

## **Cabinet**

**Date:** Wednesday, 12 July 2017

**Time:** 17:30

**Venue:** Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

### **Committee members:**

#### **Councillors:**

Waters (chair)  
Harris (vice chair)  
Davis  
Herries  
Kendrick  
Maguire  
Ryan  
Stonard

### **For further information please contact:**

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## **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



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## Agenda

### Page nos

**1. Apologies**

To receive apologies for absence

**2. Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

**3. Public questions/petitions**

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

**4. Minutes**

To agree the accuracy of the minutes of the meeting held on 21 June 2017

**5. Revenue budget monitoring 2017-18 Period 2**

5 - 26

Purpose: To update Cabinet on the provisional financial position as at 31st May 2017, the forecast outturn for the year 2017/18, and the consequent forecast of the General Fund and Housing Revenue Account balances.

**6. City hall roof membrane**

27 - 36

Purpose: To seek authority to award a contract to replace the waterproof membrane to City Hall roof.

**7. Loft and cavity wall insulation contract**

37 - 44

Purpose: To seek approval to award a contract for the installation of loft and cavity wall insulation to council owned homes.

**8. Electrical upgrades contract procurement**

45 - 54

Purpose: To seek delegated authority to award a contract for housing electrical rewires, upgrades and periodic inspection.

**9. Structural consultancy**

55 - 62

Purpose: To seek delegated authority to award a contract for structural consultancy services.

**10. Exclusion of the public**

**Purpose** - Consideration of exclusion of the public.

## **EXEMPT ITEMS:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

**Page nos**

### **Managing assets (non-housing)**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

### **12. Managing assets (housing)**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

### **13. Financial agreement in relation to an asset**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

### **Key decisions**

A 'key decision' means a decision which is likely to either –

(a) result in the council incurring expenditure which is, or making savings which are, significant in relation to the council's total budget for the service or function to which the decision relates (for these purposes the presumption is that "significant" means any sum exceeding whichever is greater of the thresholds established by the European public contracts directive 2004/18/EC for local government in respect of contracts for supplies or services), or;

(b) be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the Norwich city area.

Date of publication: **Tuesday, 04 July 2017**

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**Purpose**

To update Cabinet on the provisional financial position as at 31<sup>st</sup> May 2017, the forecast outturn for the year 2017/18, and the consequent forecast of the General Fund and Housing Revenue Account balances.

**Recommendations**

- 1) To note the financial position as at 31 May 2017 and the forecast outturn 2017/18;
- 2) To approve the transfer of £0.077m of unbudgeted S31 grant into the invest-to-save earmarked reserve to support the delivery of savings and efficiencies through the transformation programme;
- 3) To note additional unbudgeted grants awarded for 2017/18.

**Corporate and service priorities**

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

**Financial implications**

The General Fund budget is forecast to overspend by £0.156m. The Housing Revenue Account budget is forecast to overspend by £0.058m.

**Ward/s:** All wards

**Cabinet member:** Councillor Kendrick – resources

**Contact officers**

Karen Watling, chief finance officer  
Hannah Simpson, group accountant

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**Background documents**

None



## Report

1. Council approved budgets for the 2017/18 financial year on 21 February 2017.
2. The attached appendices show the forecast outturn and year-to-date positions for the General Fund and the Housing Revenue Account:
  - [Appendix 1](#) shows the General Fund by Corporate Leadership Team responsibilities, and by Subjective Group
  - [Appendix 2](#) shows the Housing Revenue Account in (near) statutory format, and by Subjective Group
  - [Appendix 3](#) shows budget and expenditure for the year to date in graphical format

## General Fund

3. Budgets reported include the resources financing the Council's net budget requirement (which includes a contribution of £0.688m from reserve balances as allowed for in the Medium Term Financial Strategy) so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Net Budget Requirement	16,152
Non-Domestic Rates	(5,452)
Revenue Support Grant	(1,671)
Council Tax Surplus (prior years)	(297)
Council Tax precept	(8,732)
<b>Total General Fund budget</b>	<b>0</b>

4. The General Fund has been forecast to overspend by **£0.156m** at year end. This variance is less than 1% of gross expenditure. Key forecast variances from budget are set out below:

<b>General Fund Service</b>	<b>Forecast Outturn P2 £000s</b>	<b>Commentary</b>
Finance	331	<p>£173k lower interest income from Housing Company, this is due to a delay in the company requiring the loan to be made. The CFO will undertake a review of the financial model and assumptions used in forecasting the Housing Company's take up of the loan facility from the Council.</p> <p>Net overspend forecast on Housing Benefit of £161k. This is due to government policy changes which have resulted in a reduction to the amount of housing benefit subsidy claimable on short term leased or self-contained licensed accommodation where the local authority is the landlord. The impact of the changes has been partially offset by the Flexible Homelessness Support Grant of £129k.</p>

Human Resources	(158)	Lower than budgeted pension liability costs for former employees. The payment value was amended following the triennial valuation of the pension scheme.
Customer Contact	124	There are a number of ongoing projects expected to produce savings in the long term but the full saving may not be achievable in 17/18.
Citywide Services	(122)	Lower than budgeted pension liability costs for former employees. The payment value was amended following the triennial valuation of the pension scheme.  This is offset by reduced forecast in relation to income from market rental of £29k and cemeteries of £50k.
City Development	190	Key variance include: <ul style="list-style-type: none"> <li>• £222k lower rental income due to disposals, vacant properties and no commercial investment purchases made so far in the year to date. However, the asset and investment board has recently appointed a preferred agent to find potential investment opportunities and the detailed internal process for making decisions on a purchase has been agreed.</li> <li>• (£78k) lower business rates than budgeted on car parks.</li> </ul>

5. The 17/18 budgets included £3.312m of transformation savings/income. Current forecasts indicate that £0.570m of those savings are at risk and these have been included in the overall forecast outturn shown above. Currently unbudgeted savings related to the pension deficit payments and additional income are offsetting these and reducing the forecast overspend to £0.156m. All transformation items are closely tracked and actions taken by managers to address shortfalls. The high value items with reduced forecasts are all reflected in the table above.
6. In terms of the actual expenditure and income that has gone through the Council's General ledger, the General Fund shows an adverse variance against budget to date of **£1.150m**. This variance to date is made up of multiple debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. These relate mainly to grants and housing benefit payments. Variances are particularly common at this time of the year because of amounts accrued in relation to spend in the previous financial year where invoices have not yet been received and processed.
7. When setting the 17/18 budget an allowance was made for an expected increase in our pension deficit contributions following the transfer of revenues and benefits staff back into the Council. Due to the timescales required for the actuaries to calculate the impact, the Norfolk Pension Fund has confirmed no additional amount will be invoiced in 17/18 with the impact instead to be reflected in our 18/19 pension deficit payment charge. The impact is that



overall the Council's general fund contribution to the pension deficit will be £258k lower in 2017/18. As the cost is distributed across the service areas, it is currently showing in a number of small underspends in all areas.

8. Since setting the 2017/18 budgets additional amounts of grant income have been also confirmed. These grants are all related to either the costs of administering the tax and benefits systems or planning and will be applied to these areas in line with the terms of the grants. Detail of the grants are set out in the table below:

<b>Income</b>	<b>Purpose</b>	<b>Value £000s</b>
Flexible Homelessness Support Grant	It replaces the Department for Work and Pensions' temporary accommodation management fee.	129
New Burdens: Discretionary Housing Payment Administration	This funding stream relates both to the costs incurred by Local Authorities in administering the DHP scheme and also the ongoing costs of implementing welfare reform changes.	48
Right Benefit Initiative	The RBI funding is for local authorities to target earnings-related fraud and error in Housing Benefit. RBI replaces the Fraud and Error Reduction Incentive Scheme (FERIS) for 2017/18.	39
New Burdens: Self Build Register	To provide support for authorities to: <ul style="list-style-type: none"> <li>• set up and maintain a register of people who want to acquire serviced plots of land in their area; and</li> <li>• ensure there is sufficient permissioned and serviced land to satisfy demand on the self-build and custom housebuilding register.</li> </ul>	30
New Burdens: Benefit Cap	Allocations to LAs are then based on the expected benefit cap caseload.	18
New Burdens: Real Time Information Bulk Data Matching Initiative	To meet New Burdens incurred by local authorities as a result of the on-going implementation of the Real Time Information Bulk Data Matching Initiative.	5
Local Authority Data Sharing Programme IT costs	To assist with the implementation of the Local Authority Data Sharing Programme.	3
<b>Total additional grant income</b>		<b>272</b>

9. In addition, Section 31 grant for 17/18 has been confirmed at £77k higher than budgeted. It is proposed this additional grant income is transferred into the Invest-to-Save reserve to support the delivery of savings and efficiencies through the transformation programme.

## Housing Revenue Account

10. The budgets reported include a £10.0m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Gross HRA Expenditure	59,024
Gross HRA Income	(49,051)
Contribution from HRA Balance	(9,973)
<b>Total net HRA budget</b>	<b>0</b>

11. The Housing Revenue Account has been forecast to overspend by **£0.058m** at year end. At this stage in the year there are no significant variances from budget to report.
12. In terms of the amounts that are currently showing in the General Ledger, the Housing Revenue Account shows an underspend against profiled budget to date of **£1.003m**. This underspend to date is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile, mainly in relation to the repairs and maintenance budgets. This is particularly common at this time of the year because of amounts accrued in relation to spend in the previous financial year where invoices have not yet been received and processed.

## Risks

13. A risk-based review based on the size and volatility of budgets has identified a “Top 10” of key budgets where inadequacy of monitoring and control systems could pose a significant threat to the council’s overall financial position. These are shown in the following table.

Key Risk Budgets	Budget £000s	Current Variance	Current Var %	Current RAG	Forecast Variance	Forecast Var %	Forecast RAG
Housing Benefit Payments & Subsidy	-160	236	-147%	RED	161	-100%	RED
HRA Repairs - Tenanted Properties	10,584	-1,059	-10%	RED	-3	0%	GREEN
HRA Repairs - Void Properties	2,539	-241	-9%	RED	0	0%	GREEN
Multi-Storey Car Parks	-1,335	115	-9%	RED	20	-2%	GREEN
City Hall	977	-49	-5%	GREEN	-6	-1%	GREEN
HRA Rents - Estate Properties	-57,942	-12	0%	GREEN	0	0%	GREEN
Corporate Management including Contingency	-2,097	-219	10%	RED	-13	1%	GREEN
Private Sector Leasing Costs	-290	25	-8%	GREEN	0	0%	GREEN

14. The red/amber status of items in the “Forecast RAG” column is explained below.

Key Risk Budgets	Comment
Housing benefit payments and subsidy	Net overspend forecast on Housing Benefit of £161k. This is due to government policy changes which have resulted in a reduction to the amount of housing benefit subsidy claimable on short term leased or self-contained licensed accommodation where the local authority is the landlord. The impact of the changes has been partially offset by the Flexible Homelessness Support Grant of £129k.

15. The 2017/18 budgets approved by Council were drawn up in the expectation of reduced resources as announced by the previous government. There are risks to the current and medium term financial position from:
- Further reductions in government grant – the localisation of Business Rates and of Council Tax reductions has increased the risks to the council's financial position arising from economic conditions and policy decisions. In addition, recent Government announcements indicate that further reductions in Government funding are likely.
  - Changes in policy – if further “empowerment” of local authorities is not matched by devolved resources
  - Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency
  - Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.
16. Forecast outturns are estimates based on management assessments, formulae, and extrapolation. They may not adequately take account of variables such as:
- Bad Debts – budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed.
  - Seasonal Factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
  - Housing Repairs & Improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

## Financial Planning

17. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.

18. Net overspends and underspends will be consolidated into the General Fund and Housing Revenue Account balances carried forward to 2018/19. These are reflected in periodic updates to the Medium Term Financial Strategy and Housing Revenue Account Business Plan.

## Impact on Balances

19. The prudent minimum level of General Fund reserves has been assessed as £4.161m. The budgeted and forecast outturn's impact on the 2016/17 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2017 (unaudited)	(14,344)
Budgeted contribution from reserves 2017/18	688
Forecast outturn 2017/18	156
<b>= Forecast balance at 31 March 2018</b>	<b>(13,500)</b>

20. The General Fund balance is therefore expected to continue to exceed the prudent minimum.
21. The prudent minimum level of HRA reserves has been assessed as £5.885m. The budgeted and forecast outturn's impact on the 2016/17 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2017 (unaudited)	(30,383)
Budgeted contribution from reserves 2017/18	9,973
Forecast outturn 2017/18	58
<b>= Forecast balance at 31 March 2018</b>	<b>(20,352)</b>

22. The Housing Revenue Account balance is therefore expected to continue to exceed the prudent minimum.

## Collection Fund

23. The Collection Fund is made up of three accounts – Council Tax, the Business Improvement District (BID) account, and National Non-Domestic Rates (NNDR).

- Council Tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
- The BID account is operated on behalf of the BID company, to collect their income from the BID levy. Any surplus or deficit is passed on to the BID company.
- NNDR income is shared between the city, the county, and central government. Since “localisation”, any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.

24. There are particular risks attached to NNDR, which are:

- Appeals – the impact of any appeals will fall on the Collection Fund, and therefore in part on the city. The Valuation Office has cleared a large number of appeals which has adversely affected the council's business rates income levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.
- NNDR billable – changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
- NNDR collectable – arrears and write-offs (e.g. where a business goes into administration) will also impact on the Collection Fund.

25. These risks are monitored and mitigated through normal Revenues operations.

26. A summary of the Collection Fund is provided below:

<i>Approved Budget</i>	<i>Current Budget</i>	<b>Collection Fund Summary</b>	<i>Actual To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
<i>£000s</i>	<i>£000s</i>		<i>£000s</i>	<i>£000s</i>	<i>£000s</i>
		<b>Council tax</b>			
63,785	63,785	Expenditure	10,586	63,785	0
(63,785)	(63,785)	Income	0	(63,785)	0
0	0	Suplus/(deficit)	0	0	0
		<b>Business Improvement District</b>			
656	656	Expenditure	185	656	0
(656)	(656)	Income	0	(656)	0
		<b>National Non-Domestic Rate</b>			
76,728	79,138	Expenditure	13,660	77,784	1,056
(76,728)	(79,138)	Income	940	(77,784)	(1,056)
330	330	Suplus/(deficit)	0	330	0
<b>0</b>	<b>0</b>	<b>Total Collection Fund</b>	<b>25,371</b>	<b>0</b>	<b>0</b>

27. The variances on national non-domestic business rates are due to transitional relief payments. Transitional relief limits the percentage a business rates bill can be increased or decreased each year following revaluation. The transitional relief will apply each year until the full amount is due. The overall impact is an increase in the amount collectible of £1.056m all of which will be paid over to the government, leaving no net impact on the collection fund.
28. On Council Tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).
29. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.

30. Any deficit reported on the NNDR account will roll forward and be distributed in the 2018/19 budget cycle.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	
<b>Head of service:</b>	Chief Finance Officer
<b>Report subject:</b>	Revenue Budget Monitoring 2017/18
<b>Date assessed:</b>	26/06/17
<b>Description:</b>	This is the integrated impact assessment for the Revenue Budget Monitoring 2017/18 report to Cabinet

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

Recommendations from impact assessment	
<b>Positive</b>	
None	
<b>Negative</b>	
None	
<b>Neutral</b>	
None	
<b>Issues</b>	
The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.	

## Budget Monitoring Summary

Year: 2017/18

Period: 2 (May)

**GENERAL FUND SERVICE SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
<b>Business Relationship Mgt &amp; Democracy</b>							
3,096,603	3,087,489	Business Services	(2,338)	(322,471)	(320,133)	3,027,351	(60,138)
291,867	291,867	Democratic Services	(22,584)	187,399	209,983	286,106	(5,761)
(19,214,059)	(19,214,059)	Finance	(2,856,453)	(2,442,842)	413,611	(18,882,178)	331,881
0	0	Human Resources	188,230	271,979	83,749	(158,646)	(158,646)
0	0	Procurement & Service Improvement	610,958	787,504	176,546	(52,800)	(52,800)
<b>(15,825,589)</b>	<b>(15,834,703)</b>	<b>Total Business Relationship Management &amp; Democracy</b>	<b>(2,082,187)</b>	<b>(1,518,431)</b>	<b>563,756</b>	<b>(15,780,167)</b>	<b>54,536</b>
<b>Chief Executive</b>							
0	0	Chief Executive	31,192	53,413	22,221	(2,281)	(2,281)
201,843	201,843	Strategy & Programme Management	104,240	192,322	88,082	166,390	(35,453)
<b>201,843</b>	<b>201,843</b>	<b>Total Chief Executive</b>	<b>135,432</b>	<b>245,735</b>	<b>110,303</b>	<b>164,109</b>	<b>(37,734)</b>
<b>Customers, Comms &amp; Culture</b>							
2,143,249	2,143,249	Communications & Culture	329,739	392,763	63,024	2,143,551	302
(2,760)	(2,760)	Customer Contact	83,176	302,660	219,484	121,417	124,177
<b>2,140,489</b>	<b>2,140,489</b>	<b>Total Customers, Comms &amp; Culture</b>	<b>412,915</b>	<b>695,423</b>	<b>282,508</b>	<b>2,264,968</b>	<b>124,479</b>
<b>Neighbourhoods</b>							
10,229,891	10,226,691	Citywide Services	1,417,119	1,281,205	(135,914)	10,104,953	(121,738)
1,728,634	1,728,634	Neighbourhood Housing	114,712	189,367	74,655	1,708,329	(20,305)
807,037	819,351	Neighbourhood Services	102,251	43,228	(59,023)	811,962	(7,389)
<b>12,765,562</b>	<b>12,774,676</b>	<b>Total Neighbourhoods</b>	<b>1,634,082</b>	<b>1,513,800</b>	<b>(120,282)</b>	<b>12,625,245</b>	<b>(149,431)</b>
<b>Regeneration &amp; Growth</b>							
(1,994,594)	(1,994,594)	City Development	(313,371)	(244,882)	68,489	(1,804,679)	189,915
0	0	Environmental Strategy	16,660	17,438	778	23,211	23,211
0	0	Executive Head of Regeneration &	20,006	30,671	10,665	(1,756)	(1,756)
1,500,637	1,500,637	Planning	90,294	306,710	216,416	1,446,214	(54,423)
1,211,652	1,211,652	Property Services	404,274	421,684	17,410	1,219,344	7,692
<b>717,695</b>	<b>717,695</b>	<b>Total Regeneration &amp; Growth</b>	<b>217,863</b>	<b>531,621</b>	<b>313,758</b>	<b>882,334</b>	<b>164,639</b>
<b>0</b>	<b>0</b>	<b>Total General Fund</b>	<b>318,105</b>	<b>1,468,148</b>	<b>1,150,043</b>	<b>156,489</b>	<b>156,489</b>



## Budget Monitoring Report

Year: 2017/18

Period: 2 (May)

**HOUSING REVENUE ACCOUNT STATUTORY SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
13,815,288	13,815,288	Repairs & Maintenance	2,155,140	790,394	(1,364,746)	13,812,108	(3,180)
5,789,133	5,789,133	Rents, Rates, & Other Property Costs	1,086,937	941,147	(145,790)	5,875,775	86,642
12,115,683	12,115,683	General Management	734,466	1,299,479	565,013	12,092,727	(22,956)
5,090,423	5,090,419	Special Services	672,850	670,337	(2,513)	5,087,993	(2,426)
21,992,115	21,992,115	Depreciation & Impairment	13,200	(5,000)	(18,200)	21,992,115	0
223,000	223,000	Provision for Bad Debts	0	0	0	223,000	0
(57,692,382)	(57,692,382)	Dwelling Rents	(10,387,963)	(10,430,338)	(42,375)	(57,692,382)	0
(2,169,466)	(2,169,466)	Garage & Other Property Rents	(405,933)	(427,529)	(21,596)	(2,169,466)	0
(8,373,746)	(8,373,746)	Service Charges - General	(1,440,064)	(1,430,205)	9,859	(8,373,746)	0
(85,000)	(85,000)	Miscellaneous Income	(14,166)	(45,214)	(31,048)	(85,000)	0
10,056,112	10,056,112	Adjustments & Financing Items	(48,850)	0	48,850	10,056,112	0
(586,160)	(586,160)	Amenities shared by whole community	0	0	0	(586,160)	0
(175,000)	(175,000)	Interest Received	0	0	0	(175,000)	0
<b>0</b>	<b>(4)</b>	<b>Total Housing Revenue Account</b>	<b>(7,634,383)</b>	<b>(8,636,929)</b>	<b>(1,002,546)</b>	<b>58,076</b>	<b>58,080</b>

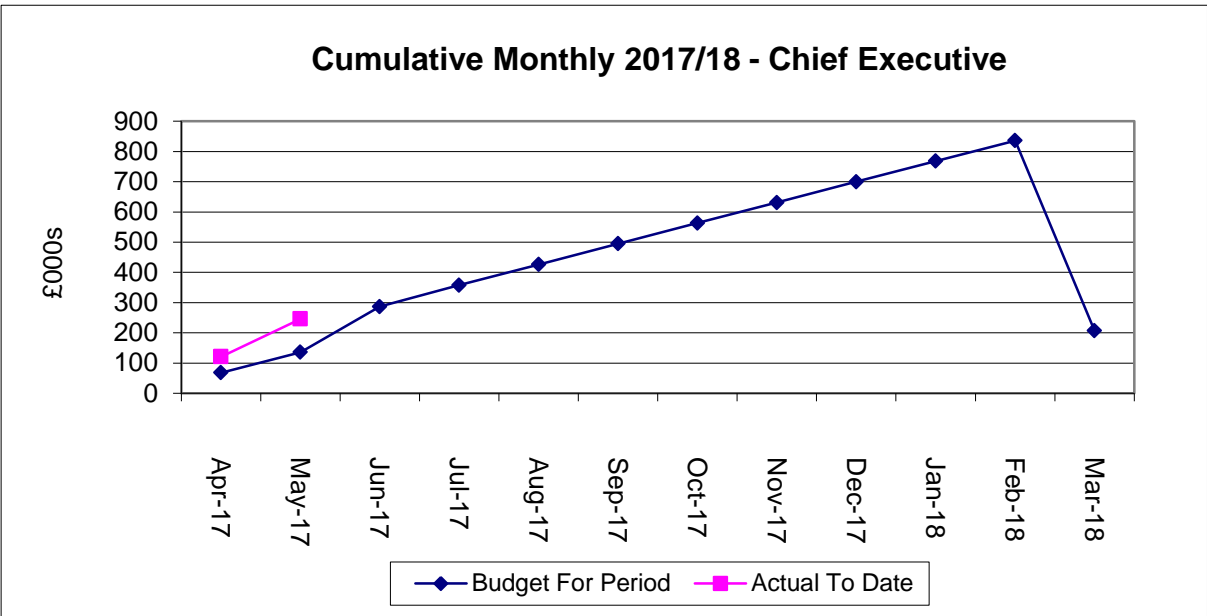
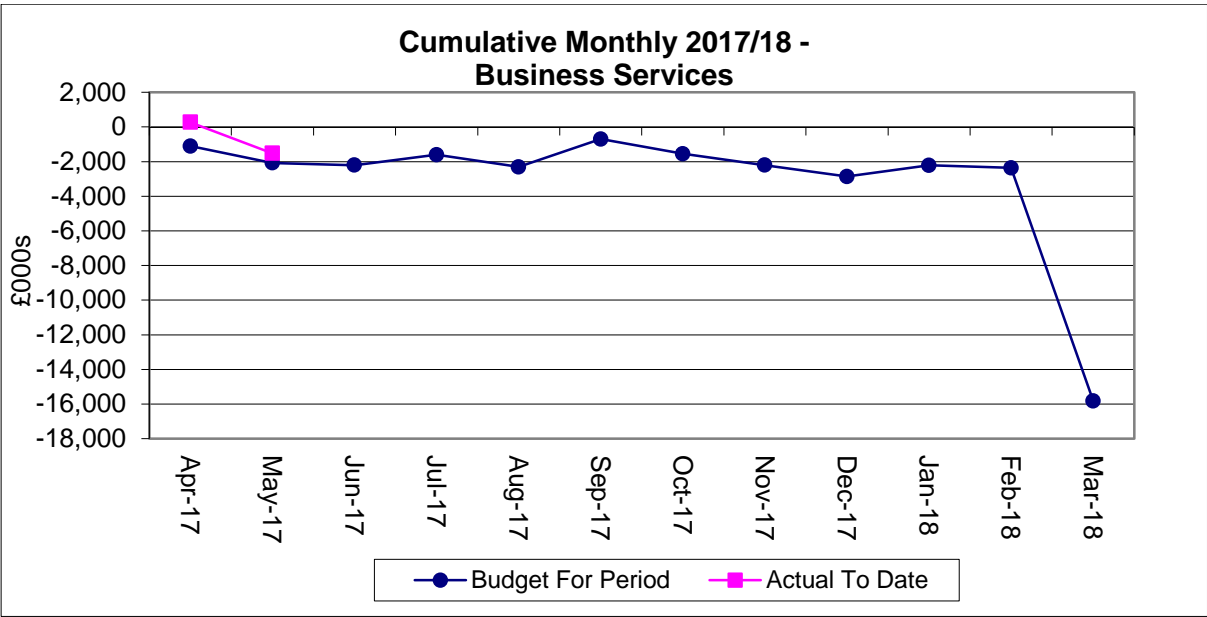


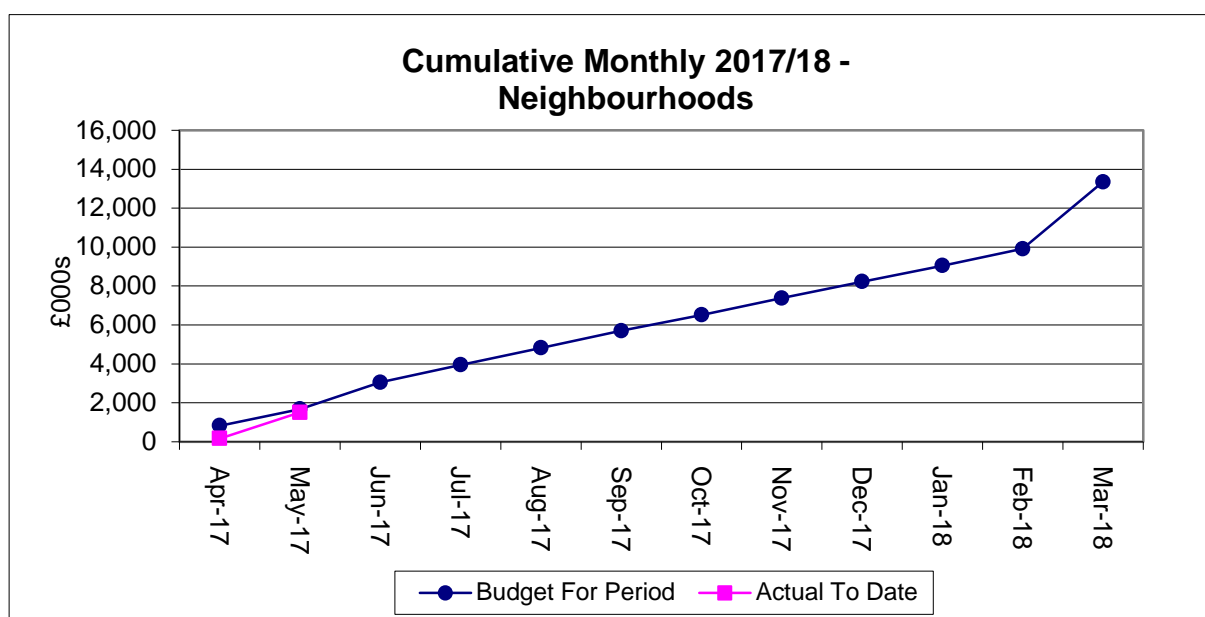
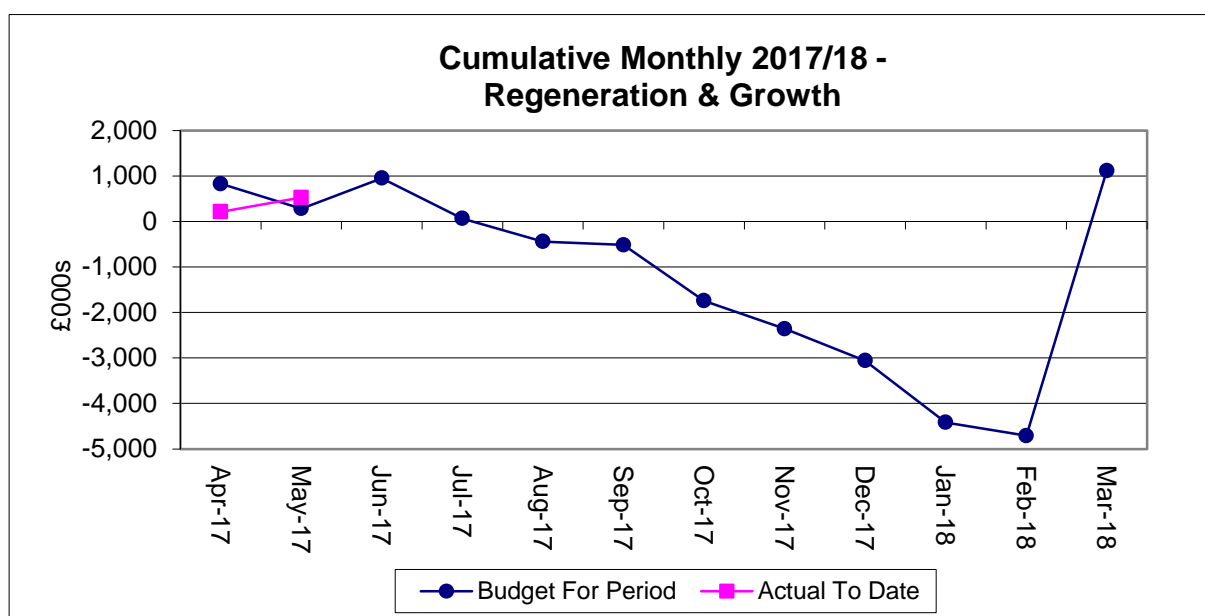
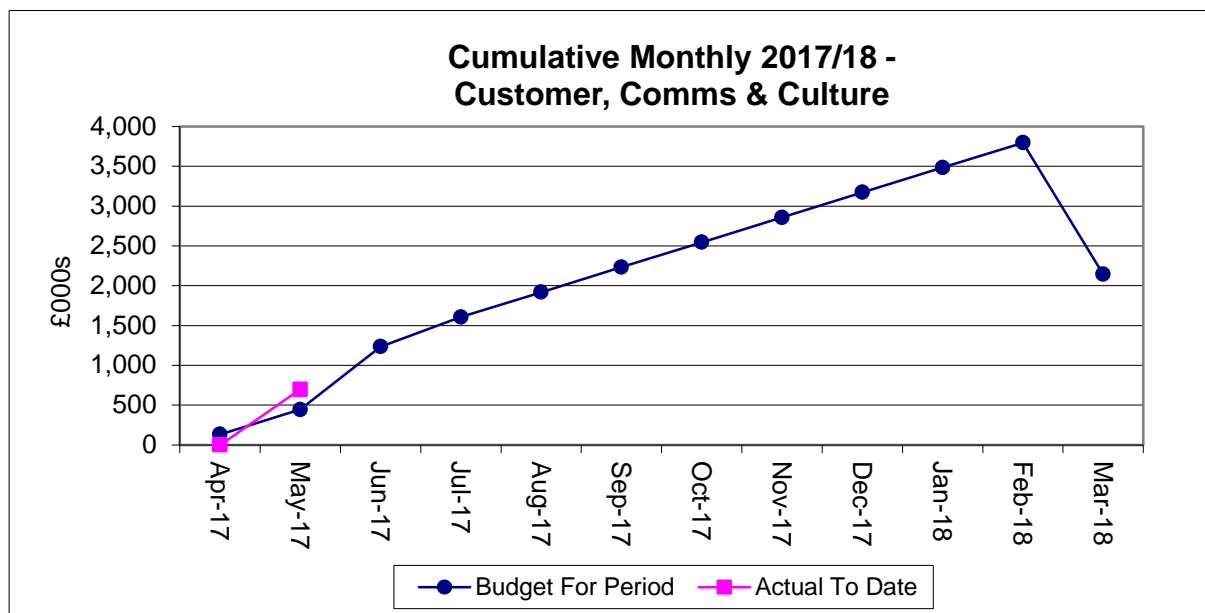
Budget & Expenditure – Monthly by Service Graphs

The following graphs show the monthly budget profile and income/expenditure to date for each general fund service for the financial year.

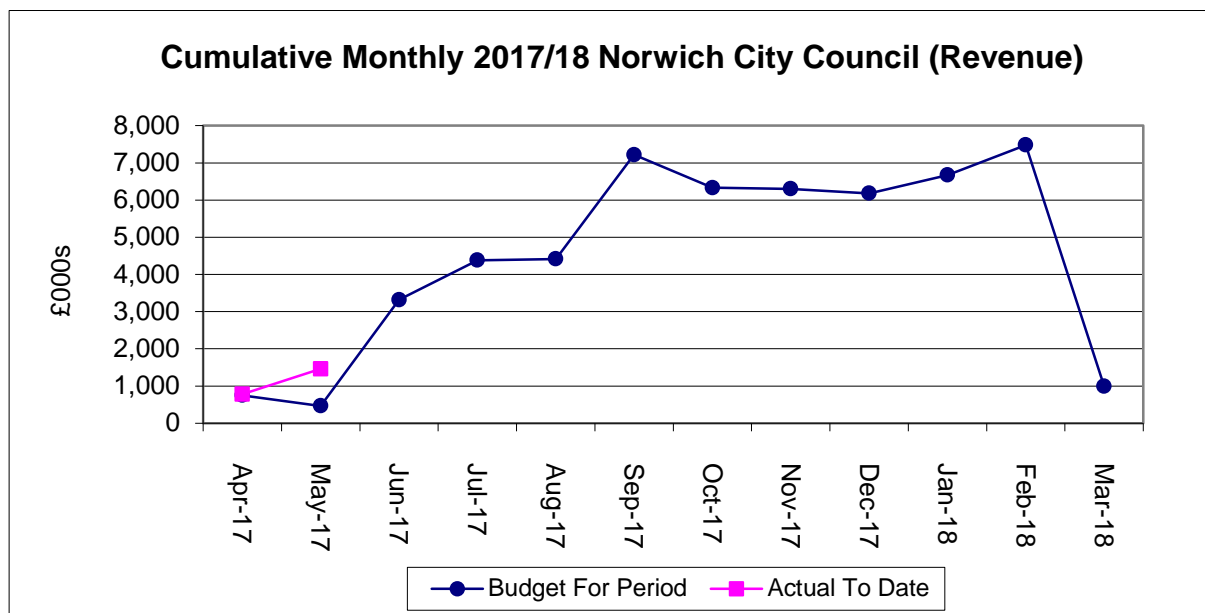
The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income & expenditure, and will be refined and improved during the course of the financial year.











<b>Report to</b>	<b>Cabinet</b>	<b>Item</b>
	12 July 2017	
<b>Report of</b>	Head of city development services	<b>6</b>
<b>Subject</b>	Procurement of replacement waterproof membrane to City Hall roof.	

## KEY DECISION

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### Purpose

To seek authority to award a contract to replace the waterproof membrane to City Hall roof.

### Recommendation

To delegate approval to the director of regeneration and development in consultation with the portfolio holder for resources to award the contract to replace the waterproof membrane to City Hall roof.

### Corporate and service priorities

The report helps to meet the corporate priority a safe, clean and low carbon city

### Financial implications

The financial consequences of this report are the award of a contract for the replacement waterproof membrane to City Hall roof from a budget of £283,000 which is included within the non-housing capital programme financial forecasts and budgets for this financial year (2017/18).

**Ward/s:** Mancroft

**Cabinet member:** Councillor Kendrick – resources

### Contact officers

Gary Atkins, director of property services	01603 227903
Carol Marney, head of operational property services	01603 227904
Andy Watts, head of city development services	01603 212691

### Background documents

None



# Report

## Background

1. This work is for essential maintenance to the waterproof layer on City Hall roof. The existing mastic asphalt roof is in need of major repairs. It has been patch repaired over the years but a more permanent solution is now required. Water is leaking through the asphalt into the concrete roof structure where it is tracking along the heating pipes in the ceiling, causing them to corrode and leak water from the heating system.
2. The proposal is to install a modern roofing system and increased insulation over the main roof of City Hall and the Council Chamber. This will make the roof weather tight and will carry a guarantee of 20 years.
3. The application of a new membrane will remove the need to re-apply solar reflective paint every two to five years and hence help reduce future maintenance liabilities. Installing a modern insulation system will help to reduce heat loss through the roof thus supporting the council's commitment to energy saving measures.
4. If the work is not carried out there will continue to be revenue costs due to continued patching, re-coating of solar paint and repairs to office space as and when the heating coils fail. The roof will continue to deteriorate at an accelerated rate causing increased disruption to employees on the third floor, and therefore disruption to services.
5. Delegated authority to approve the contract award is requested so that the contract can be started as soon as possible to take advantage of the better weather.

## Tender process

6. The opportunity will be advertised on Contracts Finder and Norwich City Council's tendering portal in July.
7. Suppliers will be asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects will then be evaluated to ensure that suppliers meet the Council's basic requirements.
8. Suppliers will be asked to submit details in the form of method statements proposing how they would meet the requirement for the work package and the price that they would charge to carry out this work. These method statements will be evaluated once it has been confirmed that the supplier has met the Council's basic requirements.

## Tender evaluation

9. The supplier selection process requires suppliers to complete a questionnaire. The responses given will be evaluated against pre-determined criteria. This quality assessment carries a maximum of 50% of the marks. The lowest price will be allocated 50% of the marks and marks will be deducted, pro-rata, with each increasing tender price.

10. The supplier with the highest cumulative score is deemed the best value submission. The results will be reported to the director of regeneration and development and the Portfolio holder for resources.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 July 2017
<b>Head of service:</b>	Head of city development
<b>Report subject:</b>	Procurement of replacement waterproof membrane to City Hall roof.
<b>Date assessed:</b>	28 June 2017
<b>Description:</b>	Overlay of the mastic asphalt with a single ply waterproof membrane guaranteed for 20 years

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tender process ensures that the Council achieves the best value for money at that particular time.
<b>Other departments and services</b> e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed repairs will help limit future disruption to staff
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Relations between groups</b> (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The contract will ensure the built environment is maintained and improved to a high standard.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>

	Impact			
<b>Risk management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. There is a risk of challenge from an unsuccessful supplier. This risk is mitigated by the fact the value of contracts is below the thresholds in the Public Contracts Regulations. Also the tender has followed an open process with award criteria being based on the lowest compliant tender, but there is always a risk of challenge from unsuccessful suppliers.</p> <p>2. There is a risk that the appointed supplier could fail during the duration of the contracts. This is low risk due to the relatively short nature of the contracts and the planned nature of the works. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact the work is planned not responsive in nature.</p>

Recommendations from impact assessment	
<b>Positive</b>	
Value for money and the built environment.	
<b>Negative</b>	
<b>Neutral</b>	

Issues



**Report to** Cabinet

12 July 2017

**Item**

**7**

**Report of** Head of neighbourhood housing

**Subject** Loft and cavity wall insulation for council owned properties

## **KEY DECISION**

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### **Purpose**

To seek approval to award a contract for the installation of loft and cavity wall insulation to council owned homes.

### **Recommendation**

To award a contract for the installation of loft and cavity insulation to council owned homes to 1<sup>st</sup> Choice Insulations Ltd.

### **Corporate and Service Priorities:**

The report helps to meet the corporate priorities of a safe, clean and low carbon city and a healthy city with good housing.

### **Financial implications**

This work will be funded from the HRA revenue budget of £330,000 previously agreed at cabinet to improve energy efficiency of council owned homes.

**Wards** Multiple wards.

**Cabinet member** Councillor Harris – deputy leader and social housing

### **Contact officers**

Lee Robson, head of neighbourhood housing 01603 212939

Gary Atkins, director of property services, NPS Norwich Ltd 01603 227903

### **Background documents**

None



# Report

## Background

1. Loft and cavity wall insulation are a simple way to retain heat within a property. The insulation will help reduce tenant's energy bills thus saving them money.
2. The insulation works improve the energy score of the property, which also reduces its carbon footprint.
3. Many properties across the housing stock already benefit from insulation measures however, a number have been identified that require a top up or replacement where existing insulation is of poor condition.

## Procurement process

4. A contract notice was placed on the council's e-procurement website and on the Contracts Finder national portal to ensure an open competitive tendering process.
5. Multiple suppliers expressed interest in the opportunity.
6. Suppliers were asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects were evaluated to ensure that suppliers met the Council's basic requirements.
7. Once it had been confirmed that the supplier had met the Council's basic requirements, method statements proposing how they would meet the requirement for the work package and the price that they would charge to carry out this work were evaluated. Prices were compared across a matrix of properties for loft and cavity insulation.
8. Evaluation of the tender revealed that 1<sup>st</sup> Choice Insulations were the best value. They provided comprehensive evidence of being able to deliver successfully the required outcomes contained within the tender documentation and specification and, within budget. They have successfully completed insulation projects for social housing providers including Norwich City Council in the past.

## Use of NPS Norwich Ltd

9. NPS Norwich Ltd is a joint venture company jointly owned by NPS Group and Norwich City Council. The JV provides the professional property function for Norwich City Council. In the past the council entered into contracts with management contractors who directly managed the insulation providers. They charged a fee of approximately 20% of the cost of the works to deliver this service.
10. For the last two years NPS Norwich Ltd have directly managed the winning tenderer for a fee of 10%. This provides a saving which means that more homes can receive improved insulation.

11. The intention is to improve the insulation in as many homes as possible, up to the budget maximum. This means that £300,000 of work will be ordered and the NPSN management fee will be 10%, giving a total expenditure of £330,000.



## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 <sup>th</sup> July 2017
<b>Head of service:</b>	Head of neighbourhood housing
<b>Report subject:</b>	Loft and cavity wall insulation for council housing properties
<b>Date assessed:</b>	June 2017
<b>Description:</b>	To seek approval to award a contract to 1 <sup>st</sup> Choice Insulation Limited to install loft and cavity insulation to council owned homes.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This procurement process ensures the Council achieves the best value for money.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The loft and cavity insulation will reduce energy bills and fuel poverty for tenants. In lowering energy bills tenants have more money, some of which may be spent on the local economy. Through employment of local labour, the project assists in social economic benefits for the city and county.
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	More energy efficient homes for tenants, reduced energy bills and reduction in the council's carbon footprint.

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduction in Carbon Footprint of affected properties.
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The loft and cavity insulation project will contribute to reducing the councils overall carbon emissions and footprint.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
<b>Positive</b>
Reduced fuel bills therefore preventing fuel poverty, reduction in carbon emissions within the housing stock and for the city contributing to our overall reduction target.
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>

<b>Report to</b>	<b>Cabinet</b>	<b>Item</b>
	12 July 2017	
<b>Report of</b>	Head of neighbourhood housing	<b>8</b>
<b>Subject</b>	Procurement of contract for housing electrical rewires, upgrades and periodic inspections	

## KEY DECISION

---

### Purpose

To seek delegated authority to award a contract for housing electrical rewires, upgrades and periodic inspection.

### Recommendation

To delegate authority to the director of neighbourhoods, in consultation with the deputy leader and social housing portfolio holder, to award a contract to the best value supplier for electrical rewires, upgrades and periodic inspections after a mini tendering exercise is complete.

### Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing.

### Financial implications

The financial consequences of this report is the award of orders for electrical rewires, upgrades and periodic inspections which will not exceed the budget of £1,120,000, included within the Housing Revenue Account financial forecasts and budgets for this financial year (2017/18).

**Ward/s:** All Wards

**Cabinet member:** Councillor Harris – deputy leader and social housing

### Contact officers

Gary Atkins, director of property services, NPS Norwich Ltd 01603 227903

Carol Marney, head of operational property services, NPS Norwich Ltd 01603 227904

Lee Robson, head of neighbourhood housing 01603 212939

### Background documents

None



# Report

## Electrical rewires, upgrades and inspections

1. The council has a need within its housing stock for various works relating to housing rewires/upgrades arising from the Electrical Inspection Condition Report (EICRs). This requirement includes the EICRs.
2. The proposed work for this year is approximately 1,350 inspection reports (ECIRs), 200 rewires and 500 upgrades, depending upon the results of the inspections.
3. Inspections are necessary to assess the condition of electrical wiring within the housing we manage as a landlord.
4. Where inspections determine that rewiring or upgrading is necessary this work will need to be carried out to maintain the housing stock in good condition.
5. At the February meeting, cabinet approved the award of the electrical rewire, upgrade and inspection contract to United Living, via the Eastern Procurement Ltd (EPL) framework. United Living had been keen to continue, but when the financial year ended they decided that they could not commit to another year without an adjustment to their pricing. Subsequently they submitted revised rates based on their experience within 2016/17.
6. As a point of principle, these rates should not be entertained since the ethos of all EPL frameworks is direct selection or mini-competition awards at framework rates or better, and constructors should not be allowed or encouraged to amend these rates during the framework term as this would undermine the whole essence of procuring the framework. In reality, United Living's revised rates have made them the most expensive of the five constructors on the framework, thus rendering them uncompetitive.
7. This means that for best value purposes a mini-competition is required to establish the best offer for this year's programme of work. EPL are running the mini competition at the time of writing this report and the results will be ready in mid July.
8. As there is no Cabinet meeting in August, delegated authority to award this contract is sought so that the programme can start as soon as possible to ensure it is completed in this financial year.
9. The budget for the work is contained within the HRA capital and revenue programmes as approved by cabinet and council in February.





## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 July 2017
<b>Head of service:</b>	Head of neighbourhood housing
<b>Report subject:</b>	Procurement of contract for housing electrical rewires, upgrades and periodic inspections
<b>Date assessed:</b>	24 May 2017
<b>Description:</b>	Award of contracts for housing electrical rewires, upgrades and periodic inspections

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The mini-competition will ensure best value for money.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safe and efficient electrical systems will improve well being.
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safe and efficient electrical systems contribute to maintaining the built environment to a satisfactory standard.
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Suppliers appointed to the framework recycle the vast majority of waste material
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Risk of challenge from unsuccessful suppliers:</p> <p>The tender has followed a restricted process carried out by EPL with input from officers in terms of evaluation etc, with award criteria being based on the most economically advantageous tender, but there is always a risk of challenge from unsuccessful suppliers.</p> <p>2. Risk of supplier failure:</p> <p>There is a risk that the appointed supplier could fail during the life of the contract. This is low risk as a number of suppliers have been appointed to the framework providing some cover should a supplier fail. In addition the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact that this contract is planned in nature.</p>

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	



<b>Report to</b>	<b>Cabinet</b>	<b>Item</b>
	12 July 2017	
<b>Report of</b>	Head of neighbourhood housing	<b>9</b>
<b>Subject</b>	Procurement of structural consultancy services for housing repairs	

## KEY DECISION

---

### Purpose

To seek delegated authority to award a contract for structural consultancy services.

### Recommendation

To delegate authority to the director of neighbourhoods, in consultation with the deputy leader and social housing portfolio holder, to award a contract to the best value supplier for structural consultancy services once a detailed evaluation is completed.

### Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing.

### Financial implications

The financial consequences of this report are awarding a contract which will be an initial two year term with an estimated total value of £500k (over the 2 year contract period) to be financed from existing budgets within the Housing Revenue Account.

The anticipated maximum spend per year is as follows:

Planned works	£200,000
Responsive works	£50,000

**Ward/s:** All Wards

**Cabinet member:** Councillor Harris – Deputy leader and social housing

### Contact officers

Gary Atkins, director of property services, NPS Norwich Ltd	01603 227903
Carol Marney, head of operational property services, NPS Norwich Ltd	01603 227904
Lee Robson, head of neighbourhood housing	01603 212939

### Background documents

None





# Report

## Background

1. NPS Norwich provides services to the council including structural consultancy, preparation of specifications for structural repairs such as stair repair/replacement and concrete repair of blocks of flats as well as responding to urgent matters such as subsidence or issues identified during an upgrade.
2. This is an important element of maintaining the council housing stock in good condition.
3. At peak times there are insufficient resources within NPS Norwich to meet demand. This workload can be balanced by using external advice. This allows the council to optimize the NPS Norwich retained resource and supplement this with additional resource as and when required.
4. The previous structural consultancy contract duration has expired and therefore needs re-procuring in order to establish best value.

## Tender Process

5. The contract was advertised on the official journal of the European Union, OJEU, the council's e-tendering portal and Business Link/Contracts Finder.
6. Suppliers were asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects were then evaluated to ensure that suppliers met the Council's basic requirements.
7. At the same time suppliers submitted details in the form of answers to questions relating to how they would meet the requirement for the various work packages and the price that they would charge to carry out this work. These answers will be evaluated once it has been confirmed that the suppliers have met the Council's basic requirements.
8. The tender return date was 19 June 2017.

## Tender evaluation

9. The responses will be evaluated against pre-determined criteria. This quality assessment carries a maximum of 50% of the marks. The lowest price will be allocated 50% of the marks and marks will be deducted, pro-rata, with each increasing tender price.
10. Three suppliers have returned tender documents. Evaluation and notification to suppliers will not be complete by the time Cabinet meets in July, hence the request for delegated authority.



## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 July 2017
<b>Head of service:</b>	Lee Robson – head of neighbourhood housing
<b>Report subject:</b>	Procurement of structural consultancy services for housing repairs
<b>Date assessed:</b>	23 June 2017
<b>Description:</b>	Structural consultancy service for planned and responsive housing repairs

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs ensure that dwellings remain safe to live in.
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs ensure that the built environment is kept in good condition.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs help to mitigate the council's property liability.

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	