

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

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 1st 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 1st 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

Committee:	Cabinet
Committee date:	12 th July 2017
Head of service:	Head of neighbourhood housing
Report subject:	Loft and cavity wall insulation for council housing properties
Date assessed:	June 2017
Description:	To seek approval to award a contract to 1 st 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

Positive

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.

Negative

Neutral

Issues