

Items from the North Tenant Only meeting held on 03/05/16

1. Setting start and end dates for repairs and improvements

The meeting felt that residents still don't receive clear and up-to-date information about when repair and improvement work will commence and when it will be completed. It is understood that sometimes these dates have to be moved. However, it is reasonable for residents to be advised of planned start and finish dates, and for them to be updated when these dates have to be changed.

This was previously raised in the Blue Pages for the Area Panels on 10th December 2015 and 4th February 2016, but the meeting felt that this matter is still not fully resolved.

Action 1: III (3 stars) *It was agreed to raise this at the Area Panel and request what procedures are in place to inform residents of changes to start and end dates for planned work.*

Action 2: I (1 star) *When local Associations know of work that has been delayed, they can follow this up on behalf of residents to request up-to-date information. If this is not provided, a formal complaint can be made.*

Response from Scott Lunn, General Building Manager, Tel: 01273 290282

As previously stated, timescales for individual projects are subject to change depending on need and overall assessment. There can be various reasons for this which can be explained as and when this happens such as any urgent work identified or budget restraints. The majority of city wide projects are also subject to statutory leaseholder consultation and we are required by law to ensure we have taken full regard to any leaseholder observations before we can issue any task order or instruction to the contractors. Therefore, no confirmation of start dates can be issued until the leaseholder consultation is completed.

Where a project or repairs are not subject to leaseholder consultation, there can also be instances where priorities can change. Where this happens we will endeavour to inform tenant representatives and explain the reasons for the changes.

We are committed to improve our communications with tenants and where any specific update for repairs, or an individual project, or stream of work is required, you can also request information using the agreed tenant representative process.

Please note that for all Area Panel meetings a member of the Property & Investment Team will be in attendance along with Mears where questions can also be raised regarding possible delays to works.

2. Scaffolding

The meeting discussed the responses that had been given to their previous queries, but felt that there are still instances when scaffolding is left up for longer than it needs to be, and that there were two outstanding questions relating to payments to scaffolding contractors and fines imposed.

Action: III

It was agreed to raise this at the Area Panel and request the following information:

- a. Is Mears charged for scaffolding by the job (irrespective of how long the scaffolding is left up) or is there a charge per day, week or month?*
- b. Has Mears fined any of the scaffolding contractors for leaving scaffolding up after Mears have requested that it be taken down? What is the procedure for imposing such fines?*

Response from Delia Hills, Mears Resident Liaison Manager, Tel: 01273 574354

2a – Mears are charged in accordance with contract rates and set framework agreements with contractors for the supply and erection of scaffold. This is a one off charge regardless of length of time that the scaffold is erected.

2b – Scaffold contractors are instructed to strike a scaffold on completion of works Post Inspection. Contractors have two weeks in which to strike, if they fail to meet the set deadline date they are charged by Mears for any compliance checks that Mears scaffold inspectors carry out. To date the duration from instructed to strike has been achieved by all contractors and there has not been a requirement to charge for any compliance checks.

3. Estate Development Budget - fencing

The meeting discussed the response from Mears, which stated EDB work sometimes has to be deprioritised so that 'boundary' fencing work (with health & safety or vulnerability issues) can be done.

Barbara reported on a discussion she had had, where she was told that there is a separate budget and a separate team responsible for 'boundary work'.

Action: III

It was agreed to raise this at the Area Panel, and clarification be requested on whether 'Boundary' fencing work is done by the same team as EDB fencing work, or by a different team.

Response from Delia Hills, Mears Resident Liaison Manager, Tel: 01273 574354

To clarify, there is a separate health and safety fencing budget, however the same Mears operatives that undertake EDB fencing carry out the boundary health and safety work.

4. Review of Resident Involvement Officers

Residents stated that they had previously been told there would be a review of Resident Involvement Officers. The response in the Blue pages states that this will be a review of the whole Resident Involvement structure and that it will be carried out by the Resident Involvement Team.

It was felt that the review cannot be independent if it is carried out by the officers themselves.

Action: II (2 stars) *It was agreed to raise this at the Area Panel, and to ask for an update on the proposed review.*

Response from Hilary Edgar, Housing Services Operations Manager, Tel: 01273 293250

All aspects of Resident Involvement in Housing are being reviewed. This includes council led groups (Area Panels, Service Improvement Groups), resident led groups (Tenant and Resident Associations), communications, the Resource Centre, Estates Development Budget and community rooms. The specific objectives within this review are to:

- Assess how effective the current Resident Involvement framework is.
- Find out what the impact of this work is, what the benefits are and how it links to service improvements.
- Whether resident involvement work is cost effective.
- Make recommendations, based on the above, that support positive outcomes for residents, service improvements and are good value for money.

To ensure there is consistency across the review each part is following a similar approach – assessing what the current process is, finding out what residents think about it, analysing its cost and effectiveness and whether improvements can be made. In all of this, the Resident Involvement Team's role will also be reviewed.

Tracy John, Head of Housing, is leading a series of themed meetings with the Involvement & Empowerment Service Improvement Group throughout the length of this project. This group will have sight of, and comment upon, the different strands of work and be involved in making recommendations to the Area Panels and the Housing & New Homes Committee based on the outcome of the review.

Other resident groups will be involved in those parts of the review that fall within their area of expertise e.g. the Estates Development Budget (EDB) Panel will be involved in a review of EDB, the Business & Value for Money Service Improvement Group will be involved in reviewing issues within that theme. Officers will also be encouraged to get the views of 'noninvolved' residents when carrying out this work.

An early piece of work in this project was a survey about resident involvement. This was included in the Spring edition of Homing In and was sent to all residents for whom we have an email address. We received 618 responses to the email surveys and one from the Homing In route.

It is hoped that the wide scope of this project, the range of opportunities for residents to get involved will lead to a thorough and fair review of Resident Involvement.

5. Pricing policy

The meeting felt that there is still a general problem with Mears' charges being very high. Three examples were given: replacement of a greenhouse in East Central Moulsecoomb area; removal of a silver birch tree in Broadfields; the water feature filter at Laburnum Grove.

The meeting felt that this could be resolved through resident involvement in the preparation of the specification for work and the pricing for each job. It was also felt that this would ensure that the specifications for EDB work fully match the proposals originally put together by Associations.

It was also suggested that the EDB bidding process would be more effective if the specifications and quotes were put together before the meeting

Associations receive details of all the bids in advance so they can discuss them. This would need to be at least one week before the EDB meeting, but 2 weeks would be ideal.

Action: III

It was agreed to raise this at the Area Panel with a view to discussing the following proposal for all EDB bids.

That representatives of Residents Associations should:

- a. be involved in the preparation of specifications for EDB work to ensure that officers fully understand the nature of the work requested;*
- b. be invited to view the quotes for work, so they can query and/or clarify any instances where they feel the quote is too high or too low;*
- c. receive a full list of EDB bids for their area at least one week (but ideally 2 weeks) before the EDB meeting.*

Response from Keith Dadswell, Responsive & EDB Project Manager, Tel: 01273 574382

Upon submitting a main bid a series of checks are undertaken prior to Mears involvement these include Property & Investment's programmed and capital works checks. Mears receive the approved bids and using the information provided, site visits and meetings with tenants associations (TAs) compile a costing to undertake proposed works. The level of information provided by the TAs to support main bids is improving year on year and Mears encourages TAs to be involved in the specifications, designs of any potential main bids.

The majority of EDB work carried out is in accordance with contract schedule of rates, any specialist works will be specified and sent to Mears' subcontractors for quotation as per contract requirements. The costs are then presented at the EDB Area Panels. It would be possible for the TAs to be aware of the applied costs prior to Area Panel however Mears would require the bids to be received sooner to allow for any changes or to obtain alternative costs if the TA is in disagreement.

In response to item c) Resident Associations should receive a full list of EDB bids for their area at least one week (but ideally 2 weeks) before the EDB meeting.

6. Washing machines

The previous contract for provision of laundries expired 6 months ago, and there is still no clear information about what the council plans to do next.

Residents previously raised concerns about the proposed switch from a standard charge included with the rent to a card payment system. However, there doesn't seem to be any clear resolution to this.

Residents are also not clear about what the process is for starting a new contract, although it is understood that a final decision has been made by officers.

Action: III

It was agreed to raise this at the Area Panel and to ask the following questions:

- a) How much has the consultation on this matter cost?*
- b) Has a final decision been made about the future of the laundry service, or are there still ongoing discussions?*
- c) If a decision has been made, what is it?*
- d) If a decision hasn't yet been made, what options are being considered?*

Response from Robert Nayan, Project Manager, Tel: 01273 293021

a) There has been no direct financial cost incurred during this consultation besides officer time and administration.

b) The future of this service is that the council will continue to provide laundry facilities in blocks which have such facilities. This was communicated to residents and at the Senior Housing Action Group (SHAG) during the recent consultation.

The procurement for the new contract is underway and we anticipate an appointment of a new service provider by the end of December 2016 and to start the new contract on 1 April 2017.

c) The decision has been made by the council that the amount for the laundry service for senior housing residents is to remain within the tenant's service charge. General needs laundries have different systems in place.

We are returning to the SHAG meeting on the 13th July 2016 to present the decision reached by the Housing Leadership Team. We remain committed to this agreement.

7. Future of Homing In

There was concern that the paper version of Homing In might be withdrawn in favour of an online publication, and that this would exclude residents who do not have computers.

Action: III

It was agreed to raise this at the Area Panel and to ask if any guarantee can be given that this is not being actively considered.

Response from Diane Hughes, Performance & Improvement Manager, Tel: 01273 293841

The Central Area Panel representatives have previously raised concerns about Homing In and a three star response was included in the report packs for Area Panels held in November and December 2015.

Further to this response the Homing In Editorial Board are now carrying out the review alongside council officers. Without prejudging the outcome of such a review we know that some residents may not have access to the internet or computers and we are not currently considering withdrawing a paper copy for all residents. However in order to achieve value for money it is important that we look for opportunities to increase our online readership and we will be investigating ways to achieve this.

8. Sub-contractor overcharging

The meeting discussed the money that Mears had been overcharged by a sub-contractor. The figures of £500,000 and £300,000 were given.

It is Mears' responsibility to ensure this money is repaid to the council and recent reports state that only £140,000 has been repaid to date.

It was also reported that the council auditors are now going to scrutinise other aspects of the Mears contract.

Action: III

It was agreed to raise this at the Area Panel and details be requested on how much of the overcharged money has been paid back, and what action is being taken to recover the full amount.

Response from Glyn Huelin, Business & Performance Manager, Tel: 01273 293306

In May 2015 the council's in-house contract compliance team discovered overpayments were being made to one sub-contractor working on responsive repairs. Since then housing staff have been working proactively with Mears and the council's internal auditors to put the service back on track.

The council has taken steps to recover the overpayments owed to the council and improve the controls and inspection regime with our contractor and their sub-contractors. The council has received a total repayment of £513,113 related to the overcharge. This is made up of a sum of £274,866 for repairs post April 2014 and a sum £238,247 relating to the repairs undertaken by this subcontractor before April 2014.

Mears provide a comprehensive responsive repairs, planned maintenance and major works service for council homes across the city under a 10-year contract. Around 20% of the annual contract is responsive repairs and approximately 4% of the annual cost relates to sub-contracted responsive repairs. The overcharging was isolated to a single sub-contractor working on a small proportion of responsive repairs.

The sub-contractor involved with the overpayments no longer works with Mears and the council is now working with Mears to strengthen processes and procedures to prevent any reoccurrence.

This includes reducing the amount of sub-contracted work (currently around 30% of responsive repairs contracted work) and having a new quality assurance manager within the Mears Team.

The Housing & New Homes Committee reviewed this in January 2016 and has requested a bi-annual report to members of the committee to make sure that the contract is operating effectively.

An update report will also be shared with Area Panels.

A follow-up audit will also be carried out in this financial year.

9. Wheelie bins and rubbish

Residents in East Central and North Moulsecoomb areas are leaving their wheelie bins out from week to week, which leads to lots of unhygienic waste being scattered over the street.

This is despite guidelines stating that bins should only be put out on the street when they are due to be collected and should be put back on the resident's property when they have been emptied.

Carol, from East Central Moulsecoomb, has contacted CityClean and the Neighbourhood Officer about this problem, but no action is being taken.

Peter said he has also contacted the Traffic Management Team as wheelie bins are also obstructing other people's use of the pavement.

Action: II (*It was agreed to raise this at the Area Panel and details be requested about what action is being taken when residents leave their wheelie bins on the street.*

This request and question is in regards to your City Clean service and not for Housing Services. Your enquiry should be directed to:

Cityclean, Brighton & Hove City Council
Hollingdean Depot, Upper Hollingdean Road, Brighton, BN1 7GA
After receiving your letter they aim to respond within 5 working days

The contact centre: (01273) 292929
Mondays, Tuesdays, Thursdays and Fridays: 9am - 5pm
Wednesdays: 10am - 5pm
Saturdays, Sundays and Bank Holidays: closed

cityclean@brighton-hove.gov.uk.

You will receive an automatic response to confirm we they receive your email.
They then aim to respond to you within ten working days

In December 2015 Area Panel pages, it was requested that in the future, associations who have queries about litter bins should get in touch with City Clean directly using the contact details at the end of those Blue Pages or the online reporting form.

10. Houses in Multiple Occupation (HMOs)

There seems to be an increase in the number of HMOs in the Moulsecoomb area but official data provided to resident's states that only 10% of properties are HMOs.

It was thought that this might be because the data only includes HMOs listed under the new licensing scheme, and not those that have existed for longer.

Action: II *It was agreed to raise this at the Area Panel and request full details of the HMOs in the area, including those that existed before the new licensing scheme came into effect.*

This request is in regards to Private Sector Housing Service and not for Council Housing Services. Your enquiry should be directed to:

Private Sector Housing
Room 217, Ground Floor, Hove Town Hall, Hove, BN3 4AH

Email address: psh@brighton-hove.gov.uk

Phone: (01273) 293156

11. Fumes from boiler outlets

The resident of 125 Staplefield Drive is being affected by the fumes from her neighbour's boiler outlet pipe. She has reported this to Mears, but they just say the neighbour has to report it. She has spoken to several other officers, but no action has been taken.

Action: II *It was agreed to raise this at the Area Panel.*

Response from Kevin Wilson, Gas Contracts & Compliance Manager, Tel: 01273 294649

Our gas contractor K&T heating have attended and assessed the boiler flues at both properties. Both flue positions conform to current gas safety regulations however due to possible nuisance of water vapour from the boiler flue at 125 Staplefield Drive Brighton & Hove City Council have approved works to have the flue extended to a satisfactory termination point.

12. Boiler service contract

The Resident of 71b Newick Road recently had their boiler serviced. They had problems with the pressure dropping and asked the operative to check the radiators, but they were told this wasn't part of the service.

They then noticed that there was a small leak on one of their radiators that may be causing the problem. Another plumber came out to fix it, who said that the radiators should have been checked as part of the service and that the pressure on the boiler had not been reset.

Action: II *It was agreed to raise this at the Area Panel with a request for a list of tasks that should be included in a boiler service.*

Response from Kevin Wilson, Gas Contracts & Compliance Manager, Tel: 01273 294649

Items that should be checked as part of an annual gas safety check would be:

- 1) Performance/ safety of landlord's appliances including flue analysis of combustion products
- 2) Pressure of system
- 3) Condition/ operation of radiators and other system components
- 4) Checking settings of controls suit the needs of the customer
- 5) Verbal communication with customers to identify difficulties experienced with the gas installation
- 6) Initial/ final soundness test to confirm integrity of pipework
- 7) Inspection of any flue with void/ roof spaces
- 8) Testing of 'hardwired' smoke/ CO alarms
- 9) Visual inspection /safety check of tenants own appliances (cookers, gas fires)

13. Window replacements on Bates Estate

Window replacements are scheduled for Bates Estate for 2017. However, work on the old Selsfield Drive Housing Office site is due to start in October 2016, and residents will be adversely affected by the noise and dust.

The Residents Association made a request on 31st March for the properties that will be most affected (1 24 and 25–36 Selsfield Drive) to have their window replacements brought forward.

No response has been received so far.

Action: II *It was agreed to raise this at the Area Panel to ask if this proposal is being considered.*

Response from Scott Lunn, General Building Manager, Property & Investment 01273 290282

Bates estate windows phase 1 is in the provisional planned window replacement programme for 2019-20 at present, but may be moved if budget /circumstances change. The estate would probably take at least 3 - 4 years funding to complete all blocks. Therefore it would be difficult to justify undertaking window replacement to one individual block at this time although we are committed to ongoing repairs where necessary.

The contractors working on the site at Selsfield Drive will be part of the 'considerate contractor scheme and under CDM2015 regulations will be required to consider any potential risks to local residents. The Regeneration Team will also conduct community engagement to allow local residents to voice any concerns.

14. Front Door at Dudeney Lodge

The entrance door at Dudeney Lodge is not a security door and does not shut properly, particularly when it is windy. This makes residents feel very insecure.

The Residents Association has asked for a new door and has been told that they will have to wait 14 years.

Action: II *It was agreed to raise this at the Area Panel to ask if the matter can be reconsidered.*

Response from Jamie Smith, Electrical Engineer, Tel: 01273 293350

The door that is currently installed is 'Multisteel' which is already a security door. Multisteel are an accredited Secured by Design member. Secured by Design works with the industry and test homes to create high level security standards, responding to trends in crime, and has given input on a number of key standards. The principles of the scheme have been proven to reduce the risk of crime and the fear of crime. Multisteel doors also comply with the current Building Regulation Approved Document Q security element.

In addition to the Secured by Design New Homes standard, the following points are considered necessary and must be included within the Senior Housing and blocks with vulnerable and elderly tenants.

Main Communal Entrance Door

- Door sets should comply with section 7 in the new homes document. Section 7 states "front & rear doors with a robust locking system that should always be engaged when you leave the house".
- Access control with visual or audio verification ideally linked to each individual unit.
- Electronic door locking release by withdrawal or magnetic release Secured by Design
- Automatic door closer
- The internal lobby access door locking release to be part of the master suited system with a door closer

Both Nettleton and Dudeney Court comply with these guidelines.

We have also looked at the repairs history and it appears that the existing doors were installed under an EDB Bid December 2010 to January 2011. Multisteel doors have a twenty year warranty and as these have only been installed for 6 years, there is still 14 years remaining on the warranty.

Current policy when replacing main entrance doors to high rise (or sometimes medium rise) blocks are to install secure by design Multisteel units. This was passed through Housing Committees on the 4 March 2015 which discussed increasing security at

blocks of flats. So if the Multisteel door was to be replaced it would be replaced with another Multisteel door.

As the door still has 14 years left on the warranty and BHCC would only be replace the existing Multisteel door for a Multisteel door, the position to not replace remains the same.

The closing of the door is not an issue with the door directly. It is attributed to the location of the door, the automatic door opener operation which catches the door in adverse weather (wind) which is affecting it.

I visited the site on 23 February 2016 when there were high winds. On Inspection, the doors at Dudeney closed every time, and the doors at Nettleton closed 6 times out of 7. The door was approximately an inch from securing on the maglocks, which I was able to manually pull closed to secure. In order ensure the door at Nettleton is closing every time a job was raised for the closer strength to be adjusted to help reduce the risk of it not closing fully, mechanically.

The automatic door openers can be adjusted on close and open rate, however, can be difficult to set for every type of wind/ weather condition. If it is adjusted to close on a windy day it could result in the door closing too aggressively on a calm day, which could create further complaints of a noisy slamming door which closes too quickly.

15. Health and Safety regulations in Seniors Housing

Residents in Seniors Housing have been asked to remove pots, paths and tools on the grounds of Health and Safety. The meeting felt that this was making it very hard for people trying to run gardening projects that involve the residents.

Action: II *It was agreed to raise this at the Area Panel to ask what is being done to ensure there is a fair balance between making sure garden spaces are safe, and giving residents the opportunity to be involved and creative in their gardens.*

Response from Peter Huntbach, Older Persons Housing Manager TI: 01273 293248

We recently discussed gardening with our tenant representatives at the last Seniors Housing Action Group (SHAG). We share the same aim of having safely managed communal gardens where residents can enjoy gardening. We really value our tenant gardeners. Seniors housing have helped with purchasing garden tools across the city to support their good work.

This said, we are aware of tensions that can arise over health and safety management. We agreed with SHAG representatives to hold an awareness session on health and safety as a way of fostering better ways of working between officers and representatives. Our corporate Health and Safety Team are working with our Seniors Housing Team and are planning to hold this awareness session in July. We hope that this will help us get the fair balance that is requested.

1. Roof repair at Highden, Westmount and Crownhill

A repair to roof doors at HWC took 2 years to complete, and there were a number of problems about the way these repairs were handled.

Action: *III for all Blue Pages and discussion at Area Panel.*

Response from Delia Hills, Mears Ltd Complaints & Resident Liaison Team, Tel: 01273 574354

Please accept our apologies for our failure to stop water ingress through the roof doors in 2014. Our records show in April 2014 our sub-contractor attended to fit a new door and frame leading to the roof from the tank room. However, two years later in January 2016 our operative attended to a report of a fault and he reported that rain was again coming through the double door on the roof and repairs were completed on the 17th February 2016. Please be advised that the sub-contractor who attended in 2014 is no longer employed by Mears.

Mears have recently mobilised a direct roofing labour force and a roofing supervisor, this has resulted in greater control over available resources and a quicker turnaround on roofing repairs. In addition Mears have invested in alternative working at height access equipment enabling early diagnosis and an increase in first time fixes on roofing works whilst eliminating the need for many scaffolds.

An increase in direct trade operatives has enabled Mears to reduce their reliance on sub-contractors. Remaining subcontractors work streams are closely monitored and all contractors partake in a monthly review meeting where all operational key elements are discussed (performance, Health and Safety, quality etc).

2. Communication with leaseholders

Communication between the Council and leaseholders about major work, which will incur expense for leaseholders, is poor and needs improving.

Action: *III for all Blue Pages and discussion at Area Panel.*

**Response from Perrin Horne, Customer Services Manager Property & Investment
Tel: 01273 294641**

For residents who have bought leases on our council homes there is a responsibility to contribute to any improvements and repairs, carried out by the council, subject to the terms of their lease. The council believes the works carried out to council homes are necessary to maintain and improve the stock. We are acting on our professional structural, surveying and legal advice in complying with our obligations as a landlord to provide accommodation that meets specific decency standards and the terms of our leases in keeping the buildings in repair.

Consultation with leaseholders is a statutory requirement and we are obliged to adhere to the tight deadlines and requirements made in law in consultation with leaseholders. The Property & Investment Team can confirm that we have always maintained a high standard of consultation with leaseholders and continue to make improvements to how we communicate.

During the consultation we now offer one to one appointments with individual leaseholders to discuss the works, the costs associated and where requested, to discuss payment options. We also hold and arrange regular meetings while works are progressing to discuss any issues arising from the work. Alongside this, leaseholders and tenants receive monthly updates via newsletters.

Finally, we have put in place a range of flexible payment options for resident leaseholders who have difficulty in paying for high cost works.

3. Resident Inspectors

The Resident Inspectors have asked for permission to inspect major repair work on all properties. At the moment they are only allowed to inspect empty properties.

Action: *III for all Blue Pages and discussion at Area Panel.*

Response from Glyn Huelin, Partnering Business Manager Property & Investment, Tel: 01273 293306

The council has been working with the Home Service Improvement Group who led the resident inspectors' project over recent years to develop their role and opportunities for residents to provide feedback on the work of Mears and the Property & Investment Team.

The resident inspectors have recently been visiting tenants and resident associations across the city to discuss their role, get feedback on the Mears service and ask for further ideas for the Resident Inspectors to look into. The group are also working on looking at major work to senior housing conversions (studio to one bed flats) and will be carrying out a site visit in the coming weeks.

In past years the Resident Inspectors (previously called Resident Assessors) had focussed on empty property inspections. Since the revitalisation of the project, new terms of reference and name change, it has been open for discussion what areas of the Partnership could be inspected. There are suggestions being made as to what else the group might do and this is being prioritised by the Resident Inspectors to make the best use of the resident's and officer's time.

If residents are interested in getting involved in the resident inspectors programme they are welcome to attend the meetings and can contact Hannah Barker, Resident Involvement Officer 01273 296639. The dates of the Resident Inspector meetings are also online in the Resident Involvement calendar, <http://www.brighton-hove.gov.uk/content/housing/council-housing/resident-involvement-meeting-diary>

Three star items from the West Tenant Only meeting held on 12/05/16

2. Scaffolding

There was concern that scaffolding is still being left up for long periods of time. This issue has been raised before, and assurances given that scaffolding would be taken down immediately work is finished, but this is not happening (there have been recent cases in both Downland Court and Knoll).

Some specific issues were raised:

- a) Who is paying? Are contractors charging the Council for the unnecessary time that scaffolding is up after a job is completed?*
- b) When scaffolding is up the house contents insurance of affected properties is often invalid. You are only informed that you need to check this if you are in the flat where work is taking place. This means flats affected by scaffolding (e.g. a ground floor flat when work is happening on the flat above) may not realise they have no insurance.*
- c) If work undertaken by the Council invalidates an individual's insurance, who is responsible for any losses they might incur as a result?*
- d) If you have house contents insurance with the Council, is your insurance still invalid while scaffolding is up?*

Action: *III for all Blue Pages and discussion at Area Panel.*

Response from Keith Dadswell, Mears Responsive & EDB Project Manager, Tel: 01273 574382

Mears have been working very hard in Partnership with the council to tackle issues with scaffolding raised by residents.

I have attended the Home Group and discussed the new process which monitors and tracks all scaffold and the length of time it is in place.

- a) The council are charged in accordance with contract rates and set framework agreements with contractors for the supply and erection of scaffold. This is a one off charge to the council and does not change or alter due to the length of time it is in place.
- b) Mears are committed to inform all residents before scaffold is erected. The only exception is in an emergency situation. Included in the notices is the following advice on contents insurance..... "Please inform your contents insurance provider that scaffolding is now being erected around the block. Claims may prove invalid if this declaration is not made".

With Major Works and Planned Works all affected residents receive this communication, however, with responsive repair works as you correctly state some residents that need to inform their contents insurers do not currently receive this information. Therefore, the

Responsive Repairs Manager Keith Dadswell will change the current communications process so that all relevant parties are informed.

c) Under the terms of the tenancy agreement, a tenant is responsible for their household insurance. It is therefore the tenants responsibility to contact (whoever their insurers are) to let them know that scaffold is in place. It may not be valid whilst scaffold is in place if you do not inform them.

d) Contents insurance will not be invalidated unless you do not let the insurers know there is scaffold in place.

3. Scaffolding and disabled access

A lack of consultation when scaffolding was erected in Clarendon & Ellen has caused problems with access for people with disabilities. This is not acceptable, and in future there must be proper consultation before any major works are done to ensure that the requirements of people with disabilities are covered.

Action: *III for all Blue Pages and discussion at Area Panel.*

Response from Allen Shaw, Mears Project Manager, Tel: 01273 321376

We apologise if residents feel they have not been properly consulted on the erection of scaffolding. We do endeavour to consult with residents on all aspects of the project through our pre-commencement meeting. Beyond that, we communicate through regular newsletters and coffee mornings, however we recognise that these were interrupted for a time whilst further leasehold consultation was undertaken. We apologise if the cessation of the newsletters and coffee mornings has contributed to this issue in anyway.

On the 21st June, Paul Harrison (site manager) and Rob Daley (project co-ordinator) walked the site; however they could not find any areas where scaffolding is causing an obstruction for wheelchairs or persons with limited mobility. So, please can contact the team (contact details given below) and let the team know the access issues you are experiencing and they will try to resolve for you as soon as possible.

- Site Office - 01273 321376 (Message facility available)
- Sandra Cooke - 07872-672041 (Resident Liaison Officer).

4. Damp

When properties have severe damp problems a few bricks are taken out of the wall as part of the repairs process. Properties in Knoll have been left like this for up to 14 months, causing problems for the residents as rain and drafts come into the house. If residents don't constantly chase up the repair, it just gets left.

It was asked why these repairs are not being dealt with more swiftly and if there was a quicker and less disruptive way of resolving the problem.

Action: *III for all Blue Pages and discussion at Area Panel.*

Response from Mears Danny Reddin, Mears Project Manager, Tel: 01273 574354

We are very sorry to hear that bricks have removed and are yet to be replaced in the Knoll area of the city. Danny Reddin, Mears Project Manager, has confirmed that following the unprecedented rainfall levels in the winter of 2013/14, we removed bricks from properties in the Knoll area in order to inspect the condition of the cavity wall insulation. Danny was unaware that some bricks have yet to be replaced and has therefore requested the addresses of these properties so that he can personally arrange for this to be rectified immediately. Please call the Mears Damp Team on 0800-052-6140 with the addresses affected.

5. Estate inspections

A number of points were raised about Estate Inspections:

- *It is different in different areas, but some Associations are not kept informed of when estate inspections are happening and are not given the opportunity to get involved.*
- *After an estate inspection, Resident Association representatives are given a report on what needs doing and what action is going to be taken. However, there is then no follow-up or communication with the Association to say when jobs have been done, or to inform them of any problems. Communication needs to improve – it is very frustrating for residents if they have put effort into resolving a problem and then nothing seems to happen.*
- *Following an estate inspection in Knoll, letters were sent to residents whose gardens are full of rubbish and really neglected. This has not led to any improvement to the gardens. What happens next? Will the Council continue to pursue this?*

Action: *Ill for all Blue Pages and discussion at Area Panel.*

Response from Robert Keelan, Neighbourhood Housing Manager, Tel: 01273 293261

a) Estate Inspections dates are set in a two year period and have recently been set for the timescale of April 2016 to 2018. Estate inspection booklets are set out in wards and are all available in the council's internet pages by typing "estate inspections" into the search box which takes you to the page below.

<https://www.brighton-hove.gov.uk/content/housing/council-housing/estate-inspections>

Please note a few ward booklets are showing inspection dates to the end of 2017 and this is being updated at time of writing to take us up to April 2018. I appreciate that not everyone has access to the internet so if you would like the estate inspection booklet for your area printed and sent to you then please call 01273 293030 and the Customer Service Team will send one out to you.

b) Estate inspections happen six monthly so I strongly encourage tenants not to wait for an inspection to report an issue. Whereas estate inspections look for items that are broken or in need of repair, they are also for Neighbourhood Officers to spend time on estate and ideally talking with tenants and councillors about issues that need attention or improvement on the estate.

The point is heard about communication so my initial proposal is rather than one estate inspection being displayed, that we display the last two so that at least we can see progress between estate inspections.

The remit of the Neighbourhood Officer is a very large one and estate inspections are a relatively small part of their role. Each Neighbourhood Officer manages approximately 1000 properties so it is difficult to tailor communication to what each group or residents want. I would encourage any Residents' Associations to invite their Neighbourhood

Officer and Team Leader to a residents meeting and this can then be established locally.

We have also brought in an “I’ve been reported sticker” to attach to broken items which is removed when the repair is carried out. This should remove any confusion as to whether an item has been reported or not.

C) The state of gardens is a real concern for us and it’s a condition of the tenancy agreement that tenants sign, to keep their gardens in good repair. There is always a story behind a messy garden and some people have good reasons for not being able to manage their gardens and others less so.

The council is refreshing its recharge policy so that we can more readily recharge tenants if we have to go in and clear it. We do have a gardening scheme for some vulnerable residents but this is very limited and consistently over-subscribed.

We have run projects in other areas of the city where Neighbourhood Officers have run gardening campaigns and found time to do lots of door knocking and been hands-on in helping tenants clear areas. We would like to repeat these as resources allow.

It should be noted that many gardens in what looks like council properties are often privately owned properties that it is difficult for the Neighbourhood Officer to deal with.

6a) Role of EDB panel

The EDB panel's original remit was to agree Quick Bids. There was concern that this panel is now making policy about how the EDB overall is run, without decisions going through the Area Panels.

Why has this decision making power been taken away from Area Panels? What is the formal role of the EDB panel, and who agrees this?

6b) £750 limit on Quick bids

It was noted that 'rolling' bids are not allowed for EDB Quick Bids. Clarendon & Ellen requested posts to stop cars parking, which came to more than £750. They wanted to apply for two lots of Quick Bids, but were told to go to the main EDB budget for this instead. This would mean a long delay, as main bids are only put in once a year.

It was noted that more money going to one Association would mean less going to others, and that Quick Bids are specifically designed to be for smaller jobs. However, it was felt that there could be more flexibility about this and it should be open to discussion.

6c) Officers' role in making EDB bids

There was agreement that EDB bids should come from Residents Associations, not individuals or Housing Officers. There is a collective process undertaken by the Resident Associations, involving local consultation, discussion and agreement about what bids to make. This is undermined if the process can be side-stepped and the money available for Residents Associations bids reduced.

6d) What can the EDB be spent on?

The original idea was that EDB money was for improvements, but increasingly it is spent on work that the Council should be doing anyway. Why is this happening and who agrees the guidelines for EDB spending?

6e) Getting EDB work done quickly

After long delays and many problems with EDB work, tenants were assured that jobs would be completed within the year, but work is still taking longer than this. This is frustrating and demoralising for residents, and detracts from the overall benefit that comes from the EDB.

Why is this still happening, and what can be done to improve the situation?

6f) Conflict of interest between tenants and leaseholders

It was noted that there can be a conflict of interest between tenants and leaseholders over the Estate Development Budget. If work is not essential and leaseholders will incur costs, they are unlikely to agree it. This causes friction between members of the Residents' Association, and can have repercussions for the overall smooth running of the Residents' Association.

It was agreed that this is a difficult issue, and needed more discussion about how the EDB was organised, and if there was a way of preventing this conflict within Resident Associations. It was agreed to ask that when EDB bids are put in, the Association is clearly informed about the implications of their bids for leaseholders.

Action: *III for all Blue Pages and discussion at Area Panel*

Response from Becky Purnell, Resident Involvement Manager, Tel: 01273 293022

6a) As discussed at the May EDB Panel the Panel can only make recommendations and do not make decisions on policy. The Terms of Reference of the Panel were recirculated to clarify this, one of the purposes of the Panel in, *“to review the processes for the Estate Development Budget and make recommendations for improvements”*. The Panel is currently working on the EDB review and will be contacting the Tenant and Resident Associations (TRAs) to get their views. A report will be going to the Involvement & Empowerment Service Improvement Group in September, before going to the November / December Area Panels.

6b) The EDB Panel have always been really clear about the agreed process, one bid up to the value of £750 should be a quick bid, proposals that cost more than this must be a main bid. Clarification regarding rolling bids is part of the EDB review.

6c) EDB bids are not submitted by officers or individuals and ensuring there has been proper consultation is an important part of the checking process undertaken by the Resident Involvement Team. Some seniors housing schemes have no TRA, however bids are put forward at coffee mornings. There is wide support that areas without an association are entitled to EDB. There have been some bids from these areas. Often these areas are blocks that are particularly run down. The Resident Involvement Officer lets people know there will be survey/ s / and sometimes meeting/s and once there is evidence that the majority of people agree to a bid the form is submitted. Consultation about EDB is part of the review.

Response from Glyn Huelin, Business & Performance Manager, Property & Investment, Tel: 01273 293306

6d) Guidelines for EDB spending are agreed by Area Panels. This is currently being reviewed as part of the Resident Involvement review. The 2015/16 EDB guidance is:

“An Estate Development Budget (EDB) bid can be placed by resident associations or groups of tenants that have an idea for a community project that results in one of the following:

- an improvement to a council housing owned building or community facility
- an improvement to council housing owned land or local environment

- an improvement that benefits the community and the quality of life of tenants

6e) The EDB Panel of residents reviews progress against the work programme with council officers and staff from Mears on a monthly basis. In recent years the number of outstanding jobs has significantly reduced. Having said this some bids do take too long to complete and the Panel will work to improve the speed of completing jobs.

6f) Some bids will have implications for leaseholders, in particular when they relate to work to common ways in blocks. The EDB guidance includes a short paragraph on leaseholders which provides some helpful information for residents preparing bids:

“Do leaseholders have to contribute towards the cost of work?”

The cost of Estate Development Budget work is passed on to leaseholders in their service charge in the same way as any other work. However:

- leaseholders contribute only to costs incurred at their building
- leaseholders will only incur costs if their lease allows for the charge
- the law says that the costs must be reasonably incurred

This means that works to keep the building in repair such as flooring, painting or improvements like exterior lighting are normally passed on, but works to improve community facilities or the local environment are not. For more information contact the Leasehold Team on 01273 293074, as they can give general advice on leaseholder charges before a bid is placed.”

