

Report to: Housing Review Board



Date of Meeting 16<sup>th</sup> March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

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## Minor Works Contract

### Report summary:

To provide the Housing Review Board an update on a minor change to improve the service delivery of repairs carried out under the Integrated Asset Management Contract (IAMC) as part of a response to ongoing concerns raised regarding the delivery of some key functions of the contract.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Housing Review Board notes this proposed change to the Integrated Asset Management Contract; in accordance with the conditions of the IAMC Contract the change will be approved by the Core Group and implemented/recorded under a formal Contract Amendment.

### Reason for recommendation:

To update and confirm that the Contract is managed in the most efficient compliant manner possible to ensure the daily operational delivery of the Integrated Asset Management Contract is maintained and improved

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Medium Impact

As a Social Landlord we carry a Statutory Requirement to maintain our Housing Stock in accordance with our Tenancy Agreements.

## **Climate change** Medium Impact

**Risk:** Medium Risk; In the coming years the use of gas components will be gradually phased out, other fuel options will need to be considered; in relation to gas there is likely to be switch to alternative fuel options, particularly as technologies are developed. Procurement will be carried out to reflect this and the impact of Climate Change; in addition we also need to consider fabric upgrades to our Housing Stock to improve their Energy performance in order to achieve the maximum possible gain from the new technologies that will be installed.

**Links to background information** [HRB Agenda 21 January 2021](#) (Item 15 & 16); [HRB Agenda 24 January 2019](#) (Item 10); [HRB 20 September 2018](#) (Item 11); [HRB 21 June 2018](#) (Item 13); [HRB 11 January 2018](#) (item 11); [HRB 12 January 2017](#) (item 14 and 15); [HRB 9 March 2017](#) (item 11); [HRB 15 June 2017](#) (item 9); [HRB 7 September 2017](#) (item 10); [HRB 28 March 2019](#) [HRB 20 June 2019](#) (item 11); [HRB 29 April 2021](#) (items 16 & 17); [HRB 16 September 2021](#) (Item 14) [HRB 24 March 2022](#) (Item 18 & 19); [HRB 16 June 2022](#) (Item 16); [HRB 18<sup>th</sup> January 2023](#) (item 12)

## **Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

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## **Purpose of Report**

### **1. Background**

- 1.1 This report is for information only and provides an update on the proposal of the addition of a Minor Works Programme to support the IAMC contract. In accordance with the conditions of the IAMC Contract this report will be ratified and signed off by Core Group, it will require an amendment to the IAMC contract.
- 1.2 This report has been produced following a review of the current IAMC repairs contract. The introduction of the Minor Works Programme is not intended to replace the Planned Works Contracts but work alongside it to provide an avenue for larger works which are not planned works and are causing blockages within the delivery of day to day repairs.

### **2. Reasons**

- 2.1 Following a review of the current IAMC contract it has been evident that for some time now we have been experiencing a demand on the repairs service for larger scale repairs which do not fall within the remit of planned works and cannot continue to be treated as regular day to day works. These repairs are causing issues from a time and cost perspective for our Contractor and this is causing knock on delays to routine daily jobs. The addition of the Minor Works Programme will enable us to manage these types of repairs more efficiently and in a timely manner appropriate to the job. The increase in these types of works is mainly caused through a consistent under investment in our stock over a period of time.
- 2.2 It is proposed that a new Minor Works work stream is created to manage these works and these works whilst still managed within the IAMC contract are delivered by a separate specialist team within Ian Williams.
- 2.3 It is to be noted that this new Minor Works programme will not have an impact on costs as these repairs will be costed under the current contract structure rates.

2.4 The types of works identified to be covered under this work stream will include repairs such as part re-render works, drainage works, larger repairs to driveways, specialist survey works such as timber treatment, cavity wall upgrades and part fencing works.

2.5 It is intended that the majority of these works will fall under the umbrella of appointed jobs within the set 28 day target currently in place, but it may be that some of the larger and more complex jobs may need to be treated on a target date set on a job by job analysis basis.

2.6 Whilst we do not envisage a large amount of jobs being delivered through this work stream we still understand the need to manage these jobs carefully with our residents as they tend to be more complicated works and will need on-going dialogue and regular updating so our residents understand what is happening during the duration of these repairs. This work stream will be managed by a Manager within Ian Williams and be supported through the assistance of an RLO.

2.7 There will need to be a Contract Amendment created if this is approved as the contract does not currently allow for these types of repairs being treated separately. As mentioned above there will be no impact on the budget but we will need to implement a new KPI for the separate management of these works.

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### **Financial implications:**

The financial implications are discussed in the body of the report.

### **Legal implications:**

There are no legal implications on which to comment.