

Report to Cabinet
13 June 2018
Report of Head of neighbourhood housing services
Subject Procurement of decoration voucher and paint packs for allowance scheme for tenants.

Item

12

KEY DECISION

Purpose

To advise cabinet of the procurement of decoration voucher and paint packs for allowance scheme for tenants and to seek approval to award the contract.

Recommendations

To approve the award the contract for the provision of decoration voucher and paint packs for allowance scheme for tenant's requirements for the next two years to:

- (1) B & Q Ltd for decoration vouchers – up to £115,000 per annum.
- (2) Crown Paints Ltd for paint packs - up to £10,000 per annum.
- (3) PPG Johnstones for paint packs - up to £10,000 per annum.

Corporate and service priorities

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

Financial implications

The costs arising from this decision will be met from approved budgetary provision within the Housing Revenue Account to a value of approximately £135,000.00 in total for each financial year, depending on the need for vouchers or decoration packs.

The contract usage will be based on the available budgets to provide the services. If the councils approach changes in this area and there is no available budget we would cease obtaining the vouchers or packs.

Ward/s: Multiple Wards

Cabinet member: Councillor Harris - Deputy leader and social housing

Contact officers

Lee Robson, Head of neighbourhood housing 01603 212939

Tracey Fordham, Housing Operations Manager 01603 213581

Background documents

None

Report

Introduction

1. The Council has a current contract for the provision of voucher and paint packs for a decoration allowance scheme for tenants.
 - B&Q – through a plastic card which is loaded with £25 per room – to the amount allocated e.g. 3 rooms = £75.00. Tenants can purchase items such as paint brushes, rollers and filler.
 - Crown Paints Ltd and PPG Johnstones – paint packs are awarded for one room to a four bedroom house and are delivered free. The paint colours available are neutral. Please see attached doc for example of 2 bedroom flat contents from Crown Paints.
2. Appendix one, provides background information relating to the decoration scheme.
3. The council also has access to:
 - use of a local supplier – Thorns DIY which sits outside of this contract and operates on a similar voucher basis as B& Q of £25 per room
 - a BACS (cash) payment of £50 plus up to £25 per room (Max £75.00 per room) can be awarded to any disabled tenants who are unable to decorate or have family who are unable to undertake the decoration on their behalf. This assists in paying someone to decorate the home.
4. The amounts awarded last year were as follows:

• Cash Payments	£8,675.00
• B & Q Vouchers	£88,893.98
• Crown Paints/ Johnstones	£2,932.16
• Thorns DIY	£583.33
5. Voucher and paint packs are given for new tenancies for the decoration of the property, by the tenant, to a reasonable standard.
6. A lettings officer will determine the number of rooms which require decoration by the current standard of decoration. This is based on our current lettings standards and is assessed officers via an inspection of the property.
7. At the viewing of the property the applicant is advised of the amount and the choice of supplier available to them and they are asked to make a decision as to which supplier they would like to receive their decoration supplies from.
8. The current allowance is
 - either £25 per room for a voucher, or

- the number of room packs from other suppliers.
9. The current contract was awarded via the procurement for housing framework open to local authorities to access. This framework is still considered the best way to obtain the requirements. There is also a variety of options available where tenants can access the packs as a single supplier and location within the city may preclude tenants accessing them.
10. The benefits of the scheme are considered to be:
- a. At the end of each financial year the council receives a discount which varies as it is based on the level of spend. During 2017/18, the council received a 19.89% rebate of £14,606.73. This money goes back into the Housing Revenue Account (HRA)
 - b. Tenants are able to choose their colour and decorate to their own colour scheme
 - c. Current feedback is generally good for the choices of goods and providers
 - d. Keeps void times down
 - e. Keeps costs down e.g. the approximate price to decorate a one bed flat is £1258; a two bed flat /house is £1455; a three bed flat /house £2100 with neutral colour scheme

Risk implications

11. Currently the risks of not offering the decoration vouchers or paint packs to tenants are:
- a) That the Council would have to decorate each property at a greater cost than the voucher scheme
 - b) People may not take up tenancies because of the state of the properties leading to a higher viewing turnover and potentially voids

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 the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	13 June 2018
Director / Head of service	Lee Robson
Report subject:	Procurement of decoration voucher & paint packs for allowance scheme for tenants
Date assessed:	11 May 2018
Description:	Procurement of decoration voucher & paint packs for allowance scheme for tenants

	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"/>	More cost effective use of resources
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"/>	An opportunity of a better environment for the tenant.

	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

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>1. Risk of challenge from unsuccessful suppliers:</p> <p>The tenders and frameworks have followed a restricted process carried out by Procurement for Housing, with award criteria being based on the most economically advantageous tender, there is no risk of challenge from unsuccessful suppliers at this stage as the framework allows for direct award to any supplier.</p> <p>2. Risk of supplier failure:</p> <p>There is a risk that the appointed suppliers could fail during the life of the contract. This is low risk the supplier is a multi-national company but if it does happen our services would continue to be provided via alternative suppliers on the framework. 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

Positive

Negative

Neutral
Issues

Paint Packs 2017 - Customer Handouts

Pack C - 2 Bedroom Flat

Pack C Price £98.45



Average room size

Living area - 17m sq

Kitchen - 15m sq

Bathroom - 4m sq

Bedroom - 15m sq and 8m sq

Hall - 6m sq

Paint - please select up to 4 colours from the Crown Colour Card

Quantity	Can Size	Product	Colour Choice	Used for	Item Cost	Code	Total Cost
2	5 litre	Crown Trade Acrylic Eggshell	Up to 2 colours	Walls	£20.88	5066078	£41.76
1	2.5 litre	Crown Trade Acrylic Eggshell	1 Colour	Walls	£11.97	5066077	£11.97
1	5 litre	Crown Trade Vinyl Matt Emulsion	White	Ceilings	£10.10	5024058	£10.10
1	2.5 litre	Crown Trade Satin Finish	White	Woodwork - skirting boards etc. No need for undercoat unless covering very dark colour or new wood	£11.35	5074312	£11.35
1	2.5 litre	Crown Trade Acrylic Eggshell	White	Walls or Ceilings	£10.61	5064685	£10.61

Accessories

Product	Used for	Item Cost	Code
1 kg Ready Mixed Filler	Filling in small cracks in plaster, wood, bricks and stone	£1.15	6047709
9" Roller & Tray Kit	To apply emulsion to walls and ceilings supplied with spare roller sleeve	£3.70	6049069
1" Brush	For touching up emulsion and to apply undercoat and gloss to woodwork	£0.64	6048801
1.5" Brush		£1.05	6048802
2" Brush		£1.27	6048803
2" Masking Tape	To protect windows, door frames etc.	£1.16	6048810
12' x 9' Polythene Dust sheet	To protect furniture or carpet from drips	£1.27	6047951
750 ml White Spirit	White spirit for cleaning brushes	£1.36	6048269
Assorted sandpaper	To smooth down rough surfaces before painting	£1.06	6053561

To place your order please call 01603 760914, call in to the branch: Units 12 & 13 Kingsway, Norwich, NR2 4UE or email Norwich@crownpaints.co.uk