

EAST AYRSHIRE COUNCIL**HOUSING COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 3 SEPTEMBER 2003 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Jimmy Kelly, Stephanie Young, Daniel Coffey, Willie Coffey, Douglas Reid, Gordon Cree, John Weir, Drew McIntyre, Isabella Macrae; John Campbell, John Knapp, Stewart Finlayson, Eric Jackson, George Smith, Tommy Farrell, Neil McGhee, Eric Ross and Elaine Stewart.

ATTENDING: David Montgomery, Chief Executive; James Lavery, Director of Homes and Technical Services; Chris McAleavey, Head of Homes; David McLellan, Financial Services Manager; Joe Cassidy, Policy Manager; Alan Paterson, Principal Quantity Surveyor; David Morgan, Public Relations Officer; Anna Gallagher, Solicitor/Team Leader; and Stuart Nelson, Administrative Officer

APOLOGIES: Councillors Maureen McKay, Jim Raymond and William Menzies

CHAIR: Councillor Jimmy Kelly, Chair.

BUDGETARY REPORTS**1.1 HOMES AND TECHNICAL SERVICES – CENTRAL REPAIRS ACCOUNT TO 27 JULY 2003 (PERIOD 4)**

There was submitted and noted a joint report dated 18 August 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services – Central Repairs Account for the period ended 27 July 2003 (Period 4).

1.2 HOMES AND TECHNICAL SERVICES – PROPERTY TO 27 JULY 2003 (PERIOD 4)

There was submitted and noted a joint report dated 18 August 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services - Property for the period ended 27 July 2003 (Period 4).

1.3 HOMES AND TECHNICAL SERVICES – TECHNICAL SERVICES TO 27 JULY 2003 (PERIOD 4)

There was submitted and noted a joint report dated 18 August 2003 (circulated) by Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services – Technical Services for the period ended 27 July 2003 (Period 4).

1.4 HOUSING REVENUE ACCOUNT TO 27 JULY 2003 (PERIOD 4)

There was submitted a joint report dated 18 August 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the

current budgetary control position of the Housing Revenue Account for the period ended 27 July 2003 (Period 4).

Councillor Kelly, seconded by Councillor Cree moved that the Committee note the contents of the report.

Councillor W Coffey seconded by Councillor D Coffey moved as an amendment;

- (i) to note the contents of the report; and
- (ii) that the Director of Homes and Technical Services provide to an early meeting of this Committee reports on (a) measures taken in relation to the filling of vacancies within the Department; and (b) management of the housing repairs budget.

On a division by a show hands the motion was carried by 10 votes to 5.

1.5 GENERAL FUND HOUSING TO 27 JULY 2003 (PERIOD 4)

There was submitted and noted a joint report dated 18 August 2003 (circulated) by the Director of Finance and the Director of Homes and Technical 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 27 July 2003 (Period 4)

1.6 SUPPORTING PEOPLE ACCOUNT TO 27 JULY 2003 (PERIOD 4)

There was submitted and noted a joint report dated 18 August 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services - Supporting People for the period ended 27 July 2003 (Period 4).

AWARDING OF CONTRACTS

2. There was submitted a report dated 19 August 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted, as shown in the Appendix to these Minutes.

Councillor Kelly, seconded by Councillor Cree moved that the Committee note the contracts awarded to date, as detailed in the report.

Councillor W Coffey, seconded by Councillor D Coffey moved as an amendment that the Committee note the contracts awarded to date, as detailed within the report, with the exception of that relating to the Housing Needs Analysis, which should be rescinded and in respect of which a further report be submitted to Committee to enable further detailed consideration of the nature and content of the Analysis.

On a division by a show of hands the motion was carried by 12 votes to 5.

OUTCOME OF DIVISION: ITEM 1.4

3. The Administrative Officer advised that the result of the division by a show of hands under item 1.4, above was that the motion had been carried by 12 votes to 5, rather than by 10 votes to 5 as had been reported incorrectly.

It was agreed, however, at this stage, that the result of the division remain as recorded in Item 1.4, above.

HOUSING CAPITAL PROGRAMME 2003/2004: MONITORING STATEMENT

4. There was submitted and noted a report dated 11 August 2003 (circulated) by the Director of Homes and Technical Services which advised of the current status of projects within the Housing Capital Programme 2003/2004 and set out the current position in relation to financial monitoring and physical progress.

CAPITAL WORKS: DECORATION ALLOWANCES

5. There was submitted a report dated August 2003 (circulated) by the Director of Homes and Technical Services to review the level of decoration allowances paid to tenants, following on from capital works.

It was agreed that an enhanced allowance of £20 be paid for each additional bedroom, beyond the first bedroom, in houses at which full electrical rewiring had been carried out.

THE SUPPORTING PEOPLE PROGRAMME (Item 8, Page 3172, 03/07)

6. There was submitted and noted a joint report dated 8 August 2003 (circulated) by the Director of Homes and Technical Services and the Director of Educational and Social Services which advised of the implementation of this Scottish Executive initiative and its operation in East Ayrshire since April 2003.

HOMELESSNESS STRATEGY UPDATE (Item 6, Page 3172, 03/07)

7. There was submitted a report dated 13 August 2003 (circulated) by the Director of Homes and Technical Services which advised of the award of additional funding by the Scottish Executive to develop the Homelessness Strategy in East Ayrshire, detailed how this would be used, and provided an update on progress achieved to date.

It was agreed:

- (i) to approve the grant funding proposals set out within Appendix 1 to the report;
- (ii) to authorise a negotiated tender for the fitting out works for the premises at College Wynd, Kilmarnock with John Morton trading as JC Morton Homes; and
- (iii) to authorise the Director of Homes and Technical Services, in conjunction with the Head of Personnel to submit the staffing proposals set out in the report to the Corporate Governance Committee for approval.

WRITE-OFF OF FORMER TENANT ARREARS

8. There was submitted a report dated 18 August 2003 (circulated) by the Director of Homes and Technical Services which sought approval for the writing-off of those former tenant arrears accrued prior to 3 August 2003 which were no longer viable to pursue.

It was agreed:

- (i) to approve the write-off, in the current financial year, of former tenant arrears amounting to £43,375.81, as detailed in the report; and
- (ii) to note that the information provided within Section 3.3 of the report, relative to the recovery of former tenant arrears was inaccurate, and that the Director of

Homes and Technical Services would provide revised information directly to Members of the Committee

HOUSING ALLOCATIONS POLICY AND PROCEDURES
(Item 5, Page 2888, 03/07)

9. There was submitted a report dated 18 August 2003 (circulated) by the Director of Homes and Technical Services which presented the proposed revised Housing Allocations Policy incorporating changes arising from the Housing (Scotland) Act 2001, and advised of Service Improvement Developments.

It was agreed:

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- (i) to recommend to Council approval of the Housing Allocations Policy contained within Appendix 1 to the report;
 - (ii) that the Director of Homes and Technical Services give further consideration to increasing, beyond three, the total number of letting areas which applicants may choose at any one time;
 - (iii) to note progress with regard to service improvement initiatives, and to approve the introduction of lettable standards to all housing areas;
 - (iv) to note the development of the Common Housing Register;
 - (v) that a report on progress in respect of the above matters be submitted to this Committee in 6 months time; and
 - (vi) to approve the proposed introduction of a pilot Choice Based Lettings scheme in the south of East Ayrshire and that, notwithstanding, the Director of Homes and Technical Services submit a report to the next meeting to provide further detailed information relative to the processes and criteria to be attached to the Scheme.
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Councillors Reid and Weir left the meeting at this point .

**EAST AYRSHIRE COUNCIL SHORT SCOTTISH SECURE TENANCY
AGREEMENT**

10. There was submitted a report dated August 2003 (circulated) by the Director of Homes and Technical Services which sought approval for the Short Scottish Secure Tenancy Agreements for East Ayrshire.

It was agreed:

- (i) to approve the local Short Scottish Secure Tenancy Agreements as appended to the report for use by the Department;
- (ii) to note that it was the intention of the Director of Homes and Technical Services to report regularly to Committee on the use of Short Scottish Secure Tenancies within East Ayrshire; and
- (iii) otherwise, to note the terms of the report.

Councillor Reid rejoined the meeting during consideration of this item and Councillor Ross left the meeting following determination of this item.

TENANT PARTICIPATION (Item 7, Page 3172, 03/07)

11. There was submitted a report dated August 2003 (circulated) by the Director of Homes and Technical Services which informed of the current position on the Registration of Recognised Tenants Organisations (RTOs), and provided an overview of the methods of Tenant Participation and consultation available that may be used within East Ayrshire.

It was agreed:

- (i) to note the progress made to date in implementing the procedure relating to the Registration of Recognised Tenants Organisations within East Ayrshire, as detailed in the report; and
- (ii) that a further report on the position of Recognised Tenants Organisations be submitted to a future meeting of this Committee early in the New Year.

SCOTTISH SOCIAL HOUSING STANDARD

12. There was submitted a report dated 1 August 2003 (circulated) by the Director of Homes and Technical Services which informed of the proposal by the Scottish Executive to establish a Scottish Social Housing Standard to deliver a minimum set of quality standards for tenants of all social landlords, as contained in the consultation document "Modernising Scotland's Social Housing: A Consultation Paper" and advised of the introduction of Prudential Borrowing for Housing.

It was agreed:

- (i) to note that a further report on future investment strategies, including options for funding, would be submitted to a future meeting;
- (ii) that the Director of Homes and Technical Services arrange for a briefing session for all Members of the Council, on the prudential borrowing regime, to be held at an appropriate time; and
- (iii) otherwise, to note the terms of the report.

RENT POLICY

13. There was submitted a report dated August 2003 (circulated) by the Director of Homes and Technical Services which sought approval to go to Tenant Consultation on the introduction of an East Ayrshire Rent Setting Policy.

It was agreed;

- (i) that the Department proceeds to carry out appropriate consultation with tenants on the basis set out in the report, during the period between October 2003 and February 2004; and
- (ii) that a report on the outcome, and providing analysis, of the above mentioned consultation be submitted to a future meeting.

PRIVATE SECTOR HOUSING GRANT

14. There was submitted a report dated 15 August 2003 (circulated) by the Director of Homes and Technical Services which informed of the proposed allocation of Private Sector Housing Grant (PSHG) to individual local authorities, as contained in the

consultation paper "Private Sector Housing Grant (PSHG) Proposed Arrangements for 2004/2005 and 2005/2006" from the Scottish Executive.

It was agreed:-

- (i) to reject the proposed allocation of private sector housing grant, as contained in the consultation paper and to approve a response to the Scottish Executive outlining the objections contained in the report;
- (ii) otherwise, to note the terms of the report; and
- (iii) that a further report on proposals be submitted to a future meeting, for consideration.

MORTGAGE TO RENT SCHEME

- 15.** There was submitted a report dated August 2003 (circulated) by the Director of Homes and Technical Services which sought approval for the Department to take part, where appropriate, in the Mortgage to Rent Scheme.

It was agreed:

- (i) to approve participation in the Rent to Mortgage Scheme, as circumstances allow; and
- (ii) otherwise, to note the terms of the report.

CAPITAL CONTRACTS AND OWNER OCCUPIERS

- 16.** There was submitted a report dated 25 August 2003 (circulated) by the Director of Homes and Technical Services which advised of current procedures for dealing with owner occupiers whose houses were affected by Council capital contracts.

It was agreed to note the terms of the report, including the revised procedures for the notification of owner occupiers of proposed works, as set out in Section 5 of the report.

PERFORMANCE INDICATORS

- 17.** There was submitted a report dated August 2003 (circulated) by the Director of Homes and Technical Services which informed of the performance of the Department of Homes and Technical Services in relation to Statutory Key Performance Indicators from 1 April 2002 to 31 March 2003.

It was agreed:

- (i) to note the terms of the report; and
- (ii) that a further report on the performance of the Department for the period 1 April to 30 September 2003, be submitted to a future meeting.

HEALTH AND SAFETY ACTION PLAN (Item 3, Page 98, 03/07)

- 18.** There was submitted a report dated 28 July 2003 (circulated) by the Director of Homes and Technical Services which recommended an updated Departmental Health and Safety Action Plan for 2003/2004.

It was agreed;

- (i) to approve the Action Plan contained within Appendix 1 to the report; and

- (ii) that the Director of Homes and Technical Services provide regular progress reports on the Action Plan.

Councillor Ross rejoined the meeting at this point

MANAGING ABSENCE

19. There was submitted and noted a report dated August 2003 (circulated) by the Director of Homes and Technical Services which analysed absence within the Department of Homes and Technical Services for the second quarter of 2003 and indicated what action the Department was taking in relation to the management of absence.

PROPOSED INITIATIVE AREAS

20. There was submitted a report dated 1 August 2003 (circulated) by the Director of Homes and Technical Services which sought authority to invite expressions of interest from appropriate housing developers/partners for the sustained regeneration of various housing areas.

It was agreed:

- (i) to approve the designation of those areas identified in Appendix 1 to the report as Initiative Areas;
- (ii) to approve the invitation of expressions of interest from potential partners to regenerate the areas concerned;
- (iii) to approve consultation with existing tenants with regard to the proposed programme for the properties concerned; and
- (iv) that a further report on progress be submitted to a future meeting, following receipt of the expressions of interest.

PROPOSED DISPOSAL OF GROUND AT 1-7 CASTLEVIEW AVENUE, GALSTON

21. There was submitted a report dated 14 August 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 629 square metres situated adjacent to 1-7 Castleview Avenue, Galston, and authorise disposal of same.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements; and
- (ii) to authorise the Director of Development Services to market the ground for sale in accordance with the Council's agreed procedures for the disposal of heritable property.

EXCLUSION OF PRESS AND PUBLIC

22. The Committee resolved that under Section 50(A)(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 the relevant Paragraph of Schedule 7A of the Act, as shown against each item.

**PROPOSED DISPOSAL OF LAND ADJACENT TO 8 LOVEDALE CRESCENT,
MUIRKIRK (PARA 9)**

23. There was submitted a report dated 31 July 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 244 square metres situated adjacent to 8 Lovedale Crescent, Muirkirk and authorise disposal of same.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements and authorise disposal of same to the interested party indicated in the report; and
- (ii) that the Director of Development Service be authorised to finalise negotiations for the sale.

**PROPOSED DISPOSAL OF LAND ADJACENT TO 24 WELLPARK AVENUE,
KILMARNOCK (PARA 9)**

24. There was submitted a report dated May 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 76 square metres situated immediately adjacent to 24 Wellpark Avenue, Kilmarnock and authorise disposal of same.

It was agreed:

- (i) to declare the area of ground in question surplus to requirements and to authorise disposal of same to the interested party indicated in the report; and
- (ii) that the Director of Development Services be authorised to finalise negotiations for the disposal.

**PROPOSED ACQUISITION AND DISPOSAL OF LAND AT TOWNHEAD STREET,
CUMNOCK (PARA 9)**

25.1 Declaration of Interest

Councillor Ross declared a direct non-pecuniary interest in this item in respect of his future involvement as member of the Management Committee of the proposed purchaser

During discussion of this item Councillor Ross provided information on certain matters but took no part in consideration or determination of the item.

25.2 Consideration of Item

There was submitted a report dated 15 August 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 2024 square metres situated to the south of Townhead Street, Cumnock and authorise disposal of same; and further authorise the re-acquisition of an area of ground extending to 713 square metres situated to the south of Townhead Street, Cumnock.

Councillors Cree and Knapp left the meeting at this point.

It was agreed:

- (i) to declare the area of ground extending to 2024 square metres located to the south of Townhead Street, Cumnock surplus to requirements and to authorise

disposal of same to the interested party indicated in the report, with a condition of sale being that the ground in question would be used only for the purpose indicated in Section 3.1 of the report;

- (ii) to authorise the re-acquisition of the ground extending to 713 square metres located to the south of Townhead Street, Cumnock from the party indicated in the report; and
- (iii) to authorise the Director of Development Services to finalise negotiations.

Councillor Cree rejoined the meeting at this point.

PROPOSED DISPOSAL OF LAND AT KIRKLAND PARK, DUNLOP (PARA 9)

- 26.** There was submitted and noted and noted a report dated 20 August 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to current operational requirements an area of ground extending to 205 square metres located to the east of Kirkland Road, Dunlop; and authorise (i) the lease of the area of ground to the party indicated in the report; and (ii) the granting of a servitude right of access over the existing unadopted road leading from Kirkland Road, Dunlop to the area of ground.

It was agreed:

- (i) to declare the area of ground in question surplus to operational requirements;
- (ii) to approve the proposal to lease the area of ground and the associated grant of a servitude right of access to the party indicated in the report; and
- (iii) to authorise the Director of Development Services, in conjunction with the Solicitor to the Council, to finalise the lease agreement.

Councillor Knapp rejoined the meeting at this point.

BUILDING AND WORKS DLO - TO 27 JULY 2003 (PERIOD 4) (PARA 6)

- 27.** There was submitted and noted a joint report dated 18 August 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position of the Building and Works DLO for the period ended 27 July 2003 (Period 4).

The meeting terminated at 1209 hours.

APPENDIX

<u>CONTRACT</u>	<u>SUCCESSFUL CONTRACTOR</u>	<u>AMOUNT (EXCLUDING FEES)</u>
Masonry Painting 2003/2004 Programme, Phase 2	Bell Decorating Group Limited, Airdrie	£143,060.07
Replacement of Kitchen Fittings to 212 No. Houses 2003/2004 Programme, Phase 2	CFM Building Services Limited, Carluke	£507,858.36
Replacement of Kitchen Fitting to 200 No. Houses, 2003/2004 Programme, Phase 3	James Frew Limited, Stevenston	£488,346.92
Asbestos Removal & Disposal Service	Rhodar Limited, Glasgow	Schedule of rates
* Housing Needs Analysis	Market Research (UK) Limited, Newcastle Upon Tyne	£69,880.00
Rot Repairs to 8 Avenue Square, Stewarton	Anderson and Innes Limited, Kilmarnock	£110,484.94
Installation of Gas Central Heating to 160 No. Houses, 2003/2004 Programme, Phase 2	British Gas, Housing Services Limited, Uddingston	£409,183.32

* This tender was subject to an evaluation process, the award criteria being: Price - 60%; Contract resourcing + proposed timetable - 20%; Scope of the service, Methodology and Processes - 20%

SPECIALIST MAINTENANCE SERVICES CONTRACTS

The outcome of the tender evaluation process for the following ten separate term contracts were awarded on a schedule of rates basis, no amounts can be given.

CONTRACT	SUCCESSFUL TENDERER
Domestic Gas Maintenance	Gibson Wight Limited, Kilmarnock
Void Security	Safe Estates Services Limited, London
Manned Security	Trustcare Security Limited, Cumnock
Non-Domestic Lift Maintenance	Thyssen Lifts & Escalators Limited, Glasgow
Hand-Held Fire Fighting Equipment Maintenance	Chubb Fire Limited, Manchester
Fire Alarm System Maintenance	M & S Fire Protection Limited, Rutherglen
CCTV System Maintenance	Fortress Security Alarms Limited, Kilmarnock
Water Testing (Legionella) Service	Bailey Maintenance Services, Edinburgh
Air Conditioning System Maintenance	Intergral, Bellshill
Swimming Pool Pump and Filter Maintenance	MITIE Engineering Maintenance (Caledonia) Limited, Glasgow