

# Public Document Pack



<b>COMMITTEE:</b>	<b>MID SUFFOLK CABINET</b>
<b>DATE:</b>	<b>TUESDAY, 9 APRIL 2024 9.30 AM</b>
<b>VENUE:</b>	<b>KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH</b>

Cllr Teresa Davis	Cabinet Member for Thriving Towns & Rural Communities
Cllr Rachel Eburne	Cabinet Member for Finance & Resources
Cllr Andrew Mellen	Cabinet Member for Performance & Resilience
Cllr Andrew Stringer	Cabinet Member for Heritage, Planning & Infrastructure
Cllr Tim Weller	Cabinet Member for Environment, Culture and Wellbeing
Cllr Richard Winch	Cabinet Member for Housing and Property

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## AGENDA

### PART 1

#### MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

- 1 **APOLOGIES FOR ABSENCE**
- 2 **MCa/23/50 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 MARCH 2024** 5 - 16
- 3 **DECLARATION OF INTERESTS BY COUNCILLORS**
- 4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**
- 5 **QUESTIONS BY COUNCILLORS**
- 6 **MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**

7 **FORTHCOMING DECISIONS LIST**

Please note the most up to date version can be found via the website:

[Forthcoming Decisions List - Mid Suffolk District Council](#)

8 **MCa/23/51 JOB MANAGEMENT IT SYSTEM FOR BUILDING SERVICES** 17 - 20

Cabinet Member for Housing and Property

9 **EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10 **MCa/23/51 - CONFIDENTIAL APPENDIX A - JOB AND COMPLIANCE IT SOLUTION** 21 - 26

**Date and Time of next meeting**

Please note that the next meeting is scheduled for Tuesday, 7 May 2024 at 9.30 am.

**Webcasting/ Live Streaming**

The Webcast of the meeting will be available to view on the Councils Youtube page: [https://www.youtube.com/channel/UCSWf\\_0D13zmegAf5Qv\\_aZSg](https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg)

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### **Introduction to Public Meetings**

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# Agenda Item 2

## MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 4 March 2024

### PRESENT:

Councillors:	Teresa Davis	Rachel Eburne
	Andrew Mellen	Andrew Stringer
	Tim Weller	Richard Winch

### In attendance:

Councillor (s): Ketih Scarff

Officers:

- Chief Executive (AC)
- Interim Monitoring Officer (JR)
- Director - Corporate Services
- Director – Planning and Building Control (TB)
- Director - Operations & Climate Change (ME)
- Head of Strategic Policy (JH)
- Climate Change Manager (SW)
- Infrastructure Officer (JM)
- Professional Lead - Key Sites and Infrastructure (CT)
- Assistant Manager - Governance (HH)

### Apologies:

None

### 89 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interests made by Councillors.

### 90 MCA/23/44 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2024

#### It was RESOLVED:

**That the minutes of the meeting held on the 7 February 2024 be approved and signed as a correct record.**

### 91 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME

None received.

### 92 QUESTIONS BY COUNCILLORS

None received.

### **93 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**

There were no matters referred from the Overview and Scrutiny or the Joint Audit and Standards Committees.

### **94 FORTHCOMING DECISIONS LIST**

94.1 In response to Councillor Mellen's query regarding the Officer Decision for 11 April 2024, the Director for Housing clarified that Bailey Garner was a consultant company who would be supporting the Social Housing Decarbonisation Fund Project.

94.2 There were no further comments made for the Forthcoming Decisions List.

### **95 MCA/23/45 FINANCIAL MONITORING QUARTER 3 2023/24**

95.1 The Chair, Councillor Mellen, invited the Cabinet Member for Finance and Resource to introduce the report.

95.2 Councillor Eburne introduced the report and drew Members' attention to the tabled papers and the amended recommendations 3.1 to 3.3 in the tabled papers.

95.3 Councillor Eburne proposed the recommendations in the table papers which was seconded by Councillor Winch.

95.4 Councillor Winch referred to the General Fund Capital and that there was £440K allocated for the Empty Homes Grant and £340K allocated for the affordable housing and asked what the intention were for these unallocated sums of money.

95.5 The Director for Housing would respond to this question outside of the meeting.

95.6 Councillor Winch had compared the total income for the latest figures HRA in the report compared with the figures that was presented at Council and queried the variation between income and costs in the two reports.

95.7 The Cabinet Member for Finance and Resource responded that this was partly due to the new properties noted in the budget which were slightly different from what was expected. The Finance Business Partner – HRA Revenue, detailed that the forecast in the council budget was taken from the business plan which had accounted for some of the temporary accommodation properties differently in the cost of services and not under the income. That would be altered for next year's budget so the figures

would be in aligned with the business plan.

- 95.8 In response to questions from other Members attending the meeting regarding the changes to the Disabled Facilities Grant. The Director for Housing would make sure that the correct date be included in the minutes. [This item will be presented to Cabinet on the 7<sup>th</sup> May 2024 – Forthcoming Decisions List reference number *Cab 475 Housing Assistance Policy under the Regulatory Reform Order*]
- 95.9 During the debate Councillor Eburne stated that there was good cost management in the report and that the administration would monitor the cost closely.

By a unanimous vote

**It was RESOLVED: -**

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the projected surplus on the General Fund of £2.36m referred to in section 4.2 and Appendix A of the report be noted;**
- 1.2 That, subject to any further budget variations that arise during the rest of the financial year, the projected overspend on the Housing Revenue Account of £3.364m and the under spend on the capital programme of £23.248m referred to in section 4.3 and Appendix B of the report be noted;**
- 1.3 That, the Council's compliance with the Prudential Indicators during quarter two referred to in section 4.4 and Appendix C of the report be noted.**

#### **REASON FOR DECISION**

To ensure that Members are kept informed of the financial position for both General Fund Revenue and Capital, Housing Revenue Account and Capital and the Prudential Indicators.

#### **Alternative Options Considered and Rejected:**

The recommended option is set out in the Recommendations. There are no other available options.

**Any Declarations of Interests Declared: None**

**Any Dispensation Granted: None**

#### **96 MCA/23/46 UPDATE ON THE REGULATOR OF SOCIAL HOUSING REFERRAL AND OUR CURRENT COMPLIANCE POSITION**

- 96.1 The Chair, Councillor Mellen, invited the Cabinet Member for Housing and Property to introduce the report.

- 96.2 Councillor Winch provided an introduction in the report:
- 96.3 Awaab's Law was introduced after the tragic death of a two-year-old due to prolonged exposure to mould in his home. The Law focused on hazards that poses a significant risk to the health or safety of the actual resident of the dwelling and that a hazard did not have to be at category 1 in order to be in scope of Awaab's Law.
- 96.4 Following the current consultation, if the registered provider was made aware of a potential hazard in a social home, they must investigate within 14 days and if a hazard was found, the landlord must undertake emergency repairs must be undertaken within 24 hours and additional repairs with seven days.
- 96.5 Councillor Winch stated that the Council did not currently have the full overview of potential hazards being investigated and how many investigated hazards were more than 14 days old.
- 96.6 In response to comments from other Members attending the meeting regarding that some tenants could not afford to heat their homes to avoid damp and mould the Director for Housing detailed how the Housing team took a holistic approach and worked with tenants and the Residents Panel to resolve the issues.
- 96.7 Councillor Eburne stated that work was being conducted into supporting residents in need and bringing together all the issues to support residents and tenants who needed support the most.
- 96.8 During the debate Councillor Weller stated that ward councillors were at times dealing with tenants who suffered from that damp and mould in their properties and that this could lead to tenants suffering health issues. Councillor Weller thanked Councillor Winch for being proactive and put measures in place to identify the issues.
- 96.9 Councillor Eburne supported this statement but recognised that there were still work to be done for damp and mould. But Councillor Eburne was please that work was being undertaken and thanked Councillor Winch.

By a unanimous vote

**It was RESOLVED: -**

**That Members noted the report.**

#### **REASON FOR DECISION**

To ensure that members and senior leaders of the councils have oversight of the journey with the Regulator back to a position where we are compliant.

**Alternative Options Considered and Rejected:** None



**Any Declarations of Interests Declared:** None

**Any Dispensation Granted:** None

**97 MCA/23/47 MSDC Q3 PERFORMANCE REPORT**

- 97.1 Councillor Mellen, as the Cabinet Member for Performance and Resilience introduced the report and summarised the performance for quarter three including that this was the last performance based on the previous corporate plan and the going forward performance reporting would reflect the changes made under this administration.
- 97.2 In response to Councillor Winch's question relating to the format and timing of the report, the Head of Strategic Policy responded that the layout and timing of the report were under consideration.
- 97.3 Councillor Davis was concerned for the number of residents, who were not digitally active and asked if the programme put in place to support these residents could be made more inclusive. Councillor Davis also questioned the Key Performance Indicators (KPI) and asked that jargon and acronyms were avoided in the report.
- 97.4 Councillor Mellen responded that Cabinet Members would be involved in suggesting KPIs and how performance would be reported going forward.
- 97.5 The Director of Corporate Services detailed the work undertaken in relation to digital inclusion for residents was in conjunction with libraries, the Housing team and Suffolk County Council.
- 97.6 In response to questions from other Members attending the meeting regarding contaminated waste and staff absences, the Cabinet Member for Environment, Culture and Wellbeing responded that this was being addressed by providing more information to residents. The Cabinet Member for Performance and Resilience responded that the number of days taken for sickness has increased slightly from a previously low number.
- 97.7 The Chief Executive Officer advised that the number of days taken for sickness usually increased slightly in the winter quarter, however the number was still very low in comparison to other authorities.
- 97.8 During the debate Councillor Eburne stated that Cabinet would be clear on how to report performance, including adding a financial dimension and picking up on the green performance areas too. The report would change to be more meaningful and continue to develop.

**The Performance Report 2023-24 – Quarter 3 was noted.**

**98 MCA/23/48 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME MARCH 2024**

- 98.1 The Chair invited the Cabinet Member for Heritage, Planning and Infrastructure to introduce the report.
- 98.2 Councillor Stringer provide an introduction and proposed the recommendations as detailed in the report.
- 98.3 Councillor Davis seconded the recommendations.
- 98.4 During the debate Councillor Winch stated that the report was clear and proved that the CIL programme was working well.
- 98.5 Councillor Stringer stated that early advice was helping on the CIL applications and that was working well was a testimony to the Officer working on the CIL programme.

By unanimous vote

**It was RESOLVED: -**

- 1.1 That the CIL Expenditure Programme (March 2024) and accompanying Technical assessments of the following CIL Bids (forming Appendices, A and B) be approved (including decisions on these CIL Bids for Cabinet to make and to note - delegated decisions only) as follows:-**

**Decisions for Cabinet to approve: - Ringfenced Infrastructure Funds (Walsham Le Willows)**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the infrastructure</b>	<b>Cabinet Decision</b>
M23-21 WALSHAM LE WILLOWS Solar Panels	Amount of CIL Bid £21,337.68  Total cost of the project £28,450.24 (includes VAT)  Total of other funding £4,612.56 Walsham Le Willows Memorial Hall £1,000.00 SCC Councillor Locality Grant £1,500.00	<b>Recommendation to Cabinet to approve CIL Bid M23-21 for £21,337.68 from the Ringfenced Infrastructure Fund</b>

	MSDC Councillor Locality Grant	
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**Decisions for Cabinet to make: - Local Infrastructure Fund**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the infrastructure</b>	<b>Cabinet Decision</b>
M23-25  CROWFIELD  Crowfield Village Hall – Multi Use Sports Area	Amount of CIL Bid  £27,282.15  Total costs of the project  £50,006.55  Other funding sources are:  Parish Council Contribution from Neighbourhood CIL: £3,262.70  S106 funding: £19,461.70	<b>Recommendation to Cabinet to approve CIL Bid M23-25 for £27,282.15 from the Local Infrastructure Fund</b>
M23-30  THORNHAM  Thornham Walks Pioneering Paths	Amount of CIL Bid  £100,000.00  Total cost of the project  £141,146.70 (includes VAT)  Other funding sources are:  £20,146.70 Friends of Thornham Walks  £20,000.00 MSDC Community Development Grant	<b>Recommendation to Cabinet to approve CIL Bid M23-30 for £100,000.00 from the Local Infrastructure Fund</b>

	£1,000.00 Tesco Bags of Help	
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**Decisions for Cabinet to note: - Ringfenced Infrastructure Fund**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the infrastructure</b>	<b>Cabinet Decision</b>
M23-12  STRADBROKE  Swimming Pool Changing Places Toilet	Amount of CIL Bid  £9,990.00  Total costs of the project  £61,381.00  Other funding  Changing Places Fund DHLUC £51,391.00	<b>Recommendation for Cabinet to note the delegated decision for CIL Bid M23-12 for £9,990.00 from the Ringfenced Infrastructure Fund</b>
M23-22  BADWELL ASH Playground Project Stage 2	Amount of CIL Bid  £8,502.40  Total costs of the project  £35,943.50  Other funding  Badwell Ash Parish Council £23,835.15  S106 contribution £3,605.95	<b>Recommendation for Cabinet to note the delegated decision for CIL Bid M23-22 for £8,502.40 from the Ringfenced Infrastructure Fund</b>
M23-31  STRADBROKE  Health bid for energy efficiency project (project to cover additional costs for Solar panels)	£7,684.00  Total costs of the project  £24,100.00  Other funding  £12,312.00	<b>Recommendation for Cabinet to note the delegated decision for CIL Bid M23-31 for £7,684.00</b>

	Previously approved CIL bid  £4,104.00 Stradbroke Parish Council (this funding was included in the original bid)	from the Ringfenced Infrastructure Fund
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**1.2 Cabinet noted and endorsed this CIL Expenditure Programme which included the position in respect of approved CIL Bids from Rounds 1 to 12 inclusive (Appendix A Section B) together with details of emerging infrastructure/CIL Bids (Appendix A Section C).**

### **REASON FOR DECISION**

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11<sup>th</sup> April 2016. The CIL Expenditure Framework was originally adopted in April 2018 and reviewed with amendments adopted by both Councils in March 2019, April 2020, March 2021, July 2022 (Mid Suffolk), October 2022 (Babergh) and in March 2023. The CIL Expenditure Framework requires the production of a CIL Expenditure Programme for each District and contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

### **Alternative Options Considered and Rejected:**

There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on the 5<sup>th</sup> and 8<sup>th</sup> of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members adopted the original Framework documents set out in paragraph 1.1 above by Council decision in April 2018. These were subsequently reviewed and adopted by both Councils on:-

- First Review - March 2019
- Second Review – April 2020
- Third Review – March 2021
- Fourth Review – 21<sup>st</sup> July 2022 (Mid Suffolk) and 6<sup>th</sup> October 2022 (Babergh)
- Fifth Review - March 2023

- Sixth Review – Occurred in Winter 2023; likely to be presented to both Councils for adoption in March 2024

**Any Declarations of Interests Declared:** None

**Any Dispensation Granted:** None

## **99 MCA/23/49 REFRESHED CARBON REDUCTION MANAGEMENT PLAN**

99.1 The Chair invited the Cabinet Member for Environment, Culture and Wellbeing to introduce the report.

99.2 Councillor Weller provided an introduction and amended recommendation 3.2 to:

*3.2 That the Director of Operation and Climate Change in consultation with the Portfolio Holder for Environment, would develop a funding package to deliver on the priority actions for 24/25.*

99.3 Councillor Stringer seconded recommendation 3.1 and the amended recommendation 3.2.

99.4 Councillor Davis asked for confirmation that the granular section of the action plan would be progressed, as there were some sections that had not been assigned any information.

99.5 Councillor Weller responded that it was an evolving action plan and that the gaps would be filled, as the action were progressed and developed.

99.6 Other Members attending the meeting praised the way the plan had been brought together and that all political parties had been involved in developing the document.

99.7 During the debate Councillor Winch stated that the change of the scope of the report had opened up the debate within the Council and the wider community. Councillor Winch added that it should be clearer that the recommendations were for sheltered accommodation and leisure centres but that there was work to be undertaken for the wider community too.

99.8 Councillor Eburne was pleased to see the variety of initiatives and engagement with the wider community and that all parties had been involved to improve the engagement with the community. Councillor Eburne wanted to make sure that progress was made on the actions and the work undertaken.

99.9 Councillor Mellen stated that climate change was the defining challenge of our time and that it would seem to be a challenge for both society and for the Council. The Council could address its own carbon emissions, but there was larger task to influence the wider society and the Council would try to enable them to make the changes and adjustments to reduce carbon emissions and make the planet more habitable in the long term.

By a unanimous vote

**It was RESOLVED: -**

- 1.1 That the contents of the refreshed Carbon Reduction Management Plan and accompanying narrative at Appendix A & B to the report be approved.
- 1.2 That the Director of Operation and Climate Change in consultation with the Portfolio Holder for Environment, would develop a funding package to deliver on the priority actions for 24/25.

**REASON FOR DECISION**

To ensure that members and senior leaders of the councils have oversight of the journey with the Regulator back to a position where we are compliant.

**Alternative Options Considered and Rejected:** None

**Any Declarations of Interests Declared:** None

**Any Dispensation Granted:** None

The business of the meeting was concluded at 10:38am.

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Chair (& date)

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# Agenda Item 8

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> <b>MCa/23/51</b>
<b>FROM:</b> Cllr Richard Winch - Cabinet Member for Housing & Property	<b>DATE OF MEETING:</b> 09.04.2024
<b>OFFICER:</b> Deborah Fenton – Director of Housing	<b>KEY DECISION REF NO:</b> CAB472

This report is open for public inspection. However, Appendix A referred to within the report is not open for public inspection as it contains exempt information by virtue of which the Council are likely to exclude the public during the discussion of the agenda item to which the report relates.

The description of the exempt information under Schedule 12A of the Local Government Act 1972 (as amended) is as follows: -

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*The author(s) confirm(s) that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.*

### **JOB MANAGEMENT IT SYSTEM FOR BUILDING SERVICES**

#### **1. PURPOSE OF REPORT**

- 1.1 To seek approval for the purchase of the Totalmobile Connect job management IT system, to support transformation initiatives and other strategic objectives within the Building Services department (Housing Directorate)

#### **2. OPTIONS CONSIDERED**

- 2.1 A detailed study undertaken in Building Services determined that current IT system in place were not fit for purpose and did not have the right capability to support overall service management and continuous improvement.
- 2.2 Building services set out several key objectives which placed heavy emphasis on customer satisfaction, enabling appointment booking at first point of contact, ensuring that customer commitments are fulfilled, increasing first time fix rates and reducing the need for secondary customer contact to chase repairs. These were reflected in a detailed specification of requirement which formed part of an Invitation to Tender (ITT process)
- 2.3 3 suitable suppliers were evaluated in detail (ROCC, Totalmobile and Propeller) through a comprehensive supplier evaluation process. Two further suppliers declined to bid due to maximum budget restrictions and ability to meet our functional requirements.

<b>3.</b>	<b>RECOMMENDATIONS</b>
3.1	That Cabinet approves the appointment of Totalmobile Limited to supply and implement its comprehensive job management system, to help BMSDC implement its transformation / strategic objectives within Building Services. The decision is sought subject to satisfactory agreement of terms with Totalmobile.
	<b>REASON FOR DECISION</b>
	Key Decision required due to the financial value of the contract.

**4. KEY INFORMATION**

- 4.1 Key information is provided in appendix 1 of this report. This includes key objectives, detailed on the evaluation process undertaken, final evaluation scores, advantages of chosen supplier and product, commercial summary, next steps and risks.
- 4.2 Due to the level of investment required to ensure the success of this project, we will be ensuring that as part of the project development, we will be defining and tracking the benefits throughout the project as well as any potential financial savings.

**5. LINKS TO OUR PLAN FOR MID SUFFOLK**

- 5.1 This tool will help us with “Providing high quality council services that are easy to access when needed and that can be relied on” as detailed in the approach to delivering the Mid Suffolk Plan.

**6. FINANCIAL IMPLICATIONS**

<b>Capital Expenditure</b>	<b>Total</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Annual subscription	£53,352	£17,784	£17,784	£17,784
Implementation Consultancy (Total Mobile)	£34,631	£34,631	N/A	N/A
Project Manager and Business Analyst Costs	£84,500	£84,500	N/A	N/A
<b>Totals</b>	<b>£172,483</b>	<b>£136,915</b>	<b>£17,784</b>	<b>£17,784</b>

- 6.1 These costs are budgeted for as part of our HRA capital spend. There will also be associated costs for internal staff resources required for the implementation of the project which will also be capitalised.

**7. LEGAL IMPLICATIONS**

- 7.1 The supplier will draft a comprehensive agreement based on a 3-year contractual commitment. The agreement will reflect contract principles and conditions that have been agreed as part of the tendering process, which include service levels and

various performance measures. BMSDCs shared legal service will be reviewing the agreement.

7.2 The system will also help us to be compliant with the Safety and Quality consumer standard and the new requirements set out in Awaab's Law, enabling us more effective reporting for repairs, HHSRS issues, planned improvements and voids.

## 8. RISK MANAGEMENT

8.1 All risks and mitigation actions associated with the implementation will be captured early on by the project manager and reported to the project board through the project RAID log. There were also some initial risks identified as part of the project scoping exercise which you can see below along with some mitigations.

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Failure to enter agreement with supplier	1	4	Contract principles agreed and accepted during ITT process	Project Risk Register 001
Failure of BMSDC to commit adequate resources to project and beyond	2	3	Interim Project Manager and Business Analyst being recruited to support delivery of the project.	Project Risk Register 002
Failure to achieve integration with other solutions	2	2	The new system can be run standalone if necessary. Due to integration costs, we will be looking at other in-house options for data transfer between the systems.	Project Risk Register 003
Failure to influence / change working practices	2	3	Ensure that there is an effective and comprehensive communications plan for key stakeholders.	Project Risk Register 004

*\*Name of risk register where risk is currently documented and being actively managed and it's reference number*

## 9. CONSULTATIONS

9.1 The decision to look to procure this system has come from the Building Services Transformation Board.

9.2 Key stakeholders were involved in the procurement exercise.

**10. EQUALITY ANALYSIS**

10.1 Equality Impact Assessment (EIA) not required.

**11. ENVIRONMENTAL IMPLICATIONS**

11.1 This new dynamic scheduling system, if used properly, will enable us to make savings on operative distance travelled as it will be continually looking to allocate operative resources based on skill and location, so this will positively impact our environment.

**12. APPENDICES**

Title	Location
(a) Job and Compliance Management IT Solution Paper	Attached (Confidential)

**13. BACKGROUND DOCUMENTS**

13.1 None

**14. REPORT AUTHORS**

14.1 David White – Housing Transformation Manager

14.2 Deborah Fenton – Director of Housing

# Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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