

EAST AYRSHIRE COUNCIL**HOUSING COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 8 SEPTEMBER 2004 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Jimmy Kelly, Daniel Coffey, Willie Coffey, Gordon Cree, John Weir, Drew McIntyre, John Campbell, John Knapp, Jim Raymond, Stuart Finlayson, Eric Jackson, George Smith, Tommy Farrell, William Menzies, Neil McGhee, Eric Ross, Elaine Dinwoodie and Elaine Stewart.

ATTENDING: Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; William Stafford, Executive Director of Neighbourhood Services; Chris McAleavey, Head of Housing; David McLellan, Financial Services Manager; Gerry Darroch, Operations Manager; Joe Cassidy, Policy and Strategy Manager; Alan Paterson, Principal Quantity Surveyor; Anna Gallagher, Solicitor/Team Leader; Caroline Gordon, Public Relations Officer; and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Stephanie Young, Douglas Reid and Isabella Macrae.

CHAIR: Councillor Jimmy Kelly, Chair.

CHAIR'S REMARKS

1. The Chair introduced Amy Cole, a third year law student at Glasgow Caledonian University and Mhairi Ross, a fourth year pupil at Stewarton Academy, and welcomed them to the meeting as observers within the public gallery.

BUDGETARY REPORTS**2.1 HOUSING REVENUE ACCOUNT TO 25 JULY 2004 (PERIOD 4)**

There was submitted and noted a joint report dated 20 August 2004 (circulated) by the Executive Head of Finance and the Executive Director of Neighbourhood Services which advised of the current budgetary control position and the projected out-turn for the year for the Housing Revenue Account for the period ended 25 July 2004 (Period 4).

2.2 GENERAL FUND HOUSING TO 25 JULY 2004 (PERIOD 4)

There was submitted and noted a joint report dated 20 August 2004 (circulated) by the Executive Head of Finance and the Executive Director of Neighbourhood Services which advised of the current budgetary control position and the projected out-turn for the year for the General Fund Housing for the period ended 25 July 2004 (Period 4).

2.3 SUPPORTING PEOPLE ADMINISTRATION TO 25 JULY 2004 (PERIOD 4)

There was submitted and noted a joint report dated 20 August 2004 (circulated) by the Executive Head of Finance and the Executive Director of Neighbourhood Services which advised of the current budgetary control position and the projected out-turn for the year for Supporting People Administration for the period ended 25 July 2004 (Period 4).

FINAL MEASUREMENTS ON CONTRACTS

3. There was submitted and noted a report dated 9 August 2004 (circulated) by the Executive Director of Development and Property Services which informed on final measurements for contracts, as shown in Appendix I to these Minutes.

AWARDING OF CONTRACTS

4. There was submitted and noted a report dated 27 August 2004 (circulated) by the Acting Executive Director of Corporate Support which provided, for information, details of tenders which had been accepted, as shown in Appendix II to these Minutes.

REINSTATEMENT OF FIRE DAMAGE

5.1 DALMELLINGTON: 115 PARK CRESCENT

There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Development and Property Services which advised of, and sought approval to, the contractual overspend on the project for the reinstatement of fire damage at 115 Park Crescent, Dalmellington.

It was agreed to approve the additional expenditure of £2,835 incurred on this contract.

5.2 MUIRKIRK: 1 HARESHAW CRESCENT

There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Development and Property Services which advised of, and sought approval to, the contractual overspend on the project for the reinstatement of fire damage at 1 Hareshaw Crescent, Muirkirk.

It was agreed to approve the additional expenditure of £5,499 incurred on this contract.

HOUSING INVESTMENT PROGRAMME 2004/05

6. There was submitted a joint report dated 20 August 2004 (circulated) by the Executive Director of Neighbourhood Services and the Executive Director of Development and Property Services which advised of the current status of projects within the Housing Investment Programme 2004/05 and set out the current position in relation to financial monitoring and physical progress.

It was agreed:

- (i) to approve the modifications to the Housing Investment Programme as detailed in Section 4 of the report; and
- (ii) otherwise, to note the current position in relation to the Programme.

VOID MANAGEMENT

7. There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Neighbourhood Services which sought authority for the demolition of a limited number of empty houses in Bellsbank and lock-ups in Cumnock which had been badly damaged and were considered beyond the cost of economic repair; and

recommended disposal of four flatted properties in Patna as surplus to operational requirements.

It was agreed:

- (i) to approve the proposals to demolish Nos 2-8 Hillcrest, Bellsbank;
- (ii) that the properties at Nos 114 - 120 Dalharco Avenue, Patna be declared surplus to requirements and that the Executive Director of Development and Property Services be authorised to market the subjects as outlined in paragraph 3.2 of the report;
- (iii) to homologate the action taken to demolish the lock-ups at 9, 10, 11 and 12 The Holm, Cumnock in view of the public safety risks involved; and
- (iv) otherwise, to note the terms of the report.

SERVICE IMPROVEMENT REPORT (Item 9, Page 575, 03/07)

8. There was submitted a report dated 18 August 2004 (circulated) by the Executive Director of Neighbourhood Services which updated on activities and progress in relation to best value within the Housing Services in the last year and recommended the Housing Continuous Improvement Plan 2004/05.

Councillor Kelly seconded by Councillor Cree moved:

- (i) to note the progress made in delivering the Annual Service Plan for 2003/04;
- (ii) to approve the Housing Continuous Improvement Plan 2004/05, as appended to the report; and
- (iii) otherwise, to note the terms of the report.

Councillor W Coffey seconded by Councillor D Coffey, moved as an amendment that the Housing Continuous Improvement Plan 2004/2005 as appended to the report be amended to include additional objectives viz:- "R10", which would provide for a tenant's approval sign-off process following the completion of repairs; and "P15", to provide for the development of a strategy to arrest the loss of the Council's housing stock through the positive promotion of the benefits of remaining within the public sector, the "Success Rate" in this respect being to reduce losses in the housing stock by 100 per year.

On a division by a show of hands the motion was carried by 14 votes to 4.

BUILDING STRONG, SAFE AND ATTRACTIVE COMMUNITIES (Item 13, Page 577, 03/07)

9. There was submitted a report dated 11 August 2004 (circulated) by the Executive Director of Neighbourhood Services which updated on progress in implementing the Building Strong, Safe and Attractive Communities Programme within East Ayrshire.

It was agreed:

- (i) to note the progress in implementing the Building Strong, Safe and Attractive Communities Initiative within East Ayrshire to date;
- (ii) to authorise the Executive Director of Neighbourhood Services to implement the proposals detailed in the second round funding bid, set out in Section 4 of the report;

- (iii) to note, as indicated by the Head of Housing, that it was anticipated that the Community Wardens would report on their activities, as appropriate, to Community Councils and other local community organisations; and that further progress reports would be submitted to this Committee from time to time; and
- (iv) otherwise, to note the terms of the report.

HOMELESSNESS STRATEGY UPDATE (Item 9, Page 497, 03/07)

- 10.** There was submitted a report dated 9 August 2004 (circulated) by the Executive Director of Neighbourhood Services which advised (a) of the allocation of funding awarded by the Scottish Executive both for the current financial year, 2004/05, and the financial year 2005/06 to assist in the delivery of the Homelessness Task Force Recommendations and provided an update on the Furnished Tenancy Grant and the Rough Sleepers Initiative funding; and (b) of progress towards implementation of the East Ayrshire Homelessness Strategy 2003/06 and sought authority to implement identified actions required to achieve the overall objectives of the Strategy.

It was agreed:

- (i) to note the Scottish Executive funding awards as detailed in Section 3 of the report;
- (ii) to authorise the Executive Director of Neighbourhood Services, in conjunction with the Head of Personnel, to submit the staffing proposals for approval by the Corporate Governance Committee;
- (iii) to approve the Homelessness Strategy Local Outcome Agreement for 2004/05, as appended to the report; and
- (iv) otherwise, to note the terms of the report.

TENANT SATISFACTION SURVEY (Item 7, Page 496, 03/07)

- 11.** There was submitted a report dated 9 August 2004 (circulated) by the Executive Director of Neighbourhood Services which advised of the results of the Tenant Satisfactory Survey and which sought approval to introduce the concept of continuous monitoring.

It was agreed:

- (i) to note the findings of the Tenant Satisfaction Survey 2004, as detailed in Section 4 of the report;
- (ii) to approve the proposals to conduct continuous monitoring of Housing Services as outlined in Section 5 of the report; and
- (iii) otherwise, to note the terms of the report.

Councillor Weir left the meeting at this point.

PRIVATE SECTOR HOUSING GRANT

- 12.** There was submitted a report dated 5 August 2004 (circulated) by the Executive Director of Neighbourhood Services which advised of the outcome of the Council's bid to secure Private Sector Housing Grant funding from Communities Scotland and which sought approval to disburse the funding on the basis of their offer.

It was agreed:

- (i) to note the outcome of the Private Sector Housing Grant bid for 2004/05 and 2005/06;
- (ii) to disburse the available funding as proposed in paragraph 3.1 of the report; and
- (iii) otherwise, to note the terms of the report.

PILOT CARE AND REPAIR PROJECT (Item 6, Page 634, 03/07)

- 13.** There was submitted a report dated 11 August 2004 (circulated) by the Executive Director of Neighbourhood Services which informed of the current position regarding progress of the Pilot Care and Repair Scheme in Dalmellington and which sought approval of the Steering Group's recommendations for the proposed expansion of the project to cover the whole of East Ayrshire.

It was agreed:

- (i) to approve the recommendations of the Steering Group to expand the Care and Repair Project to cover the whole of East Ayrshire, on the basis set out in the report;
- (ii) to note that a further report on progress would be brought to a future meeting for consideration; and
- (iii) otherwise, to note the terms of the report.

FORMER TENANT ARREARS

- 14.** There was submitted a report dated 13 August 2004 (circulated) by the Executive Director of Neighbourhood Services which sought approval for the writing-off of those former tenant arrears which were no longer viable to pursue; and advised of the current situation with regard to the contracted Debt Collection Agency.

It was agreed:

- (i) to approve the write-off in the current financial year of Former Tenant Arrears of £11,283.04, as detailed in paragraph 3.1 of the report;
- (ii) to note the position with regard to the appointment of the new contractor and the introduction of "Second Placement" arrangements; and
- (iii) otherwise, to note the terms of the report.

HEALTH AND SAFETY ACTION PLAN

- 15.** There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Neighbourhood Services which updated on the Department of Neighbourhood Services' progress against individual Health and Safety Action Plans 2003/04 for those sections that now constituted the Neighbourhood Services Department (ie Community Services, Housing and Building and Works); and recommended a unified Neighbourhood Services Department Health and Safety Action Plan for 2004/05.

It was agreed:

- (i) to note the achievements of the Health and Safety Action Plan 2003/04;

- (ii) to approve the recommended Health and Safety Action Plan 2004/05, as appended to the report; and
- (iii) otherwise, to note the terms of the report.

**HOME ENERGY CONSERVATION ACT 1995:
THIRD PROGRESS REPORT 2003**

16. There was submitted a joint report dated 3 August 2004 (circulated) by the Executive Director of Neighbourhood Services and the Executive Director of Development and Property Services which updated on the implementation of the Council's response to its obligations under the terms of the Home Energy Conservation Act 1995 (HECA) prior to the submission of the Third Progress Report 2003.

It was agreed to approve the Third Progress Report 2003, as referred to in the report.

PERFORMANCE INDICATORS 1 APRIL 2003 TO 31 MARCH 2004

17. There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Neighbourhood Services which informed of performance in relation to the Housing Statutory Key Performance Indicators for the year from 1 April 2003 to 31 March 2004.

It was agreed:

- (i) to note service performance measured against the Housing Statutory Key Performance Indicators for the financial year 2003/04, as detailed in the report;
- (ii) to note that the Head of Housing would give consideration to the ways in which further detail relating to certain of the Performance Indicators featured in the report could be made available to Members;
- (iii) to note that a report on performance for the period 1 April to 30 September 2004 would be submitted to a future meeting of this Committee; and
- (iv) otherwise, to note the terms of the report.

**DEPARTMENT OF NEIGHBOURHOOD SERVICES:
ABSENCE MANAGEMENT REPORT QUARTER 2, 2004**

18. There was submitted and noted a report dated 15 August 2004 (circulated) by the Executive Director of Neighbourhood Services which advised of absence rates for Housing and Building and Works for the quarterly period ending 30 June 2004.

PROPOSED TRANSFER OF LAND AT GRANGE ACADEMY, KILMARNOCK

19. There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Neighbourhood Services which requested that the Committee declare surplus to operational requirements an area of land at Grange Academy, Kilmarnock, extending to 1.95 hectares for transfer to the General Services Account to be held by Educational Services for inclusion within the approved Grange Academy Public Private Partnership proposals.

Councillor Kelly seconded by Councillor Cree moved to declare the area of ground in question surplus to requirements for transfer to the General Services Account in accordance with Council procedures subject to the consent of the Scottish Executive

as detailed in paragraph 6.1 of the report and to authorise the Executive Director of Corporate Support, subject to conclusion of negotiations referred to in paragraph 3.1 of the report, to regularise the transfer.

Councillor W Coffey seconded by D Coffey moved as an amendment that the Committee continue consideration of this matter pending determination of the valuation of the ground by the Executive Director of Development and Property Services.

On a division by a show of hands, the motion was carried by 14 votes to 3.

EXCLUSION OF PRESS AND PUBLIC

- 20.** The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 6 of Schedule 7A of the Act.

PROPOSED DISPOSAL AND TRANSFER OF LAND AT SKERNIELAND ROAD, FENWICK

- 21.** There was submitted a report dated 23 August 2004 (circulated) by the Executive Director of Neighbourhood Services which requested that the Committee declare surplus to operational requirements an area of ground at Skernieland Road, Fenwick, extending to 3.3 hectares presently forming part of an agricultural tenancy, for the purposes of (i) disposal on the open market of part of the ground extending to 2.38 hectares; and (ii) transfer to the General Services Account of the remainder of the ground extending to 0.92 hectares to be held by Leisure Services for the purpose of the formation of a cemetery car park and future cemetery extension.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements and to authorise disposal of Site "A" as identified in the report, on the open market in accordance with Council procedures and to authorise the transfer of Site "B" and Site "C" to Leisure Services; and
- (ii) to authorise the Executive Director of Corporate Support to regularise the transfer of Site "B" and Site "C".

PROPOSED DISPOSAL OF LAND ADJACENT TO 2 MACLAREN PLACE, KILMARNOCK

- 22.** There was submitted a report dated 18 August 2004 (circulated) by the Executive Director of Neighbourhood Services which requested that the Committee declare surplus to requirements an area of ground extending to 101m² or thereby situated adjacent to 2 McLaren Place, Kilmarnock, and to authorise the disposal of same to the party identified in the report.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements and to authorise the disposal of same to the party identified in the report; and

- (ii) to authorise the Executive Director of Development and Property Services to finalise negotiations for the sale.

**PROPOSED DISPOSAL OF GROUND ADJACENT TO
8 ROONEY COURT, PATNA**

- 23.** There was submitted a report dated 4 August 2004 (circulated) by the Executive Director of Neighbourhood Services which requested that the Committee declare surplus to requirements an area of ground extending to 141m², or thereby, situated immediately adjacent to 8 Rooney Drive, Patna, and authorise disposal of same to the party identified in the report.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements and to authorise the disposal of same to the party identified in the report; and
- (ii) to authorise the Executive Director of Development and Property Services to finalise negotiations for the sale.

**PROPOSED DISPOSAL OF GROUND ADJACENT TO
8 TALBOT DRIVE, AUCHINLECK**

- 24.** There was submitted a report dated 4 August 2004 (circulated) by the Executive Director of Neighbourhood Services which requested that the Committee declare surplus to requirements an area of ground extending to 232m² or thereby, situated immediately adjacent to 8 Talbot Drive, Auchinleck, and authorise disposal of same to the party identified in the report.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements and to authorise the disposal of same to the party identified in the report; and
- (ii) to authorise the Executive Director of Development and Property Services to finalise negotiations for the sale.

BUILDING AND WORKS TO 25 JULY 2004 (PERIOD 4)

- 25.** There was submitted and noted a joint report dated 20 August 2004 (circulated) by the Executive Head of Finance and the Executive Director of Neighbourhood Services which advised of the current budgetary control position of Building and Works for the period ended 25 July 2004 (Period 4).

The meeting terminated at 1150 hrs.

APPENDIX I

FINAL MEASUREMENTS ON CONTRACTS

Contract Title	Amount of Final Measurement
Installation of Audio Door Entry Systems to 74 No. Houses, Various Locations, 2002/2003 Programme	£94,392.53
Replacement of Kitchen Fitments to 147 No. Houses, 2002/2003 Programme, Phase 3	£331,688.77
External Cladding to Timber Houses, Hearth Place, Cumnock	£102,035.35
Replacement of Kitchen Fitments to 219 No. Houses, 2002/2003 Programme, Phase 2	£389,002.92
Masonry Painting, 2003/2004 Programme, Phase 2	£118,895.08
Tenement Upgrade to Various Council Properties, 2002/2003 Programme	£114,988.74
Re-Roofing, Phase 3, 2000/2001 Programme	£194,876.98
Removal and Replacement of Chimneys, 2000/2001 Programme	£148,400.95
Re-Roofing Phase 3, 2001/2002 Programme	£399,274.18
Replacement of Doors and Screens Phase 1, 2002/2003 Programme	£401,315.83
Removal and Replacement of Chimneys 2001/2002 Programme	£144,638.16
Replacement of Sanitary Appliances Phase 1, 2001/2002 Programme	£144,014.68
Re-Roofing Phase 2, 1999/2000 Programme	£168,841.14
Replacement of Sanitary Appliances, 2002/2003 Programme, Phase 1	£318,239.23
Re-Roofing Phase 4, 2000/2001 Programme	£177,684.74

APPENDIX II

<u>CONTRACT</u>	<u>SUCCESSFUL CONTRACTOR</u>	<u>AMOUNT</u>
*Supply, Erection, Dismantling, Temporary Storage and Re-Erection of Modular Metal External Access Ramps	William P Whiland & Sons Ltd, Dumbarton	Schedule of Rates
**Hamilton Gardens Sheltered Housing Refurbishment	PBL Construction Ltd, Glasgow	£523,731.58
Re-Instatement of Fire Damaged Property at 50 McClymont Court, Cumnock	Ark Joinery Contracts, Cumnock	£30,808.12
***Housing Stock Option Appraisal Consultancy Service	DTZ Pieda Consulting, Edinburgh	£52,700.00
Demolition of Ex-Housing Stock at Stoner Crescent, Hillside Crescent, Auchinleck and Boswell Crescent, Logan	JB Black Construction Services, Maybole	£109,249.88

* This tender was subject to an evaluation process, the award criteria being: Price – 60%; Ability to Supply to Deadline – 5%; Quality Management Proposals/Functionality – 15%; Customer Care Proposals – 10%; Communication Proposals – 5%; and Innovative Proposals – 5%.

** A reduction exercise was carried out upon the lowest offer for the works, with the overall contract figure being reduced from £742,341.75 to £523,731.58.

*** This tender was subject to an evaluation process, the award criteria being :- Price – 70% and Quality – 30%