

**11<sup>th</sup> September 2018**

**Community, Health and Housing Committee**

**Progress Update on Housing Asset Management,  
Investment Programme and Compliance**

**Report of:** *Angela Abbott, Interim Head of Housing*

**Wards Affected:** *All*

**This report is:** *Public*

**1. Executive Summary**

1.1 In accordance with the shared service agreement Basildon Borough Council has undertaken a comprehensive asset review including the import of Brentwood Borough Council's asset data into the Basildon Borough Council Keystone Asset Management system. This has provided a central asset register for stock condition information, the development of an asbestos register, centralised compliance data and use as investment planning tool.

1.2 This report provides an update to the Committee on the work proposed and currently being undertaken in accordance with the new arrangements.

**2. Recommendation**

**2.1 To note the contents of the report.**

**3. Introduction and Background**

3.1 The Keystone Asset Management System (AMS) is used by both Brentwood and Basildon Borough Councils. The AMS has much functionality with regard to asset register, compliance, programmed works, energy and related documentation. Modules within Keystone allow automation of routine tasks, reporting and analysis of data at various levels.

3.2 This functionality was not being utilised by Brentwood Borough Council to its full capabilities and not all modules were kept updated. The system required an owner or "System Administrator" to manage and maintain accurate records and data integrity.

3.3 A new stock condition survey has been undertaken recently to 100% of Brentwood Council's housing stock. This has provided an opportunity for investment planning and planned preventative maintenance programmes. The data is currently being validated and discrepancies reviewed by desktop analysis or resurvey.

3.4 In accordance with the shared services arrangement in regard to the management data Basildon Borough Council are required to:

- Provide a "Systems Administrator" for Brentwood asset data
- Move the Brentwood stock survey data to the Basildon Keystone environment
- Provide a comprehensive asset review to ensure the asset list is up to date and maintained
- Validation of stock survey data – based on desktop review
- Update survey configuration to align with the Basildon model
- Identify key components for programmed works
- Review location and extent of compliance related information available and identify gaps
- Set up compliance information into Keystone
- Provide exception reporting on the data
- Provide business planning reports and short-term programmes
- Provide information for budgeting purposes and identify key areas of spend
- Provide 30-year cost model for business planning

3.5 In order to fulfil these requirements, the system is now fully administrated by the Basildon Keystone and ICT teams. Access to the system is provided to Brentwood users via Citrix Remote Access in a standard set-up.

### **3.6 2018/19 Capital Programme**

Following analysis of survey and compliance data, the following works will be undertaken over the current and next financial years.

Block Refurbishments to:

- Chichester House (Sheltered) – 5 storey
- Drake House – 10 storey
- Mayflower House – 6 storey
- Gibraltar House – 14 storey

- Masefield Court – 14 storey
- 3.7 Works will be comprehensive and although not all blocks will require the same work it is intended to bring them all up to the same standard.
- 3.8 Block refurbishments will include:
- communal entrances and screening
  - compartmentation
  - signage
  - communal lighting
  - any works arising from survey and inspection of mechanical & electrical elements
- 3.9 Works to individual flats in the blocks will include:
- fire doors
  - electrical testing and upgrades
  - heating
  - kitchens and bathrooms
- 3.10 Other ad-hoc works is also planned with works to improve drainage and the sewerage system in Snakes Hill a key item.

### **3.11 Compliance**

In order to benchmark compliance activity and provide an action plan for activity, Basildon Borough Council has worked with external consultants to undertake a comprehensive gap analysis with regard to compliance data.

- 3.12 The gap analysis has been undertaken on all seven major areas of compliance activity: asbestos, gas safety, fire safety, electrical safety, legionella and lifts. These areas have been RAG rated and an action plan put into place.
- 3.13 A general overview of the situation is that record keeping has been ad-hoc with a lack of overall management. Contractors have historically been relied upon to undertake functions and adhere to legislative requirements without input from Brentwood. Particular concern was with asbestos surveying and the asbestos register; however, this is being resolved by using the Keystone asbestos module and employing an asbestos surveying company.
- 3.14 The Fire Safety Policy was approved on 3 July 2018 through the Community, Health and Housing Committee and this provides staff a

framework with which to operate and have a consistent approach to apply procedures to high risk areas. This was a key priority following the gap analysis and formulation of the policy demonstrates the approach that will be applied on other areas of activity.

- 3.15 A monthly report is produced and distributed to senior housing managers outlining key activities and areas of concern. A co-ordination meeting is also held to monitor progress on the compliance action plan.

### **3.16 New Housing Repairs Contract**

Brentwood Borough Council is currently procuring a new strategic asset management contract that will cover all responsive, cyclical and planned works to Council owned housing. This contract is due to go live on 19 June 2019.

### **3.17 New Team Structure**

In accordance with the shared service agreement, the asset management function, including the management of repairs and maintenance services are currently being delivered by Basildon Borough Council. In regard to the management of the repairs and maintenance service, a dedicated delivery team is currently being recruited to, who will be supported by Basildon Borough Council's Asset Strategy team.

## **4. Issue, Options and Analysis of Options**

- 4.1 N/A

## **5. Reasons for Recommendation**

- 5.1 The report highlights progress on Asset Management, Capital Programme and Compliance in Housing. Councillors are invited to comment on the report contents.

## **6. Consultation**

- 6.1 N/A

## **7. References to Corporate Plan**

- 7.1 To ensure provision of efficient and effective services – much of the work being undertaken will ensure that the Council works to best practice and enhance the service offered with optimum resources.

- 7.2 The shared service with Basildon Borough Council demonstrates Housings commitment to transformation through use of alternative methods of delivery. The service level agreement in place between the two Borough's is key to delivery of the Housing Property Services and brings in key skills to the department.

## 8. Implications

**Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer**  
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- 8.1 Housing revenue Account is currently working with a Budget of £3,115,000 for Decent Homes within the Capital programme. It is expected that some of this will slip into future years to carry out the refurbishments stated in the report. The housing repairs and maintenance contract is currently in progress and so no financials can be disclosed at this point in time.

### **Legal Implications**

**Name & Title: Assaf Chaudry, Governance Solicitor – Deputy Monitoring Officer**  
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- 8.2 The report provides an update to the Committee on the shared service arrangement for the Asset Management system provided by Basildon Borough Council consequently there are no legal implications arising from this report.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None

## 9 Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

## 10 Appendices to this report

None

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