

Decision No: CMM – 12

Forward Plan No: HSG 2159

This record relates to Agenda Item 56 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** SUSSEX PARTNERSHIP FOUNDATION TRUST (SPFT) CONTRACT

**AUTHOR:** DENISE D'SOUZA

### **THE DECISION**

- (1) That the current contractual position be noted.
- (2) That there be a further update report from officers.

### **REASON FOR THE DECISION**

- (1) To strengthen the performance management elements of this contract and promote service improve improvement, efficiency and quality.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) The benefits of moving to the NHS standard contract are detailed in section 3.4. 3.5 and 3.6 of the report.

### **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

### **CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 13

Forward Plan No: HSG 12744

This record relates to Agenda Item 57 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** PROCUREMENT OF CONTRACT FOR THE MANAGEMENT AND MAINTENANCE OF LAUNDRY FACILITIES FOR COUNCIL MANAGED HOMES

**AUTHOR:** MARTIN BOOTY

### **THE DECISION**

- (1) That the tender submitted by PHS Laundryserv for the management & maintenance of laundry facilities for sheltered and non-sheltered housing be accepted.
- (2) That the Director of Adult Social Care & Housing be authorised to amend the service charges for sheltered housing to reflect the new laundry service from 31 December 2009.

### **REASON FOR THE DECISION**

- (1) It is necessary to re-tender the contract for servicing and repairing laundry equipment to council managed homes.
- (2) New arrangements for the funding and management of the laundries are also required to ensure the service is provided in a sustainable manner. The tender from PHS Laundryserv represents good value for money and provide a sound methodology for the future management & maintenance of laundry.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) As an alternative to seeking tenders from experienced service providers, additional funding could be sought from the Housing Revenue Account (HRA). However, the cost of running the laundry facilities already far exceeds the income. As a consequence the service can only be run at a loss to the HRA and much of the cost therefore falls to all tenants including those who do not benefit from laundry services within their block/estate.
- (2) As existing appliances age, they will need to be replaced and current financial provision is unlikely to keep pace with the level of replacements required in future years.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

**CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note:** This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.

**Call-In Period**

**18 November 2009**

Date of Call-in (if applicable) (this suspends implementation)

Brighton & Hove City Council

Call-in Procedure completed (*if applicable*)

Call-in heard by (*if applicable*)

Results of Call-in (*if applicable*)

Decision No: CMM – 14

Forward Plan No: HSG 10110

This record relates to Agenda Item 58 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** LOCAL LETTINGS PLANS- LETTINGS RESTRICTED TO PERSONS OVER 50 YEARS OF AGE AND BUNGALOWS

**AUTHOR:** HELEN CLARKMEAD

### **THE DECISION**

- (1) That a Local Lettings Plan be approved in respect of blocks for people over 50 years of age and for bungalows with the effect that:
  - (a) Restrictions limiting letting flats in Livingstone House, Philip Court, Ardingly Court, Nettleton Court, Dudeney Lodge and Hampshire Court to people aged over 50 years are confirmed as council policy and adopted as a local lettings plan. That this excludes adapted and mobility standard property which, in the interest of disability equality, is available to people of any age with that specific need. That this is reviewed in 2012.
  - (b) Flats in Robert Lodge are offered as with priority to people over 50, but in the event of there being no bids received from people in that age group; the council may let flats to younger tenants. This will be reviewed in June 2010.
  - (c) Bungalows meeting the council's housing mobility standards will be available to people of any age with that specific mobility need. This will be reviewed in September 2010
  - (d) Bungalows that do not meet the needs of people in mobility groups 1, 2 or 3 are let with priority to households releasing 3 and 2 bedroom houses and 3 bedroom flats. This will be reviewed in September 2010.
  - (e) Bungalows in Lockwood Crescent and Kipling Avenue, Woodingdean, are exempted from the main local lettings plan for bungalows. That a report with options for the future letting of these six properties be presented to HMCC in December 2009.

- (f) A feasibility study, including community consultation, takes place to assess the viability of expanding the 50 plus local lettings plan to include 385 Kingsway, Clarke Court, Malthouse Court and other suitable blocks. This would report to Housing Management Consultative Committee in December 2009.

#### **REASON FOR THE DECISION**

- (1) To formally adopt a Local Lettings Plan in respect of flats designated for people over 50 years of age and for bungalows.

#### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) It was considered if blocks currently designated for people over 50 should be made available to people of any age, but this was very unpopular with tenants. It would reduce the number of underoccupied family homes released by people who specifically want to live in a child free environment or bungalow.
- (2) It was considered if an age restriction should be placed upon bungalows. This is not acceptable on equalities grounds as it would place disabled people who are under 50 in need of level accommodation at significant disadvantage.

#### **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

#### **CONFLICTS OF INTEREST**

#### **CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

Signed:



## SCRUTINY

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

### Call-In Period

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*



Decision No: CMM – 15

Forward Plan No: N/A

This record relates to Agenda Item 59 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** AMENDMENT TO LOCAL LETTINGS PLAN

**AUTHOR:** HELEN CLARKMEAD

### **THE DECISION**

- (1) That the proportion of property allocated under the Working Households Local Lettings Plan pilot is increased from 25% to 50% of 2 bed and larger property. (Adapted property and that meeting the council's mobility 1, 2 or 3 standard is exempt).
- (2) That regular update reports are received.

### **REASON FOR THE DECISION**

- (1) The decision is sought in order that sufficient lettings are made during this pilot scheme to enable effective evaluation.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) The alternative is not to increase the proportion of property let under the Working Households Local Lettings Plan. This would not achieve the objective of making sufficient lets during the pilot period to allow effective evaluation.

### **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

### **CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 16

Forward Plan No:N/A

This record relates to Agenda Item 60 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** TERM CONTRACT FOR DISABLED ADAPTATIONS

**AUTHOR:** ALEX DICKIE

### **THE DECISION**

- (1) That the procurement of the new Adaptations Framework Agreement for the next three years be approved, subject to annual review within the term.
- (2) That the Director of Adult Social Care and Housing be authorised to enter into a framework agreement with contractors following a compliant procurement process.
- (3) That the Director of Adult Social Care and Housing be authorised to take all steps necessary or incidental to the implementation of recommendations 2.1 and 2.2.

### **REASON FOR THE DECISION**

- (1) Ensure best value
- (2) Ensure quick work flow and avoid delays to adaptations
- (3) Ensure high-quality, accountably provided adaptations

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) See 3.5 and 3.6.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

**CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 17

Forward Plan No: N/A

This record relates to Agenda Item 61 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** CONTRACT UNIT PERFORMANCE AND MONITORING WORKING AGE ADULT LEARNING DISABILITIES SERVICE, JANUARY TO JUNE 2009

**AUTHOR:** JUDITH COOPER

### **THE DECISION**

- (1) That the report be noted.
- (2) That reports be produced on a regular basis. The next report will cover the period 1 July to 31 March 2010, and thereafter every 6 months.

### **REASON FOR THE DECISION**

- (1) The reason for this Report is to ensure monitoring processes are transparent and robust which will result in improvement to services and value for money. It is also to ensure that the Cabinet member for Housing is kept abreast of key governance arrangements in care homes, community support and day care services for people with learning disabilities.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) This Report is for information and not an evaluation of any alternative options.

### **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

### **CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 18

Forward Plan No: N/A

This record relates to Agenda Item 62 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** KEEPING PEOPLE WITH A LEARNING DISABILITY SAFE - SAFEGUARDING REPORT 08/09

**AUTHOR:** STEVE HOOK

### **THE DECISION**

- (1) That the content of the 08/09 Annual Safeguarding Report for people with Learning Disabilities be noted.
- (2) That in order to support the Cabinet Member in discharging their governance responsibilities in relation to the safeguarding of people with learning disabilities in the city, the Cabinet Member will receive a quarterly report that provides statistical information and reassurance regarding the safeguarding work being undertaken in the city by the Community Learning Disability Team.
- (3) That it is agreed that the format and content of the current report is sufficient to meet the Cabinet Member's requirements.

### **REASON FOR THE DECISION**

- (1) That the Lead Member notes the content of this report.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) There are no alternative options to implementing the Multi-Agency Safeguarding procedures within Brighton and Hove.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

**CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

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**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

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**Call-In Period**

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*



Decision No: CMM – 19

Forward Plan No: HSG 1283

This record relates to Agenda Item 63 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** WATER HYGIENE CONTRACT

**AUTHOR:** PETER MATTHEWS

### **THE DECISION**

- (1) That the procurement of a term partnering contract for the provision of water hygiene services and risk assessment be approved in accordance with ACOP L8 for a term of 10 years.
- (2) That the Director of Adult Social Care and Housing be authorised to enter into a suitable contract with the successful tenderer following an approved procurement process.
- (3) That the Director of Adult Social Care and Housing be authorised to take all steps necessary or incidental to the implementation of resolutions (1) and (2).

### **REASON FOR THE DECISION**

- (1) Recommendation (1) is made as this is a requirement of current Health & Safety legislation.
- (2) Recommendation (2) is made to progress the procurement to contract as rapidly as possible avoiding the potential for long delay that might be caused due to the period of time between cabinet member meetings in the New Year.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

- (1) The alternative of not assessing and managing legionella risk is not tenable as legislation requires that this action be taken.
- (2) The use of alternative forms of contract has been considered. Officers recommend the use of the TPC 2005 (amended 2008) form of contract as this will align with other term partnering contracts procured and being procured. The TPC contract contains provision for the formation of an overarching Strategic Alliance of Contractors that provides enhanced cooperation between the members.
- (3) The option of carrying out the risk assessments in house has been considered. This option would require the recruitment and retention of a highly trained individual and would also require the procurement of a specialist contractor to deliver the operational aspects of this proposal. It is recommended that a comprehensive water management service should be procured.
- (4) The option of including all tenanted properties within this contract was considered. Officers recommend that the risk of legionella developing in individual dwellings is likely to be very low, and therefore the additional cost of inclusion in this procurement would not represent good value for money. Officers therefore recommend that the newly procured Repairs and Maintenance contractor should carry out single property risk assessment as part of their HHSRS duties as described at clause 3.7

**OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

**CONFLICTS OF INTEREST**

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

11 November 2009

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

11 November 2009

Mark Wall, Head of Democratic Services

Signed:



## SCRUTINY

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### Call-In Period

**18 November 2009**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*