1 Purpose of Report

1.1 To seek scheme approval for schemes included in the 2013-14 Housing Revenue Account Capital Programme.

1.2 To note revised Housing Capital Scheme service standards as a result of the agreed service enhancements included in the revised Housing Revenue Account Business Plan.

2 Recommendations

2.1 That scheme approval and permission to spend is granted for the following schemes:

(i) Replacement of fire alarms in sheltered housing schemes.

(ii) Replacement of Housing Service vehicles.

(iii) Conversion works to “Type 40” bungalows in accordance with the Service Standard attached as Appendix 1.

2.2 That the following revised Housing Scheme Service Standards are noted:-

(i) External Works Programme (attached as Appendix 2).

(ii) Kitchen Replacement Programme (attached as Appendix 3).

(iii) Bathroom Replacement Upgrading Programme (attached as Appendix 4).

(iv) External Curtilage Works Programme (attached as Appendix 5).
2.3 That the revised Housing Scheme Service Standards for the Kitchen Replacement and Bathroom Replacement Programmes commence with works on Estate 17 (Bevan Lee, Cannock).

3 Key Issues and Reasons for Recommendation

3.1 In accordance with the Council’s agreed capital expenditure control procedures, it is necessary to obtain scheme approval and permission to spend for three schemes included in the approved 2013-14 Housing Revenue Account Capital Programme. Details of these schemes are set out in the report.

3.2 The revised Housing Revenue Account Business Plan includes a number of enhancements to Housing Capital Scheme Service Standards. Four service standards have been amended to reflect these agreed enhancements and revised service standards are attached as appendices to the report.

3.3 In order that the revised Service Standards for the Kitchen and Bathroom Programmes do not change “midway” through work on an estate, it is proposed that these commence for works on Estate 17 (Bevan Lee, Cannock).

4 Relationship to Corporate Priorities

4.1 The delivery of the 2013-14 HRA Capital Programme is a specific action within the proposed 2013-14 “Place” Priority Delivery Plan and will contribute to the following service aims:-

   (i) To maintain and improve the Council’s housing stock.

   (ii) Support vulnerable households to live independently in their own homes.

5 Report Detail

5.1 The agreed 2013-14 Housing Revenue Account (HRA) Capital Programme (as approved by Council on 13 February 2013) includes budgets for the following schemes:-

   (i) Replacement of fire alarms in sheltered housing schemes - £40,000.

   (ii) Replacement of Housing Service vehicles - £253,000.

   (iii) Conversion works to “Type 40” Bungalows - £80,000.

5.2 In accordance with the Council’s agreed capital expenditure control procedures, it is now necessary to obtain scheme approval and permission to spend in order that the schemes can be undertaken during the 2013-14 financial year.
Replacement of Fire Alarms in Sheltered Housing Schemes

5.3 The fire alarms in the Council’s four sheltered housing schemes (Caxton Court, Longford Court, Grace Moore Court and St. Barbara House) are now over 12 years old. Whilst the alarm systems are maintained through an annual servicing and breakdown contract, the age of the systems makes replacement parts difficult to source.

5.4 It is therefore proposed that the existing fire alarm systems should be replaced with new systems which embrace the latest technology with Staffordshire Fire and Rescue being consulted on the specifications for the replacement systems.

Replacement of Housing Service Vehicles

5.5 The Housing Division has a fleet of 37 vehicles to assist in the delivery of housing maintenance and estate caretaking services.

5.6 The majority of these vehicles were purchased in or before 2008 and as a result of their age and condition are likely to begin to suffer from breakdowns and high maintenance and running costs.

5.7 It is therefore proposed to replace 11 vehicles in the worst condition (10 large “Transit/Trafic sized” vans and the “light cage” truck) with similar new vehicles.

Conversion Works to “Type 40” Bungalows

5.8 Cabinet on 20 December 2012 considered proposed conversion works to the Council’s 56 “Type 40” one bedroom bungalows to enable the former “utility room” to be utilised as a second bedroom.

5.9 As agreed by Cabinet, these works are now being undertaken to vacant “Type 40” bungalows as part of a revised void re-let standard and to date 4 bungalows have benefited from this work.

5.10 It is now proposed to offer tenants of “occupied” “Type 40” one bedroom bungalows the option of having conversion works undertaken to their homes. In cases where a tenant chooses to have this work undertaken this will be implemented in accordance with the service standard attached as Appendix 1.

Revised Housing Capital Scheme Service Standards

5.11 The revised Housing Revenue Account Business Plan (as approved by Council on 13 February 2013) includes a number of enhancements to Housing Capital Scheme Service Standards.

5.12 As a result, the following Service Standards have been revised to reflect the agreed enhancements:-

(i) External Works Programme (Appendix 1)

• Provision of external insulation to all rendered properties with solid walls.
(ii) Kitchen Replacement Programme (Appendix 2)

- Internal decoration for vulnerable tenants in accordance with the eligibility criteria for the Vulnerable Tenants Internal Decoration Scheme.

(iii) Bathroom Replacement/Upgrading Programme (Appendix 3)

- Provision of a “non-slip” safety floor covering (Note: Where an adopted bathroom is provided for a disabled person a tiled floor will be installed).

- Internal decoration for vulnerable tenants in accordance with the eligibility criteria for the Vulnerable Tenants Internal Decoration Scheme.

(iv) External Curtilage Works Programme (Appendix 4)

- Repair or replacement of boundary fencing between front gardens.

5.13 The implementation of the revised Service Standard for the External Works Programme will commence on Estate 25 (Moss Road, Chadsmoor). However, in order that the revised Service Standards for the kitchen and bathroom programmes do not change “midway” through work on an estate, it is proposed that the revised standards for these programmes commence for works on Estate 17 (Bevan Lee, Cannock).

5.14 The External Curtilage Works Programme is not programmed to commence until 2014-15 and the revised service standard will form the basis for the introduction of this programme, which will be the subject of a future Cabinet report.

6 Implications

6.1 Financial

The agreed 2013-14 HRA Capital Programme includes the following budgetary provision for the three schemes for which scheme approval and permission to spend is sought:-

(i) Replacement of Fire Alarms (Sheltered Housing Schemes) - £40,000

(ii) Replacement of Housing Service vehicles - £253,000

(iii) Conversion works to “Type 40” Bungalows - £80,000

The revised HRA Business Plan includes the financial provision for the enhancements to the Capital Scheme Service Standards detailed in the report. This has also been reflected in the agreed budgets for the External Works, Kitchen Replacement, Bathroom Replacement/Upgrading and External Curtilage
Works Programmes which form part of the approved three year HRA Capital Programme for the period 2013-14 to 2015-16.

6.2 **Legal**

The Council has statutory responsibility for maintaining the Council’s housing stock and this responsibility includes the maintenance of Council installed fire alarms.

The procurement of the conversion works for Type 40 bungalows and the replacement of Housing Service vehicles will be carried out as per the Council’s Contract Procedure Rules.

6.3 **Human Resources**

None

6.4 **Section 17 (Crime Prevention)**

The fencing enhancements as part of the revised Service Standard for External Curtilage Works will help reduce crime and anti-social behaviour.

6.5 **Human Rights Act**

None

6.6 **Data Protection**

None

6.7 **Risk Management**

To be completed

6.8 **Equality & Diversity**

The revised HRA Business Plan was subject to an Equality Impact Assessment (EIA). As the three schemes and the revised service standards detailed in this report are included within the revised Business Plan, the Business Plan EAI also applies to the subject matter of this report.

The outcome of the Business Plan EIA is that it has a positive impact for certain of the protected characteristics with no identified negative implications.

6.9 **Best Value**

None
Appendices to the Report

Appendix 1: Service Standard – Conversion of “Type 40” One Bedroom Bungalows
Appendix 2: Service Standard – External Works Programme
Appendix 3: Service Standard – Kitchen Replacement Programme
Appendix 4: Service Standard – Bathroom Replacement/Upgrading Programme
Appendix 5: Service Standard – External Curtailage Works Programme

Previous Consideration

- Housing Revenue Account Capital Schemes – Review of Service Standards: Cabinet, 17 November 2011
- Provision of Self-contained Bathing Facilities – Caxton Court and Grace Moore Court Sheltered Housing Schemes: Cabinet, 21 June 2012
- Conversion of “Type 40” One Bedroom Bungalows: Cabinet, 20 December 2012
- Housing Revenue Account Capital Programmes 2013-14 to 2015-16: Cabinet, 31 January 2013

Background Papers
CANNOCK CHASE COUNCIL

SERVICE STANDARD

CONVERSION OF “TYPE 40” ONE BEDROOM BUNGALOWS

1. Programme Aim

1.1 To convert the utility room to a second bedroom.

2. Programme Objectives

(a) Increase the number of two bedroom bungalows within the housing stock.

(b) Meet the needs and aspirations of the Council’s tenants.

3. Programme Determination

3.1 All of the 56 “Type 40” bungalows are included in the programme.

4. Service Standard

4.1 Relocation of the gas meter to the exterior of the bungalow.

4.2 Provision of a window adjacent to the existing back door (to be reviewed where necessary).

4.3 Provision of a new radiator beneath the newly installed window.

4.4 Replacement of the existing single electrical socket with a double socket.

Note

1. Redecoration or a redecoration allowance will not be provided.
CANNOCK CHASE COUNCIL

SERVICE STANDARD
EXTERNAL ENVELOPE WORKS PROGRAMME

1. Programme Aim

1.1 To provide comprehensive repairs to the "exterior shell" of properties.

2. Programme Objectives

2.1 The objectives of the programme are to:-

(a) Maintain the Council’s housing stock to the decent homes standard.
(b) Improve the appearance of the Council’s housing estates.
(c) Reduce the need for responsive repairs.
(d) Improve the energy efficiency of the Council’s housing stock.
(e) Meet the needs and aspirations and reduce the fuel consumption of the Council’s tenants.

3. Programme Determination

3.1 The programme will be determined by the results of the 2009 stock condition survey, confirmed by site surveys of individual dwellings. It will be undertaken in accordance with a seven year cycle.

4. Service Standard

4.1 Replacement, re-bedding and re-pointing of roof tiles including those to the hip, verge and ridge, as required. (Note: In cases where the entire roof is beyond repair, total re-roofing will be undertaken).

4.2 Repairs to the chimney including rebuilding or re-pointing and the replacement of or remedial works to the flashings and chimney cap (Note: Flue tests are undertaken before and after re-pointing or rebuilding works).

4.3 Re-pointing of existing brickwork where required.

4.4 Provision of external insulation and re-rendering to rendered properties with solid walls.

4.5 Remedial work to guttering, fascias and soffits.
4.6 Provision of additional loft insulation to bring the overall thickness to 300 mm (Note: In cases where the existing insulation is in poor condition, the loft insulation will be replaced).

4.7 Replacement (where necessary) of existing front and rear external doors and frames with “composite door sets”, with tenants being given a minimum choice of 3 front door and rear door styles, together with colour options and the choice of clear or obscure glass.

4.8 Pre-paint repairs and repainting of external pipework and joinery.

4.9 Repair and painting of garages which are located within the curtilage of dwellings or have a prominent location on the housing estate.

Notes

1. Television aerials and satellite dishes are removed and refitted where necessary in order to carry out the works.

2. Works to fences and gates are not included in the programme.

3. Works to outhouses are limited to doors and frames only. No works will be undertaken to the wall or roof.

4. Garages situated on “backland” garage sites are not included in the programme.
CANNOCK CHASE COUNCIL

HOUSING SERVICE STANDARD

KITCHEN REPLACEMENT PROGRAMME

1. Programme Aim

1.1 To replace obsolete kitchens which do not meet the decent homes standard.

2. Programme Objectives

2.1 The objectives of the programme are to:-

(a) Maintain the Council’s housing stock to the decent homes standard.

(b) Reduce the need for responsive repairs.

(c) Meet the needs and aspirations of the Council’s tenants.

3. Programme Determination

3.1 The programme will be determined by the results of the 2009 stock condition survey confirmed through site surveys of individual dwellings.

4. Service Standard

4.1 Design of an appropriate kitchen layout which accords with the property type and accommodates tenants’ white goods and preferences, where possible. *

4.2 Achieve a satisfactory kitchen layout where necessary through:-

(a) The relocation of gas and electric meters (to the exterior of the property), electric consumer units and radiators.

(b) The removal of non-structural pantries.

4.3 Following a “whole property” asbestos survey (where not previously undertaken), removal of any asbestos/asbestos based materials from the kitchen area, including floor coverings where necessary.

4.4 Installation of a range of kitchen units to provide (where possible) maximum storage space of two cubic metres with tenants being given a minimum choice of three drawer/door fronts and three complementary worktops.

(Note: Dependent upon the size of the kitchen space 4-5 base units and 3-5 wall units will typically be provided).
4.5 Provision of three courses of wall tiles above the worktops, five behind the cooker space (three above and two below worktop level) and on window sills as necessary, with tenants being given a minimum choice of three colours of tiles.

4.6 Provision of vinyl floor tiles, with tenants being given a minimum choice of three colours of tiles.

4.7 Installation of an electric cooker point, a socket behind each appliance (with separate switched fused spur above the worktop) and where possible, four double sockets above the worktop.

4.8 Installation of an electrical extract fan where not previously fitted.

4.9 Provision of a gas cooker point if requested by the tenant.

4.10 Patching of existing plaster and other ancillary works.

4.11 Redecoration in cases where the household meets the eligibility criteria*² for the Vulnerable Tenants Internal Decoration Scheme.

Notes

*¹ Where the tenant (or a member of their household) is a wheelchair user and the main “meal provider”, the kitchen layout will be adapted for wheelchair use and will include the provision of “low level” kitchen units and work surfaces.

*² (A) The eligibility criteria for kitchen redecoration is as follows:-

(a) Are secure or introductory tenants of Cannock Chase Council.

(b) Are either:-

   (i) Aged 70 (or over) or;
   (ii) Live in a property with disabled adaptations and are in need of those adaptations or;
   (iii) Receive one or more of the following benefits:-

   • Attendance Allowance
   • Disability Living Allowance
   • Severe Disablement Allowance
   • War Disablement Pension
   • Employment Support Allowance (support component)
   • Long-term Incapacity Benefit (note long-term only)

and do not have a household member living with them who is capable of undertaking redecoration work.

Note: Other tenants in exceptional circumstances (as determined by the Head of Housing) may also be eligible for the redecoration.
(B) Kitchen redecoration will not be available to tenants who:-

(a) Are licensees.

(b) Are aged under 70 and do not receive any of the benefits specified in paragraph (A)(b)(iii).

(c) Do not require the disabled adaptations provided in a property.

(d) Have a household member living with them who is capable of undertaking internal decorating.
CANNOCK CHASE COUNCIL

SERVICE STANDARD

BATHROOM REPLACEMENT/UPGRADING PROGRAMME

1. Programme Aim

1.1 To replace or upgrade obsolete bathrooms.

2. Programme Objectives

2.1 The objectives of the programme are to:-

(a) Maintain and enhance the Council’s housing stock.

(b) Reduce the need for responsive repairs.

(c) Meet the needs and aspirations of the Council’s tenants, including the provision of adapted bathrooms for households with disabilities.

3. Programme Determination

3.1 The programme will be determined by the results of the 2009 stock condition survey confirmed through site surveys of individual dwellings.

3.2 The programme will comprise of full bathroom replacement or the replacement of one or two items of sanitary ware only, where the bath and WC or wash hand basin has recently been replaced (through responsive repairs) or where a tenant chooses to retain the original fixture. The nature of the works undertaken will be determined by the results of the site survey.

4. Service Standard – Full Bathroom Replacement

4.1 Following a “whole property” asbestos survey (where not previously undertaken) removal of any asbestos/asbestos based materials from the bathroom.

4.2 Provision of a replacement bath or an electric shower (with shower screen and tray) in accordance with the choice of the tenant. *1

4.3 Replacement of the WC and wash hand basin with white sanitary ware at existing locations.

4.4 Provision of wall tiles (with tenants being given a minimum choice of three tiles) above replacement sanitary ware as set out below:-

* Bath – 3 courses of tiles.
* Shower – full height tiling to the shower enclosure.
* Wash hand basin – 2 courses of tiles.
* Retiling/tiling of window sills as necessary.

4.5 Installation of an extractor fan where not previously fitted.

4.6 Patching of existing plaster, replacement of floorboards and other ancillary works.

4.7 Installation of vinyl floor tiles to concrete floors or vinyl sheet floor covering to timber floors, with tenants being given a choice of minimum 3 colours.

4.8 Redecoration in cases where the household meets the eligibility criteria*² for the Vulnerable Tenants Internal Decoration Scheme.

5. Service Standard – Partial Replacement

5.1 Provision of one (or two) items of replacement white sanitary ware.

5.2 Provision of wall tiles above the replacement sanitary ware only.

6. Service Standard – Grace Moore Court and Caxton Court Sheltered Housing Schemes

6.1 The removal of the existing hot water cylinder and the dividing wall between the toilet and airing cupboard to create additional “bathroom space”.

6.2 The provision of a shower tray or “walk in” shower (to ground floor properties) with a thermostatically controlled electric shower and shower screen or curtain.

6.3 The installation of a new water heater to provide hot water to the kitchen sink and wash basin.

6.4 Replacement of the existing WC and wash hand basin including the provision of short lever taps.

6.5 Provision of wall tiles (with tenants being given a choice of 3 colours) with full height tiling above the shower and half height tiling in other areas.

6.6 Installation of an extractor fan.

6.7 Installation of a “slip resistant” safety floor covering with tenants being given a choice of minimum 3 colours.

6.8 Redecoration of non-tiled walls with anti-fungicidal emulsion.

Notes

*¹ Where a tenant (or a member of their household) has disabilities an adapted bathroom (including a level access shower) will be provided following a recommendation from Staffordshire County Council’s Occupational Therapist. (N.B. In such cases the additional cost of providing an adapted bathroom will be met from the Disabled Facilities Works Budget).
(A) The eligibility criteria for bathroom redecoration is as follows:-

(a) Are secure or introductory tenants of Cannock Chase Council.

(b) Are either:-

   (i) Aged 70 (or over) or;

   (ii) Live in a property with disabled adaptations and are in need of those adaptations or;

   (iii) Receive one or more of the following benefits:-

       • Attendance Allowance
       • Disability Living Allowance
       • Severe Disablement Allowance
       • War Disablement Pension
       • Employment Support Allowance (support component)
       • Long-term Incapacity Benefit (note long-term only)

and do not have a household member living with them who is capable of undertaking redecoration work.

Note: Other tenants in exceptional circumstances (as determined by the Head of Housing) may also be eligible for the redecoration.

(B) Bathroom redecoration will *not* be available to tenants who:-

(a) Are licensees.

(b) Are aged under 70 and do not receive any of the benefits specified in paragraph (A)(b)(iii).

(c) Do not require the disabled adaptations provided in a property.

(d) Have a household member living with them who is capable of undertaking internal decorating.
CANNOCK CHASE COUNCIL

HOUSING SERVICE STANDARD

EXTERNAL CURTILAGE WORKS PROGRAMME

1. Programme Aim

1.1 To provide comprehensive repair works to the external curtilage of dwellings.

2. Programme Objectives

2.1 The objectives of the programme are to:

(a) Improve the appearance of the Council’s housing estates.

(b) Reduce the need for responsive repairs.

(c) Meet the needs and aspirations of the Council’s tenants.

3. Programme Determination

3.1 The programme will be determined by the results of the 2009 stock condition survey confirmed by site surveys of individual dwellings. It will be undertaken in accordance with a seven year cycle, in conjunction with the External Envelope Works Programme.

4. Service Standard

4.1 Repair or replacement of paths to the front and rear doors including works to steps as required.

4.2 Remedial work including re-pointing of boundary walls.

4.3 Repair or replacement of fencing where it:

(a) Adjoins a highway, public footpath or public area of open space.

or (b) Forms the boundary between front gardens.

(NB Where repairs are undertaken the repaired fencing will be obtained to match the original fencing material).

4.4 Repair or renewal of gates.

Note

*1 The repair or renewal of boundary fencing between rear gardens will not be undertaken.