

MINUTES OF MEETING OF THE HOUSING SERVICES SUB-COMMITTEE HELD ON TUESDAY 10 MARCH 2020 AT 5.30 P.M. IN THE TEMPORARY OFFICES OF CLYDEBANK H.A., 63 KILBOWIE ROAD, CLYDEBANK.

ACTION

**Present:**

<b>Ms D. Smith</b>	<b>Elected Member (Chairperson)</b>
<b>Mr J. Calderwood</b>	<b>Elected Member</b>
<b>Mrs K. Tennant</b>	<b>Elected Member</b>
<b>Cllr M. McNair</b>	<b>Co-Opted Member</b>
<b>Ms. L. Breeze</b>	<b>Casual Vacancy</b>

**Quorum required: 4 members (excluding co-opted)**  
**Quorum achieved: Yes**

**In Attendance:**

<b>Mr J. Farrell</b>	<b>Head of Housing Services</b>
<b>Ms A. Macfarlane</b>	<b>Housing Services Manager</b>

**1. Apologies**

Apologies were received from Mr J. O'Donnell.

**2. Chairperson's Remarks**

There were no remarks from the Chairperson.

**3. Business carried over from last meeting**

There was no business carried forward.

**4. Correspondence**

There was no correspondence.

**5. Declaration of interest**

There were no declarations of interest made.

**6. Gas Policy**

The Housing Services Manager advised the Sub-Committee that a review of the policy, which was approved in January 2020, was required to take account of updates received from EVH/ACS. The changes were pointed out to the Sub-Committee who unanimously approved the revised policy.

**7. Void Policy & Lettable Standard**

The Housing Services Manager advised the Sub-Committee that the policy was being updated to take account of current guidance and in particular it now includes reference to the relevant Charter outcomes. The Housing Services Manager also advised that the Lettable Standard, appended to the policy, had been updated to reflect and expand on current practices.

Following discussion on the revisions, the policy was unanimously approved by the Sub-Committee.

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**8. Major & Cyclical Repairs Update**

The Housing Services Manager ran through the major repairs report and the following was noted/agreed:

- Bathrooms (Linnvale) – the contract is now complete, final numbers to be confirmed and satisfaction surveys to be issued to tenants.
- Rewiring – tenders have been received and evaluated by our consultants, NBM. Further clarification has been sought on the pricing structure submitted by the lowest tenderer.
- Smoke/heat alarms & carbon monoxide detectors (lots 1 & 2) – an email poll was carried out of Committee members to request approval to include the additional costs of installing the Gateway Smartlink systems to both lots. The decision to approve these costs/installations was ratified by the Sub-Committee.
- All other updates within the report were noted by the Sub-Committee.

The Housing Services Manager ran through the cyclical repairs report and the following was noted/agreed:

- Water pumps & tanks – recommendation to submit a call-off through Scottish Procurement Alliance framework for water systems testing (legionella) approved by the Sub-Committee. Further recommendation to award pump maintenance to current contractor, GOC Engineering, at annual cost of c£2,500 approved by the Sub-Committee.
- Gas maintenance & servicing – recommendation to submit a call off through Scotland Excel framework. Current contractor, City Technical Services, is on framework and if pricing percentage increase is value for money/in line with budget to appoint them through framework. This was approved by the Sub-Committee.
- Testing of dry risers – recommendation of a direct award to GOC Engineering for the year 2020/21 at an annual cost of c£6,000. This was approved by the Sub-Committee.
- Testing of fall arrest & fire systems – recommendation of a direct award to Spie Scotshield for the year 2020/21 at an annual cost of c£3,500. This was approved by the Sub-Committee.
- Communal ventilation fans maintenance – recommendation of a direct award to The Ventilation Expert for the year 2020/21 at an annual cost of c£5,000. This was approved by the Sub-Committee.
- Unvented hot water cylinders services – recommendation to include in gas maintenance contract at an annual cost of c£4,000. This was approved by the Sub-Committee.
- Servicing of bi-fold doors at Cart Street – recommendation of a direct award to McInnes Construction for the year 2020/21 at an annual cost of c£6,500. This was approved by the Sub-Committee.
- Open space maintenance contract – contract being advertised on Public Contracts Scotland but unlikely to be in place for 1 April 2020. Recommendation to extend current contract with Averton until procurement process completed. The Sub-Committee agreed an



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<u>ACTION</u>	
JF	<p>outlining how these health and safety matters will be addressed be presented for discussion at the next HSSC meeting.</p> <p>The remainder of the report was noted, with no further questions asked.</p> <p><b>14. 2019/20 Quarter 3 Universal Credit Report</b> The Head of Housing Services ran over the report issued prior to the meeting, with the following points noted or raised:</p> <ul style="list-style-type: none"> <li>• Analysis of next quarter’s figures will indicate whether the increase in Universal Credit arrears in quarter 3 was a one off event or whether this is a new trend. Arrears actions will also be outlined in the end of year arrears management report which will be presented at the next HSSC meeting.</li> </ul> <p>No further questions were asked or points raised.</p>
AM	<p><b>15. West Dunbartonshire Council Allocations Nomination Agreement</b> The Head of Housing Services ran over the revised agreement issued prior to the meeting. No points were raised or noted and the agreement was unanimously agreed.</p> <p><b>16. Training session – Major &amp; Cyclical Repairs Report</b> A short training session was held on the above, with the following agreed:</p> <ul style="list-style-type: none"> <li>• HSSC members should challenge any information that they do not feel has a satisfactory explanation.</li> <li>• Particular attention should be paid to timescales and ensuring that valid reasons for delays etc. are documented and accurate.</li> <li>• To assist, the format of the reports will be changed to include columns for: <ul style="list-style-type: none"> <li>○ Start date</li> <li>○ Target completion date</li> <li>○ Whether within or outwith target</li> <li>○ Information on Impact on tenants if outwith target</li> </ul> </li> </ul> <p>The above should allow clearer information and reduce the text currently in the comments box. Going forward, the text in the narrative box will only include information on any delay reasons etc.</p> <p>This training subject will be revisited at the next meeting to go over the improvements.</p> <p><b>17. Date and Time of Next Meeting</b> It was agreed at the request of the Sub-Committee that, if possible, a 5.30pm or 6pm start for future meetings be scheduled, so long as this suited all members.</p>

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ACTION

The next meeting is scheduled for 21 April 2020 with a 5.30pm start.

Meeting closed

APPROVED .....

PROPOSED .....

SECONDED .....

**JF/AM 11/03/2020**