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**Report To:** Policy & Resources Committee      **Date:** 22 September 2009

**Report By:** Corporate Director Regeneration & Resources      **Report No:** RMcG/LA/385/09

**Contact Officer:** Rona McGhee      **Contact No:** 01475 712113

**Subject:** Use of Powers Delegated to the Chief Executive

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## 1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to notify the Committee of all decisions taken under the powers delegated to the Chief Executive since the last ordinary meeting of the Committee.

## 2.0 LIST OF DECISIONS TAKEN

2.1 The individual reports setting out details of each use of the Chief Executive's delegated powers form an Appendix to this report and are summarised as follows:-

APPENDIX

<u>Originator</u>	<u>Subject</u>
Corporate Director Environment & Community Protection	Private Sector House Condition Survey Contract
Corporate Director Environment & Community Protection	Greenock South West Retail Capacity Assessment
Corporate Director Regeneration & Resources	Building Energy Management System Upgrade 2009/10
Corporate Director Regeneration & Resources	Carrying out of Fire Risk Assessments
Corporate Director Regeneration & Resources	Asset Management: Garvocks Farm, Greenock

## 3.0 RECOMMENDATION

3.1 The Committee is asked to note the use of the powers delegated to the Chief Executive as summarised in this report.

Rona McGhee  
Legal & Administration

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<b>Report To:</b>	<b>Policy and Resources Committee</b>	<b>Date: 22 September 2009</b>
<b>Report By:</b>	<b>Corporate Director, Environment and Community Protection</b>	<b>Report No: ECP/Plann/WR09/001</b>
<b>Contact Officer:</b>	<b>William Rice</b>	<b>Contact No: 01475 712070</b>
<b>Subject:</b>	<b>Private Sector House Condition Survey Contract</b>	

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to advise Committee of the use of powers delegated to the Chief Executive to advertise for tenders from specialist consultants not on the Standing Restricted List.

## 2.0 SUMMARY

- 2.1 The 28 May 2009 meeting of the Corporate Management Team approved funding of up to £100,000 from reserves in the General Fund earmarked for Strategic Housing Purposes to undertake a Private Sector House Condition Survey (PSHCS). This work is of a specialist nature and will necessitate the use of consultants not on the Standing Restricted List.
- 2.2 It had originally been intended to invite tenders for this work much earlier this year however the source of funding from earmarked reserves was the subject of protracted discussions with the result that a report could not be submitted to the Safe, Sustainable Communities Committee meeting of 5 May 2009. This was the last regular meeting of Committee prior to the summer recess and the use of emergency powers was therefore requested to avoid delay in having this work carried out.
- 2.3 A number of other local authorities are currently in the process of commissioning similar surveys and it is likely that Inverclyde Council will be in competition to obtain the specialist services required to undertake work of this nature. It is therefore imperative that invitations to tender for the Inverclyde PSHCS are issued at the earliest possible date given the demand for specialist surveying services at this time.
- 2.4 An indicative cost for the Inverclyde PSHCS would be £70,000 to £100,000 based on a 5% to 8% sample of the private sector housing stock. A higher sample size (i.e. 8%) would be preferred to allow greater statistical reliability and robustness of data for strategic planning purposes.

## 3.0 RECOMMENDATION

- 3.1 That Committee note that approval was granted to the Head of Planning and Housing to advertise this contract and to invite tenders from suitably qualified and experienced specialist consultants as detailed in paragraph 5.1 of this Report.

**Fraser K Williamson**  
**Head of Planning and Housing**

## 4.0 BACKGROUND

- 4.1 The Strategic Housing Function of the Planning and Housing Service has indicated on several occasions that a survey requires to be undertaken to provide an accurate assessment of house conditions in the private sector. This is a requirement of the 'new style' Local Housing Strategy (LHS), introduced by the Scottish Government in June 2008, which must include information on how the local authority's policies on enforcement and assistance will improve private sector housing conditions. This is a statutory requirement in terms of section 10 of the Housing (Scotland) Act 2006 and the statement on how we propose to improve conditions in the private sector must be based "around a clear understanding of the scale and nature of local housing quality problems" [LHS Guidance, June 2008]. Undertaking a PSHCS in Inverclyde will provide the "clear understanding" called for in the guidance accompanying the legislation, and will provide an update to the previous survey that was undertaken in 2005.

## 5.0 PROPOSAL

- 5.1 A Brief for the PSHCS has been prepared in consultation with Safer Communities and it is proposed to advertise this contract and to invite tenders from suitably qualified consultants with previous experience of this type of survey. Through advertising, Inverclyde Council can be assured that it is securing Best Value and value for money in the procurement process.
- 5.2 Given that there will be competition from other local authorities seeking to engage specialist consultants at this time, it is hoped that only those in a position to carry out the work will respond to the advertisement.

## 6.0 IMPLICATIONS

### Strategic

- 6.1 The outcomes of the PSHCS will help to inform the next Local Housing Strategy, covering the period 2011 – 2016, and will assist in the implementation of the Housing (Scotland) Act 2006.

### Financial Implications – One-off Costs

- 6.2 The following one-off costs have been identified for 2009/10 in order to undertake the PSHCS:

Cost Centre	Budget Heading	Budget Year	Proposed Spend	Virement From	Other Comments
General Fund	Housing Reserves	2009/10	Maximum £100,000	N/A	None
TOTAL			£100,000		

### Financial Implications – Annually Recurring Costs/(Savings)

- 6.3 There are no Annually Recurring Costs, or Savings, associated with the PSHCS.

Cost Centre	Budget Heading	With Effect From	Annual Net Impact	Virement From (if applicable)	Other Comments
N/A	N/A	N/A	Nil	N/A	None
TOTAL			Nil		

### Legal

- 6.4 Approval to advertise allows the use of consultants not currently on the approved contractors list.

### Personnel

- 6.5 There are no personnel implications arising from this report.

### Equality

- 6.6 When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures.

## **7.0 CONSULTATION**

- 7.1 This report has been prepared in consultation with the Corporate Management Team, the Head of Legal and Administration, and the Chief Financial Officer.

## **8.0 CONCLUSION**

- 8.1 The above request to advertise the contract and to seek invitations to tender was approved by Councillors McCabe, McIlwee (for McKenzie) and MacLeod, and by the Chief Executive under delegated powers. The Committee is asked to note that this approval will allow Inverclyde Council to discharge its statutory duties in relation to the preparation of the Local Housing Strategy and in terms of Section 10 of the Housing (Scotland) Act 2006.

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6 Cathcart Square  
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18 August 2009  
WR/RL/PSHCS Report