and associated outcomes were provided.

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

The Committee recommended to the Executive Committee:

- (1) that the rent increase of 2.2% for Council houses, travelling persons' sites, lockups and garage sites and the revenue estimate proposals for the Housing Revenue Account Budget 2021/2022, as detailed in Appendix 1 to the report, be endorsed;
- (2) that the proposal to progress the final stage of the rent harmonisation process be endorsed; and
- (3) that, based on the proposed rent increase, the 2021/2022 Housing Capital Programme of £100.801 million, as detailed in Appendix 2 to the report, be endorsed.

[Reference: Minutes of South Lanarkshire Council of 26 February 2020 (Paragraph 6)]

10 Housing Allocation Policy – Local Letting Plans 2021/2022

A report dated 21 January 2021 by the Executive Director (Housing and Technical Resources) was submitted:-

- ◆ advising of progress against the 2020/2021 letting targets
- ◆ requesting approval of the 2021/2022 letting targets
- ◆ requesting approval of the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of Welfare Reform

Annual Local Letting Plans (LLPs) were prepared for each housing area within South Lanarkshire. The LLPs provided an overview of local supply and demand and set out:-

- ◆ annual letting targets for each of the 4 housing lists in relation to mainstream and sheltered properties
- ◆ details of Local Letting Initiatives (LLIs) in operation within a local area

Details were provided on the factors considered when setting the letting targets for 2021/2022. The letting targets proposed for mainstream properties across South Lanarkshire, and for each of the 4 housing management divisions, were set out in Appendix 1 to the report.

Letting targets for sheltered properties across South Lanarkshire, and each of the 4 housing management areas, were detailed in Appendix 2 to the report.

Following the outcome of a review of the LLIs, it was proposed that the LLI in Kelvin Gardens, Hamilton be removed, as the housing support service was now delivered by the HomeStart service.

It was proposed that the 5 LLIs, as set out in Appendix 3 to the report, be retained in 2021/2022.

The South Lanarkshire Letting Initiative, introduced in April 2013 to mitigate the impact of welfare reform on Council tenants affected by the under-occupancy provisions of the Welfare Reform Act 2012, had had a limited impact, however, it was proposed that the initiative, as detailed in Appendix 4, be continued.

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

The Committee decided:

- (1) that progress against the 2020/2021 letting targets be noted;
- (2) that the 2021/2022 mainstream letting targets, attached as Appendix 1 to the report, be approved;
- (3) that the 2021/2022 sheltered letting targets, attached as Appendix 2 to the report, be approved;
- (4) that the Local Letting Initiatives, attached as Appendix 3 to the report, be approved; and
- (5) that the South Lanarkshire Letting Initiative, attached as Appendix 4 to the report, be approved.

[Reference: Note of Delegated Decisions taken by the Chief Executive, in consultation with the Group Leaders, in relation to the Housing and Technical Resources Committee agenda of 1 April 2020 (Paragraph 8)]

11 Policy and Strategy Review Schedule

A report dated 6 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on the Policy and Strategy Review Schedule for Housing and Technical Resources.

The Policy and Strategy Review Schedule had been formally approved by this Committee in October 2011. Regular updates had been provided, with the most recent being submitted to the meeting of the Committee held on 5 February 2020.

The Policy and Strategy Review Schedule assisted annual service planning by providing a timeframe for the formal review of all key housing policies and strategies. It informed the development of the annual work plan for customer involvement and provided a basis for the Council to ensure that its statutory obligations in relation to engagement with service users on policy matters was delivered.

The proposed Schedule reflected revisions necessary following the postponement of the reviews scheduled for 2020/2021 due to COVID-19 restrictions. Information on further development of specific policies and strategies contained within the Schedule would be presented to a future meeting of the Committee.

The Committee decided:

- (1) that the revised Policy and Strategy Review Schedule, attached as Appendix 1 to the report, be approved; and
- (2) that the outcome of the Policy and Strategy Reviews be reported to future meetings of this Committee in line with the Schedule.

[Reference: Minutes of 5 February 2020 (Paragraph 12)]

12 Open Market Purchase Scheme

A report dated 6 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on a proposal to extend the criteria of the Open Market Purchase Scheme to include consideration of long-term empty properties in the private sector not being marketed for sale.

The existing Open Market Purchase Scheme (OMPS) had been approved by this Committee on 1 July 2015. The innovative scheme allowed a targeted approach to acquire additional housing stock to support outcomes in the Local Housing Strategy, whilst maximising use of the Scottish Government grant funding.

To facilitate the Council target to acquire 60 units through the OMPS, property selling websites were reviewed regularly to identify properties which met the criteria set out for the OMPS.

The current criteria for the OMPS included a requirement for the property to be actively marketed for sale. To assist with the return of long-term empty homes to occupancy and reduce the financial barriers to owners of long-term empty homes, it was proposed that the current criteria for the OMPS be extended to allow consideration to be given to purchase long-term empty homes not actively marketed for sale.

An additional criterion was proposed as follows:-

“Where a property had been empty for a period exceeding two years as determined by Council Tax records, the property may be considered by the Council for purchase under the scheme, without being actively marketed for sale. All other criteria will still apply,”

If approved, the additional criterion for the OMPS would be introduced with immediate effect and details of the Scheme updated on the Council’s website.

The Committee decided: that the additional criterion for the Open Market Purchase Scheme, as detailed in the Executive Director’s report, be approved.

[Reference: Minutes of 1 July 2015 (Paragraph 9)]

13 South Lanarkshire Rapid Rehousing Transition Plan – Funding Allocation and Staffing Resources

A joint report dated 11 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted:-

- ♦ providing an update on funding received from the Scottish Government to support the implementation of the South Lanarkshire Rapid Rehousing Transition Plan (RRTP)
- ♦ requesting approval for additional posts to the Housing and Technical Resources’ establishment on a temporary basis

South Lanarkshire’s RRTP 2019 to 2024 had been approved by the Housing and Technical Resources Committee on 23 January 2019 and reported to the Community Planning Partnership Board on 19 June 2019. Rapid rehousing was defined as a housing led approach for people who experienced homelessness to ensure that they reached a settled home as quickly as possible.

Details were given on:-

- ♦ Scottish Government funding to support the development and implementation of the RRTP, including confirmation of funding for a third year

- ◆ progress in a number of key priorities detailed in the Plan
- ◆ priorities being progressed during Year 2 of the Plan (2020/2021)

To continue to progress the key actions and priorities within the RRTP, the current temporary staffing levels would require to be maintained and extended to facilitate the new central Homeless Reception Service.

It was proposed to increase the Housing and Technical Resources' establishment by:-

- ◆ extending the temporary contract for the post of 1 FTE RRTP Strategy Coordinator for a period of 17 months
- ◆ extending the temporary posts of 6.2 FTE Housing Officers for a further period of 12 months
- ◆ creating an additional 2 FTE Housing Support Officers on a fixed term basis for a period of 12 months
- ◆ creating an additional 1 FTE Team Leader post on a fixed term basis for a period of 12 months

A full review of progress made in implementing the RRTP in 2020/2021 would be submitted to a future meeting of the Committee.

The Committee decided:

- (1) that the content of the report be noted; and
- (2) that the proposals to extend contracts and increase the Housing and Technical Resources' establishment, as detailed above, to facilitate the new Central Homeless Reception Service, be approved.

[Reference: Minutes of 23 January 2019 (Paragraph 13)]

14 Proposal to Provide Housing Support Services for Blackwood Housing Association Tenants at Angela Way Sheltered Housing, Uddingston

A joint report dated 31 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted outlining proposals for the Council to take responsibility for the future provision of sheltered housing services at Angela Way, Uddingston.

Angela Way was a sheltered housing development owned and managed by Blackwood Housing Association, with 33 self-contained flats over 3 floors. Blackwood Housing Association received funding from the Council to provide housing support services to the tenants there.

In November 2020, Blackwood Housing Association notified the Council that, with effect from 31 March 2021, it intended to withdraw the housing support services provided at Angela Way.

It was proposed that the Council take direct responsibility for providing sheltered housing services for tenants at Angela Way. The Council was a major provider of housing support services and this service provision would fit within current sheltered services provided across South Lanarkshire.

Blackwood Housing Association would continue to own and provide landlord services at Angela Way.

It was anticipated that provision of the sheltered housing service at Angela Way would require the Council's Sheltered Housing Officer Team to be increased by 1 FTE post of Sheltered Housing Officer at Grade 2, Level 1-2, SCP 34-40 (£21,497 to £23,468). Funding for this post would be provided by the grant funding previously provided to Blackwood Housing Association.

There were no Transfer of Undertakings (Protection of Employment) (TUPE) issues arising from the proposal.

The Committee decided:

- (1) that the Council assume responsibility for the provision of sheltered housing services to tenants at Angela Way, Uddingston from 1 April 2021; and
- (2) that the staffing establishment be increased by 1 FTE Sheltered Housing Officer at Grade 2, Level 1-2, SCP 34-40 (£21,497 to £23,468), as detailed at section 5.2 of the report.

15 Implementation of the New Integrated Housing and Property Management System (IHPMS)

A joint report dated 21 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted:-

- ♦ providing an update on progress of the implementation of the new Integrated Housing and Property Management System (IHPMS), including the revised go live date for Phase 1
- ♦ requesting approval for changes to the establishment required to support the implementation of the new system

The appointment of the new system supplier, Aareon UK, was made in December 2018 and a detailed implementation plan established an initial indicative date of November 2020 to commence the phased activation. In March 2019, the Committee approved a revised project team structure to oversee implementation to 31 March 2021, or until implementation of the project had been completed. Any further resource requirements would be brought to the Committee for approval.

Due to the effects of COVID-19, work to progress the project was scaled back, and the Resource undertook a full review of the project implementation plan. In October 2020, the revised plan was presented to the Project Review Board and subsequently approved. The revised plan anticipated that the first phase of the project would go live in June 2022.

To ensure successful delivery of the project, it was proposed to extend the existing temporary posts to 31 March 2022 and to add an additional 3 FTE Transitions Assistant posts on a temporary basis. Funding for those posts had been included within the Resource budget.

The Committee decided:

- (1) that progress with the procurement and implementation of the new Integrated Housing and Property Management System, be noted;
- (2) that the proposal to extend the existing temporary contracts of the posts as detailed in the report, until 31 March 2022, be approved; and

- (3) that the proposal to add 3 FTE posts of Transitions Assistant at Grade 2, Level 2-4, SCP 39-57 (£23,139 to £30,147), as detailed in the report, until 31 March 2022, be approved.

[Reference: Minutes of 20 March 2019 (Paragraph 9)]

16 Annual Report – Mainstreaming Equality and Diversity within Housing and Technical Resources

A report dated 21 January 2021 by the Executive Director (Housing and Technical Resources) was submitted:-

- ◆ providing an overview of progress made in relation to mainstreaming equalities within Housing and Technical Resources during 2019/2020
- ◆ highlighting the key actions in mainstreaming equalities being progressed during 2020/2021

The Housing and Technical Resources' Equality and Diversity Co-ordinating Group continued to progress the Equality and Diversity work plan and support a consistent approach to mainstreaming equality and diversity across the Resource.

The report advised of progress made in meeting those commitments during 2019/2020 and detailed the key priorities for 2020/2021.

The Committee decided: that the progress made during 2019/2020 and the key actions for 2020/2021 in relation to mainstreaming equalities be noted.

[Reference: Minutes of 13 November 2019 (Paragraph 14)]

17 Acquisition of Houses at Jackton, East Kilbride – Section 75 Planning Reference EK/09/0218

A report dated 14 December 2020 by the Executive Director (Housing and Technical Resources) was submitted advising on action taken, in terms of Standing Order No 36 (c), in view of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to acquire 24 affordable homes at Jackton, East Kilbride from Cala Homes, for inclusion in the Council's housing stock in fulfilment of the Planning obligations associated with the private residential development of the site.

The site at Jackton, East Kilbride had been identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,000 additional homes.

The planning application by Cala Homes (West) Limited for the development of 24 affordable amenity standard homes at the site at Jackton, East Kilbride had been approved on 25 September 2020.

The Council had entered into discussions with Cala Homes (West) Limited in respect of their planning obligation to provide new affordable homes via a turnkey arrangement. The proposal provided by Cala Homes (West) Limited had been assessed by the Council's Technical and Commercial Team as representing value for money, with the Council paying the balance upon completion and transfer of title.

The principal terms and conditions of the acquisition were detailed in the report.

Acquisition would be funded from the Housing Revenue Account Capital Programme. Grant subsidy towards the purchase of each unit would be provided by the Scottish Government through the Affordable Housing Supply Funding Grant.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, in relation to the acquisition of 24 affordable homes from Cala Homes (West) Limited for a total price of £3.564 million, which included the cost of land, to fulfil the Planning obligations associated with the residential development of the site, be noted.

[Reference: Minutes of the Planning Committee of 11 February 2020 (Paragraph 7)]

18 Delegated Authority Report - Update

A report dated 12 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on transactions processed by Property Services during Quarter 3 of 2020/2021.

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 3, as contained in Appendix 1 to the report, were as follows:-

Quarter 3:

Number of transactions	57
Total value of lease transactions	£222,609 per annum
Total value of capital transactions	£1,765,126

The Committee decided: that the report be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 15)]

19 Notification of Contracts Awarded – 1 August 2020 to 31 December 2020

A report dated 12 January 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 August to 31 December 2020, 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 16 September 2020 (Paragraph 17)]

20 Urgent Business

There were no items of urgent business.