

City Chambers
DUNDEE
DD1 3BY

6th May, 2024

Dear Colleague

NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE

I refer to the agenda of business issued in relation to the MEETING of the **NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE** to be held remotely on Monday, 13th May, 2024 and now enclose the undernoted item of business which should be read as a replacement for the report previously issued.

Yours faithfully

GREGORY COLGAN

Chief Executive

**4 REINFORCED AERATED AUTOCLAVED CONCRETE (RAAC) IN HOMES IN DUNDEE -
Page 1**

(Report No 129-2024 by the Executive Director of Neighbourhood Services and Executive Director of City Development, copy attached).

ITEM No ...4.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE – 13 MAY 2024

REPORT ON: REINFORCED AERATED AUTOCLAVED CONCRETE (RAAC) IN HOMES
IN DUNDEE

REPORT BY: EXECUTIVE DIRECTORS OF NEIGHBOURHOOD SERVICES AND CITY
DEVELOPMENT

REPORT NO: 129-2024

1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide information to Committee on the existence of reinforced aerated autoclaved concrete (RAAC) in Council and Ex-Council housing in Dundee, and the implications of this for the Council.

2. RECOMMENDATIONS

2.1 It is recommended that Committee note the contents of the report and approve the proposed actions of officers to continue dealing with the issues raised as detailed in Section 7.

3. FINANCIAL IMPLICATIONS

3.1 The financial implications arising from this report are:

- a the cost of an ongoing inspection regime is estimated to be £70,000 per annum;
- b tender reports for works arising from RAAC remediation will be presented at future Committees, the costs of which are not yet known; and
- c these costs will be met from the Housing Revenue Account.

4. BACKGROUND

4.1 Following inspection by the City Engineer it has been determined that RAAC is present in a total of 81 blocks of flats and 293 cottages across Dundee. Of these, 2 blocks of flats and 121 cottages are privately owned. The Council are preparing communications for these owners regarding what next steps they should take.

4.2 The remaining 79 blocks of flats are council tenanted or are mixed tenure, and 172 cottages are council tenanted. Within the 79 blocks of flats 354 flats are council tenanted (12 flats are currently void) and 218 flats are privately owned. Where a council property, located on the top floor of a block of flats, or a cottage is empty or becomes empty, it will be held as void until any necessary works are complete. The Council are preparing communications for these tenants and owners regarding what next steps the Council will take.

4.3 Generally, the RAAC in tenanted and mixed-tenure properties has been confirmed to be in a satisfactory condition and therefore any intervention can be planned to coincide with capital programmes to avoid disruption, other than some short-term improvements based on current RAAC guidance from the Institution of Structural Engineers. The exceptions to this are 4 properties where City Development are working to produce designs for works to the affected roofs, with the intention of bringing the projects to site once successful communications have concluded.

4.4 Engagement at a national level is ongoing with Dundee City Council officer representation on the Scottish Government's RAAC Cross-Sector Working Group (Housing Sub-group).

4.5 There are 5 developments in the City where RAAC has been confirmed to be present. The Council and mixed tenure property locations involved are listed at Appendix 1.

5. COSTS OF MANAGEMENT AND REMEDIATION

5.1 The cost associated with management and remediation requires to be fully clarified with residents of affected properties. RAAC is not an inherently defective material (unlike some non-traditional housing types), it is susceptible to a shortened lifespan which can be exacerbated by poor installation, poor detailing, lack of maintenance, or water ingress.

5.2 In fully tenanted properties, any costs will be borne by the Housing Revenue Account. In mixed tenure blocks, the Council will recharge owners for their share of the costs.

5.3 In fully owned properties, owners will have to meet their financial obligations themselves and any works will have to be completed over a timescale agreed upon with advice from a Structural Engineer.

5.4 Current guidance from the Institution of Structural Engineers is that RAAC roofs should be inspected periodically for signs of deterioration. Based on existing condition, the majority inspections will be annual, with the City Engineer identifying 6 individual properties across the estate which are recommended for 6-monthly inspection due to early signs of damage.

The cost of this ongoing inspection regime is estimated to be circa £70k annually.

6. LEGAL ADVICE

6.1 RAAC is not considered an inherently defective material, the Council has no liability towards those owners who purchased their council properties under the 'Right to Buy' scheme, or any subsequent owners.

6.2 The Tenements (Scotland) Act 2004 provides a legal basis for the Council to inspect and organise 'maintenance' such as may be required by the presence of RAAC.

7. PROPOSED APPROACH

7.1 The Housing Service has brought together a multi-disciplinary working group to agree a technical approach to tackling all aspects of RAAC in existing housing and communications around the matter.

7.2 The working group has taken cognisance of what is considered best practice demonstrated by other Local Authorities including Aberdeen City and West Lothian Councils and has prepared communications strategies for both tenants and owner occupiers which include:

- Letters to tenants of cottages and owners and tenants of mixed tenure blocks from the Housing Service detailing what steps are being taken and where further information can be sourced. Issue of these letters has been arranged.
- Letters to owners of cottages and owners in fully owned blocks will come from Building Standards detailing what steps they should take, where further information can be sourced and what owners' obligations are. As above, issue of these letters has been arranged.

- Appendix 2 shows an example of information which will be displayed on the Council website with a 'frequently asked questions' type page, accessed from the homepage and the Housing landing page.
- The same information will also be displayed on the OneDundee information carousel for colleagues who are currently tenants or owners of former Council properties. As above, this information will be released to coincide with the issue of letters to tenants and owners.

7.3 The Housing Asset Management Unit is liaising with City Development to ensure that the four properties requiring urgent works are designed, procured, and tendered ensuring minimal delays:

- In two of the four properties, where partial roof replacement is required, tender documents have been prepared and tenders will be invited once communication with occupiers has commenced. It is anticipated the tender process will take 12 weeks to appointment of a contractor.
- In the remaining two of the four properties, the extent of the deterioration is being assessed by technical colleagues to inform preparation of tender documents.

7.4 The RAAC working group will write a procedure for any proposed works to a Housing asset with a RAAC roof which will include next steps for a RAAC roof that shows signs of deterioration prior to any planned maintenance works. There will be a requirement for engineering oversight for any non-routine repairs.

7.5 The Housing Asset Management Unit, in conjunction with the RAAC working group will formulate a programme for the remainder of the properties to be dealt with per best advice in conjunction with capital retrofit projects.

8. POLICY IMPLICATIONS

8.1 This report has been subject to the pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9. CONSULTATIONS

9.1 The Council Leadership Team and the Dundee Federation of Tenants Associations were consulted in the preparation of this report.

10. BACKGROUND PAPERS

10.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Robin Presswood
Executive Director of City Development

25 April 2024

Developments In The City Where RAAC Has Been Confirmed To Be Present

- **Craigie Drive** - Flats: Craigiebarn Road, Gardyne Place, Brington Place, Southampton Place, Belsize Road, Craigie Drive, Margaret Crescent.
- **Craigiebank Circle** - Flats: Carlochie Place, Greendykes Road
- **Kirk Street** - Flats: Atholl Street, Yeaman's Lane, Kirk Street
- **Menziesshill** - Flats: Cart Place, Cottages: Cart Place, Charleston Drive, Dickson Avenue, Orrin Place
- **Whitfield** - Flats: Murrayfield Terrace, Cottages: Whitfield Gardens, Whitfield Avenue, Cottages: Murrayfield Gardens, Cottages: Whitfield Avenue, Whitfield Rise, Whitfield Terrace

RAAC QUESTIONS AND ANSWERS

- **What is RAAC?**

Reinforced autoclaved aerated concrete (RAAC) is a lightweight material that was used in the construction of buildings including some houses from the 1950s to the 1990s. It was mainly used in flat roofing, but also on some occasions in floors and walls. It was quicker to produce, easier to install, and cheaper than standard concrete, but has now been found to be less sturdy than traditional materials.

- **What has the council done about RAAC?**

When problems with ageing Reinforced Autoclaved Aeriated Concrete (RAAC) were first reported nationally in 2023, Dundee City Council began a detailed investigation. A number of stages were completed as part of the process including initial research into the age and building style of the city's housing stock, expert structural inspection and development of an intervention strategy to remediate the affected properties should the RAAC show evidence of decline.

- **What did the inspections find?**

Hundreds of inspections were carried out across the city and RAAC was found in 81 blocks of flats and 293 cottages in council wards including East End, North East and Lochee. Of these, 79 blocks of flats have council tenants or are mixed tenure, and 172 cottages have council tenants. Within the 79 blocks, 354 flats are rented by council tenants and 218 are privately owned. The remaining two blocks of flats and 121 cottages are privately owned and are therefore the sole responsibility of the owners. Many of the buildings inspected do not present an immediate safety issue and as a result they will be subject to further regular detailed inspections to monitor their condition.

- **What do I do if my home was one of those that has RAAC?**

We are sending out letters to owners, tenants in cottages or fully tenanted blocks of flats and tenants and owners in mixed-tenure blocks of flats to update you on the situation and in the small number of cases where it is required work to design, procure and tender repairs is on-going.

- **Who is going to pay if my home needs repairs or RAAC replaced?**

This depends on whether you are a council tenant, live in a block where there are council tenants or you are an owner occupier. In fully tenanted properties, the costs will be met by the council, while in mixed tenure blocks, the council will be entitled to recharge owners for their share of the costs. At more than 200 properties in private ownership or where there are no council tenants in a block, the council has no ongoing maintenance responsibilities and no liability towards owners who bought their former council properties under the 'Right to Buy' scheme, or any subsequent owners.

- **How much will it cost?**

These costs have yet to be determined.

- **What happens next?**

Where work is required that is being procured and will be carried out as soon as possible, but most of the buildings inspected do not present an immediate safety issue and as a result they will be subject to further regular detailed inspections to monitor their condition.

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City Chambers
DUNDEE
DD1 3BY

3rd May, 2024

Dear Colleague

NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE

You are requested to attend a MEETING of the **NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE** to be held remotely on Monday, 13th May, 2024, to follow the meeting of the Children, Families and Communities Committee called for 5.00pm.

The meeting will be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link www.dundee.gov.uk/live

Yours faithfully

GREGORY COLGAN

Chief Executive

AGENDA OF BUSINESS

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

2 HOUSING REPAIRS AND RELET RECOVERY PLAN - Page 1

(Report No 139-2024 by the Executive Director of Neighbourhood Services, copy attached).

3 SOURCING STRATEGY FOR THE PROCUREMENT OF WORKS TO INSTALL RETROFIT UPGRADES IN THE LINLATHEN AREA - Page 13

(Report No 128-2024 by the Executive Director of Neighbourhood Services and Executive Director of City Development, copy attached).

4 REINFORCED AERATED AUTOCLAVED CONCRETE (RAAC) IN HOMES IN DUNDEE - Page 19

(Report No 129-2024 by the Executive Director of Neighbourhood Services and Executive Director of City Development, copy attached).

5 SOURCING STRATEGIES BY HEAD OF PROPERTY AND DESIGN - Page 25

(Report No 131-2024 by the Executive Director of City Development, copy attached).

6 TENDERS RECEIVED BY HEAD OF PROPERTY AND DESIGN - Page 31

(Report No 132-2024 by the Executive Director of City Development, copy attached).

ITEM No ...2.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE – 13 MAY 2024

REPORT ON: HOUSING REPAIRS AND RELET RECOVERY PLAN

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO.: 139-2024

1.0 PURPOSE OF REPORT

1.1 To seek approval for the proposed approach to addressing the existing backlog in housing repairs and relets.

2.0 RECOMMENDATIONS

2.1 It is recommended that elected members:

- a. approve the proposals contained within the report.
- b. note the ongoing work to transform the repairs delivery service model.

3.0 FINANCIAL IMPLICATIONS

3.1 The Executive Director of Corporate Services has advised that the overall cost associated with the implementation of the recovery plan and addressing the current budget overspends included in the approved budget would amount to £4.845m and it is proposed it would be funded by the items below. It is emphasised that this is an estimate and the actual cost incurred will be determined by the level of necessary repairs and maintenance work together with conditions of the void properties.

Detail	Description	£000
Capital Financing Costs	Lower than anticipated borrowing required to fund the Capital Programme in 2023/24 will result in savings in loan repayments and interest.	650
Planned Maintenance	Prioritise costs in relation to repairs and relets over any non-urgent external cyclical maintenance / environmental improvements. It is noted this saving reflects circa 20% of the overall budget available for these items in 2024/25.	500
Staff Costs	Defer the filling of staff vacancies (£200k) and recharge a proportion of the costs of the Housing Asset Management Unit (£500k) to HRA Capital Budget 2024/25.	700
Property	Recharge costs in relation to significant relets works to HRA Capital Budget 2024/25.	400
Renewal & Repair Fund	Fund balance of costs from this reserve. It is noted that the projected balance of this amounts to circa £7.2m as at 31 March 2024,	2,595
Total		4,845

- 3.2 It is noted the costs above that are recommended to be recharged to Capital in 2024/25 have not been reflected in the latest HRA Capital Budget although this will be reflected in the review of the HRA Capital Budget 2024/25 that will come back to members for approval in due course.
- 3.3 The cost of provision of services for Homelessness are included within the Other Housing Service that forms part of the Neighbourhood Services (General Fund) Budget. It is recognised that any reduction in the volume of bed and breakfast or temporary accommodation utilised will have a financial impact in terms of both the expenditure and income involved with providing this service. It is not possible to fully quantify the financial impact on this budget at this stage.
- 3.4 It should be noted that the above figures represent the estimated cost of fully implementing these proposals and addressing the current budget overspends included in the approved budget. The overall financial impact of these proposals will be closely monitored and reported to elected members as part of the established budget monitoring arrangements throughout the period of the implementation of the recovery plan. Any costs in relation to future years budgets will be considered as part of the review of the 2025/26 HRA Revenue Budget that will be submitted to elected members for approval later this year.

4.0 BACKGROUND

- 4.1 The Covid-19 lockdown had a significant impact on every landlord's ability to carry out repairs for tenants, and to relet vacant properties. At the time of the first lockdown at the end of 2019/20, the Council made plans for the delivery of priority services to ensure the safety of tenants and staff. These successfully focussed on procedures for gas safety, emergency repairs and homelessness services. However, the inability to carry out routine and planned maintenance led to the creation of a substantial backlog of outstanding repairs to both tenanted and void properties.
- 4.2 The initial approach to dealing with these impacts on the service was set out in the Covid-19 Recovery Plan (Article XIV of the minute of the meeting of the Policy and Resources Committee of 24th August 2020). This set out a two-stage approach to recovery; with the first phase to focus on restarting the Housing Capital Programme, and the re-introduction of day to day repairs and maintenance across the housing portfolio. The second longer term phase was envisaged to take up to three years post lockdown as it involved a comprehensive review of the repairs and maintenance policy, priorities, and expenditure.
- 4.3 The consequences of the reduction in the number of lets of permanent housing, at the same time as the Housing Options service was experiencing a significant increase in demand for emergency accommodation, created sustained pressure within the homelessness system. This led to a substantial increase in the level of temporary accommodation which needed to be provided, to ensure that the Council met its statutory obligations towards homeless people. This included the use of bed and breakfast accommodation for the first time in many years.
- 4.4 The ongoing impact of the continued pressures on the homelessness system was highlighted in the Year 4 review of the Rapid Rehousing Transition Plan (Article V of the minute of the meeting of the Neighbourhood Regeneration, Housing and Estate Management Committee of 4th December 2023 refers).
- 4.5 This described how, despite the range of the initiatives and partnerships being deployed to prevent and tackle homelessness, it has not been possible to achieve the plan's initial objective to reduce the number of temporary accommodation places by around 150 units. It outlined how a reduction in permanent lets had contributed to an increase in the average length of stay in temporary accommodation of almost 60 days

by the end of 2022/23 from the baseline position of 200. It also highlighted how the average is higher for households containing children (c.240 days).

- 4.6 A further impact of the restrictions during the Covid period was noted in Audit Scotland's Best Value thematic report 2022/23 (Article V of the minute of the meeting of the City Governance Committee of the 19th of February 2024). This identified rent loss due to empty Council housing as an area where performance had deteriorated from 2018/19 to 2021/22; with the percentage of rent lost due to voids almost doubling from 1.5% to 2.8%. It commented that this performance reflected national challenges during this period. It estimated that the rent loss figure for 2023/24 will be 2.7%.
- 4.7 The impact of the restrictions on carrying out repair and investment work, coupled with continuing recruitment shortfalls, has also had several adverse consequences. The reduction in capital works during the Covid 19 period meant that investment programmes, which would have prevented the need for subsequent reactive repairs due to component failure, were not able to proceed. This resulted in a deterioration in property conditions and increased pressures on the repairs service. In addition, the volume of reactive repairs which were not able to be actioned led to a reduction in tenant satisfaction levels with the repair service from 89.1% in 2018 to 78.9% in 2021.
- 4.8 At the City Governance Committee held on 19th February 2024 (Article II – Council Housing Crisis refers) it was agreed that officers should be asked to report with recommendations as possible on the following issues:
- The forecast implications for Dundee City Council of the Scottish Government's proposals for the Affordable Housing Supply Programme in 2024-25 and future years, including the impact on grants for the Council to build new homes.
 - The current and forecast implications for Dundee City Council of the Land and Buildings Transaction Tax and Additional Dwelling Supplement (Article II of the Minute of Meeting of the Neighbourhood Services Committee – 26 September 2022 refers).
 - The current and forecast levels of Dundee City Council housing voids and the action being taken to reduce these levels.
 - The potential use of uncommitted balances to purchase homes on the open market and/or build new homes to reduce Dundee City Council's housing waiting list."
- 4.9 At the present time the Council has not yet received formal notification of the funding changes to the Affordable Housing Supply Programme for Dundee City. The Scottish Government has indicated that the reduction is likely to be in line with the overall national figure of 26%. It has stated that work is currently being carried out to review the impact on the AHSP. Until the outcome of this is known it will not be possible to carry out a forecast of the impact on the Council's ability to either build, or acquire, new homes as both of these are dependent on the availability of grant funding. A report outlining the proposed changes to the Strategic Housing Investment Plan 2023-28 will be brought back for members consideration as soon as the relevant information is available.
- 4.10 The issue of the implication for Dundee City Council of LBTT and ADS has been resolved by the Scottish Government which introduced legislation to remove the requirement for Councils to pay this tax, with effect from the 1st April 2024.
- 4.11 The focus of this report is, therefore on building on the existing workstream which was started in late 2023 to tackle the backlogs in repairs and relets.

5.0 CURRENT POSITION

- 5.1 Given the significance of these pressures, there has been a continued focus on improving repairs and re-lets performance to mitigate the financial and other impacts. A range of measures has been put in place including: utilising overtime to increase the available trades resource to catch up on the backlog; subcontracting of works packages; and a recruitment drive to grow the workforce in key trades where there are recognised shortages across the UK.
- 5.2 As a result there has been a level of improvement in both repairs performance and tenant satisfaction levels. The Mid-Year Progress Report for 2023/24 for the Neighbourhood Services Plan (Article IV of the minute of the meeting of the City Governance Committee of the 22nd January 2024) showed an increase in the percentage of reactive repairs carried out within timescales at 80.23% (compared to 78.9% in 2022/23). In addition, the time taken to complete emergency repairs reduced to 4.56 hours, compared to 5.99 hours for 2023/24; under the target of 6 hours. Furthermore, in the most recent satisfaction survey carried towards the end of 2023, 86% of tenants reported that they were very or fairly satisfied with the repairs service.
- 5.3 At the same time, work has been ongoing to improve the efficiency of the re-let process through service redesign in advance of the introduction of the new integrated housing management and repairs system. This has included the:
- introduction of a “fit to view” stage which allows prospective tenants to see a property when it is nearing completion, subject to health and safety precautions. This enables the tenant to get ready for their move earlier and sign for the property as soon as it has been inspected, reducing void rent loss for the HRA and length of stay in temporary accommodation for people who are being allocated a property due to homelessness.
 - development of a targeted approach between housing and construction services staff to the prioritisation of repairs to void properties. This is based on identifying properties for which there is strong applicant demand, rather than focussing on properties based on the length of time they have been empty.
 - restructuring within Construction Services to create four area based empty property teams.
- 5.4 Despite these improvements there remain significant backlogs in both response repair volumes and empty properties. There currently over c.4,800 outstanding repairs within the system. This continues to be a source of frustration for those tenants who may have been waiting several months to have a repair completed. The number of empty Council houses has, however, reduced from the total of 542 reported to the City Governance Committee on the 19th of February 2024, to 490 (including complex voids). This is still above the pre-Covid level of c.200 vacant properties as an average running total.

6.0 PROPOSALS

- 6.1 Although there are signs of progress, there is a need to intensify our approach to recovering performance given the financial and wider impacts of the backlog. To achieve this, it is proposed that Construction Services should solely focus its trades resources on work to the Councils housing stock for a period of approximately twenty weeks. Although Construction services would continue to carry out some Capital works during this time, workforce resources would be targeted at clearing the backlog in response repairs and relets. This would enable it to clear the backlog in response repairs and reduce the number of empty properties to below the pre-Covid level of c.200 by the end of October 2024.

From October onwards, Construction Services would then fully resume work on Housing Capital Programme works, including the window programme and planned maintenance. It had already been identified that there would be a need to carry out a review of the Housing Capital programme for 2024/25, in order to factor in new priorities and reschedule projects carried forward from 2023/24. This would also cover the re-phasing of planned investment. In addition, a review of programme delivery to identify opportunities to release trades resources through greater use of sub-contracting has been carried out. This has identified a number of opportunities where external capacity could be used to free up internal resources, including in programmes for complex electrical rewiring and urgent roof repairs.

- 6.2 Alongside the delivery of the proposed programme to remove the repairs and relet backlog, work will continue to modernise the design and delivery of the repairs service to deliver greater levels of customer satisfaction and value for money.
- 6.3 The Council is making significant investment in the modernisation of the IT systems within Housing and Construction Services. A review of the timescales for this system implementation will be carried out with a view to having a robust project plan in place by the autumn.
- 6.4 Construction Services will also take forward a number of workstreams in key areas to ensure that its underlying operating model is efficient and effective. These will include:
- a review of fleet management
 - a review of stores to ensure that trades operatives have access to the right amount, and type, of materials at the right time.
 - an increased focus on supporting staff to maximise attendance at work rates.
- 6.5 As well as delivering business efficiencies, the modernisation of the repairs service will deliver a range of improvements for tenants by:
- prioritising customer convenience by operating a repairs by appointment service which will give tenants morning or afternoon slots for work to be done, as well as improving communication through text reminders of appointment times.
 - increasing the % of repairs completed right first-time performance by improving the accuracy of repairs orders through the introduction of a diagnostic tool for Customer Services staff, ensuring that the appropriate tradesperson is allocated to the job and that they have the necessary equipment and materials.
 - providing a quicker response where problems do occur. The lack of an integrated system and single source of real time information on each repair means that identifying and rectifying the cause of a repairs service failure for the tenant can be time consuming. This is especially an issue for more complex jobs. Ensuring that reliable information is available in real time will improve the quality of the advice and information we provide to tenants.

7.0 POLICY IMPLICATIONS

- 7.1 This report has been subject to an Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of / mitigating factors for them is included as Appendix 1 to this report.

8.0 CONSULTATION

- 8.1 The Council Leadership Team and Dundee Federation of Tenants Associations were consulted in the preparation of this report and agree with its contents. Initial discussions regarding these proposals have taken place with both staff and Trades Union representatives. Further structured engagement is planned to take place as part of the implementation of the proposed approach.

9.0 BACKGROUND PAPERS

- 9.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Olga Clayton
Interim Head of Housing & Construction

25 April 2024

Integrated Impact Assessment

Committee Report Number: 139-2024

Document Title: Housing Repairs and Relet Recovery Plan

Document Type: Service

Description:

Report on service improvement plan focussing on two key areas, namely relets and repairs. Report highlights the current position, proposals for change and timescale for delivery.

Intended Outcome:

To drive up performance and improve outcomes for tenants and residents in Dundee. Specific intended outcomes for relets would impact on homelessness in the City by reducing the number of people in temporary accommodation, achieving the objectives set out in the Rapid Rehousing Transition Plan and reducing void rent loss. By returning void properties to permanent lets, we can eliminate the numbers of people staying in B&B accommodation and therefore the subsequent breaches of the Unsuitable Accommodation Order.

Specific intended outcomes for repairs would be to see a reduction in the 4784 total number of repairs currently outstanding, allow us to set targets to sustain the improved performance and reduce the response times for our tenants having their repairs completed. This will provide us with a more positive performance outcome against our statutory indicators in the annual return on the charter.

Period Covered: 13/05/2024 to 13/05/2024

Monitoring:

Void performance monitored through monthly senior management meetings and through objectives in quality conversations. Repairs performance will be monitored through monthly repairs operations group and governance board with Construction Services.

Lead Author:

Michelle Harrow, Mrs, Neighbourhood Services,
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City Square, dundee

Director Responsible:

Tony Boyle, Executive Director - Neighbourhood Services, Neighbourhood Services
Tony.Boyle@dundee.gov.uk, 01382 434528
City Square, dundee

Equality, Diversity and Human Rights

Impacts & Implications

Age: Positive

The reduction in both the backlog of repairs and voids will have a positive impact on all tenants and residents across the city.

Disability: Positive

The reduction in both the backlog of repairs and voids will have a positive impact on all tenants and residents across the city.

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregenancy & Maternity: No Impact

Race / Ethnicity: No Impact

Religion or Belief: No Impact

Sex: No Impact

Sexual Orientation: No Impact

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

Fairness & Poverty

Geographic Impacts & Implications

Strathmartine:	Positive
Lochee:	Positive
Coldside:	Positive
Maryfield:	Positive
North East:	Positive
East End:	Positive
The Ferry:	Positive
West End:	Positive

Positive Implications: The reduction in both the backlog of repairs and voids will have a positive impact on all our tenants across the whole of city.

Household Group Impacts and Implications

Looked After Children & Care Leavers: Positive

The reduction in void numbers specifically will have a positive impact on Care Experienced children and young people as it will provide us with properties that can be allocated through the housing protocol for this group of people.

Household Group Impacts and Implications

Carers: Positive

Having properties that are free from disrepair will have a positive impact on all household groups

Lone Parent Families: Positive

Having properties that are free from disrepair will have a positive impact on all household groups

Single Female Households with Children: Positive

Having properties that are free from disrepair will have a positive impact on all household groups

Greater number of children and/or young children: Positive

Having properties that are free from disrepair will have a positive impact on all household groups

Pensioners - single / couple: Positive

Having properties that are free from disrepair will have a positive impact on all household groups

Unskilled workers or unemployed: No Impact

Serious & enduring mental health problems: Positive

Having properties that are free from disrepair will have a positive impact on all household groups

Homeless: Positive

Reducing the backlog of void properties will provide more available options for people who are currently experiencing homelessness without a home of their own and eliminate the number of unsuitable accommodation breaches for people staying in B&B accommodation.

Drug and/or alcohol problems: No Impact

Offenders & Ex-offenders: No Impact

Socio Economic Disadvantage Impacts & Implications

Employment Status: No Impact

Education & Skills: No Impact

Income: No Impact

Caring Responsibilities (including Childcare): No Impact

Affordability and accessibility of services: No Impact

Fuel Poverty: Positive

Addressing the backlog of repairs will ensure our properties are wind and watertight with all reported outstanding repairs rectified. This could include repairs to properties that would improve the fuel poverty levels for people in our houses.

Cost of Living / Poverty Premium: Positive

Where outstanding repairs exist that impact the cost of fuel/energy for our tenants, having the repairs addressed will have a positive impact in this area

Connectivity / Internet Access: No Impact

Income / Benefit Advice / Income Maximisation No Impact

Employment Opportunities: No Impact

Education: No Impact

Health: Positive

There are documented, known benefits for people who live in properties that are free from disrepair on the positive impact this has on their health and wellbeing.

Life Expectancy: No Impact

Mental Health: No Impact

Overweight / Obesity: No Impact

Child Health: Positive

There are documented, known benefits for people who live in properties that are free from disrepair on the positive impact this has on their health and wellbeing.

Neighbourhood Satisfaction: Positive

Reducing the number of void properties and completing the backlog of repairs will improve satisfaction for tenants which will then have a positive knock on effect to neighbourhoods also. Properties in neighbourhoods that have been void for a long period of time can be a blight on communities so the reduction in the number of void properties and the improvement in the turnaround of these properties will have a positive impact.

Transport: No Impact

Environment

Climate Change Impacts

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: No Impact

Resource Use Impacts

Energy efficiency & consumption: No Impact

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: No Impact

Transport Impacts

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

Natural Environment Impacts

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: No Impact

Built Environment Impacts

Built Heritage: No Impact

Housing: Positive

Reducing the void numbers and completing the backlog of repairs will have a positive impact on all housing across the city as it will ensure that we have the time and resource required to deliver a more efficient and effective service, improving overall customer satisfaction and condition of .

Is the proposal subject to a Strategic Environmental Assessment (SEA)?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

Corporate Risk

Corporate Risk Impacts

Political Reputational Risk: Positive

Reducing the number of void properties and addressing the backlog of repairs will improve current performance which will have a positive impact on political reputation

Economic/Financial Sustainability / Security & Equipment: Positive

Financial stability could be positively impacted by the reduction of using temporary accommodation and B&Bs

Social Impact / Safety of Staff & Clients: No Impact

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: Positive

We have a statutory duty in relation to repairs for our properties. While we are currently meeting those duties but by addressing the repairs backlog we will improve performance further which is recorded as part of our Annual Return on the Charter.

Organisational / Staffing & Competence: No Impact

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.

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ITEM No ...3.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE – 13 MAY 2024

REPORT ON: SOURCING STRATEGY FOR THE PROCUREMENT OF WORKS TO
INSTALL RETROFIT UPGRADES IN THE LINLATHEN AREA

JOINT REPORT BY: EXECUTIVE DIRECTORS OF CITY DEVELOPMENT &
NEIGHBOURHOOD SERVICES

REPORT NO: 128-2024

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update on the development of a sourcing strategy for the tender process to procure a Principal Contractor to install retrofit fabric upgrades including structural external wall insulation and to seek approval to commence a compliant tender process, leading to award of a contract.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee:
- a) approves the commencing of a procurement exercise in respect of the project described (based on the sourcing strategy summarised in this report);
 - b) agrees that in compliance with the Public Contracts (Scotland) Regulations 2015 the Executive Directors of Neighbourhood Services and City Development utilise the mini competition process available through the Scotland Excel Framework for Energy Efficiency Contractors , Ref: 1320, Sublots 2.1: External Wall Insulation and Finishes; 2.9: Flat Roof Insulation, Repair and Replacement; 2.10: Cold Roof Insulation, Repair and Replacement: Pitched; 4.1: Solar PV; 4.2: Electric Battery Storage;
 - c) notes that the outcome of the procurement process will be brought back to committee in due course for the purpose of approving the contract award.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications associated with this report.
- 3.2 The estimated cost of the contract to be awarded will be met from the sum of which has already been approved in the relevant budget. From previous experience and market testing carried out, the total cost of the contracts awarded is anticipated to be £12.960m. This comprises £12.460m from the Capital Plan 2024-2029 - Tackle Climate Change and Reach Net Zero Emissions by 2045 - Housing HRA Element.
- 3.3 Dundee City Council requires to maximise funding from the Energy Efficient Scotland - Area Based Schemes (EES: ABS) from the Scottish Government to ensure owner occupiers can be included in the programme and mixed tenure blocks comprehensively treated. Officers are having ongoing discussions with SCARF to maximise the number of owners who can access ECO4 flex funding to take advantage of the works. The balance of funding in the sum of £0.500m for the 10 private owned and private rented properties will be met through the Energy Efficient Scotland - Area Based Scheme (EES - ABS) funding for 2024/2025 and 2025/2026, the Energy Company Obligation (ECO 4) funding, which is available until March 2026 and Contractor contributions, the exact sub-division of which will be dependent upon the levels of funding available from each source.

- 3.4 The final cost of the tender together with confirmation of how this will be funded and the period over which these costs will be incurred will be brought back to committee together with the approval of the contract in due course.

4. BACKGROUND

- 4.1 The services comprise the procurement of a Principal Contractor to install comprehensive retrofit fabric upgrades including structural external wall insulation, ground floor insulation, loft insulation, replacement doors & windows, and solar photovoltaics with battery storage in accordance with PAS 2035 as the Council require this for the 304 Council tenanted properties within the Linlathen area.

Development	DCC Tenants	Private Rented Sector / Owned	Total Properties
Linlathen	304	10	314

- 4.2 Dundee City Council have delivered an External Wall Insulation Programme across the city for many years under a bespoke Delivery Agreement. Following a comprehensive assessment this delivery agreement has been deemed to no longer be suitable as it did not deliver the levels of project scrutiny by technical, financial, procurement or legal officers deemed necessary for projects of this value. A sourcing strategy has been developed to review the procurement route, which confirmed there are currently no companies contributing to the Dundee economy which provide the services required. Accordingly, it is recommended that these services are procured via the Scotland Excel Framework for Energy Efficiency Contractors, Ref: 1320, Sublots 2.1: External Wall Insulation and Finishes; 2.9: Flat Roof Insulation, Repair and Replacement; 2.10: Cold Roof Insulation, Repair and Replacement: Pitched.
- 4.3 Reference is made to Article IV of the minute of meeting of this Committee of 4th December 2023, in relation to the Energy & Net Zero Strategy 2023-2027, noting that properties in the Linlathen area, which are of non-traditional solid cedar construction, are deemed to require a specific structural wall insulation to safely upgrade the energy performance. In September 2023, the Neighbourhood Regeneration, Housing and Estate Management Committee agreed for the Executive Director of Neighbourhood Services to procure an external wall insulation solution for the Linlathen Phase 1 Development via a direct award through use of the Procurement for Housing Framework Agreement 'Renewables and Energy Efficiency Work and Associated Consultancy Services – Lot 1F (Insulation). Following consideration, it is now recommended that an alternative proposal that provides complete solution for the wider Linlathen housing development would be more beneficial. The proposed selected framework takes cognisance of this requirement and provides access to suitably certified contractors that could undertake this wider project.
- 4.4 Community Benefits - Framework Spend Value of £6.6m equates to 660 Community Benefits Points which may be used for initiatives under the following headings (although parties may agree on alternative equivalents): Carbon Offsetting, Fuel Poverty Support, Energy Efficient Community Project Support, Local Community Meetings and Events, Community Volunteering, Carbon Reduction, Upskilling Staff and/or Local Residents, Supply Chain Initiatives, Job Creation, Educational Engagement, Local Sponsorship, and Foodbank Donation. Alternatively, Community Benefits Points can be "banked" with Scotland Excel to be used to provide benefits throughout Scotland.
- 4.5 The addresses of the Council properties and private properties in mixed-tenure blocks to be upgraded are detailed in Appendix 1.

- 4.6 Dundee City Council officers are working with SCARF to maximise the funding that will be available to owners of properties that they may take advantage of some, or all the upgrades on offer. Any contract will be between owners and the Contractor, with Dundee City Council having no responsibility.

5. SOURCING STRATEGY SUMMARY

- 5.1 The framework has a very specific route to market: Capability & Capacity Enquiry followed by a mini competition between those Contractors best aligned with the project outcomes.
- 5.2 The expected benefits from this contract and the wider EWI project include: improvements in the quality of the built environment; protecting communities against the threat of climate change; increasing the value of housing assets; reducing the maintenance costs of housing assets; reducing heating costs to tenants and owners, reducing the instances of fuel poverty and the associated impacts on tenants' mental and physical health and improving tenants' satisfaction with their homes and their neighbourhood.

6. RISK ANALYSIS

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

Sourcing Strategy Key Risk Table

Description of Risk	Actions to be taken to manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	The contract will be the subject of a mini-competition between those Framework Contractors qualified to install the system.
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	The installation will be designed to comply with PAS 2035, and several of the framework contractors have the relevant experience to install the system.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	The ability of the supplier to perform the service is a pre-requisite of inclusion in the Framework.
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and avoiding reliance on the contracted supplier as the contract develops.	The suppliers continued presence on the Framework and future income stream is dependent upon their performance.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Appointment through the framework is a compliant procurement route. Risk is further mitigated by following the appointment

	procedures laid down in the framework guidance.
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7. POLICY IMPLICATIONS

- 7.1 This report has been subject to the pre-IIA screening tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an integrated impact assessment. An appropriate senior manager has reviewed and agreed with this assessment.

8. CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its contents.

9. BACKGROUND PAPERS

- 9.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Robin Presswood
Executive Director of City Development

Author:
Olga Clayton
Interim Head of Housing & Construction

Neil Martin
Head of Design & Property

25 April 2024

Addresses of the Council Properties and Private Properties in Mixed-Tenure Blocks to be Upgraded

Alloway Terrace (odd) - 7, 9, 11, 13, 15, 23, 25, 27, 29, 35, 37, 39, 41, 47, 71, 75, 77, 81,

Alloway Terrace (even) - 6, 8, 10, 12, 32, 38, 46, 48, 50, 52, 54, 56, 58, 66, 72, 74, 80

Armour Place – 2

Ballochmyle Drive – 4, 8

Birks Terrace – 6, 10, 14

Blacklock Crescent – 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 14, 19, 21, 25, 28, 31, 33, 34, 36, 37, 38, 41, 44, 48, 49, 51, 53, 54, 56, 57, 58, 59, 60, 61, 63, 64, 65, 69, 71, 73, 75, 77, 79, 81, 83, 93, 95, 97, 99, 105, 107, 109, 111

Doon Terrace – 1, 3, 13

Fountainbleau Drive – 2, 6, 10, 20, 22, 26, 50, 56, 62, 66, 72, 76, 78, 80, 82, 84, 86, 90, 92,

Glenconnor Drive – 2, 4, 6, 8, 10, 12, 14, 15, 17, 18, 19, 21, 23, 27, 29, 30, 32, 36, 37, 38, 39, 40, 42, 43, 45, 46, 47, 52, 54

Lomond Place – 1, 3, 5, 7, 9, 11, 13, 15

Mossgiel Crescent – 2, 4, 5, 6, 8, 9, 10, 11, 14, 16, 17, 18, 19, 21, 25, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 40, 41, 42, 44, 49, 51, 53, 55, 57, 61, 65, 69, 71, 77, 81, 83

Mossgiel Place – 2, 3, 4, 6, 7, 8, 9, 10, 16, 21, 22, 23, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 46, 48, 52, 54, 56, 58, 60, 64, 66, 68, 70, 76

Pitkerro Drive – 3, 6, 7, 9, 11, 14, 15, 16, 17, 18, 20, 22, 24, 30, 31, 32, 38, 40, 42, 47, 44, 39, 41, 43, 45, 54, 55, 57, 63, 64, 65, 66, 67, 68, 69, 70, 72, 73, 74, 76, 78, 79, 81, 88, 89, 90, 92, 96, 98, 104, 106, 110, 112, 118, 122, 124, 128, 130, 134, 136, 138, 140, 142

Riddell Terrace – 1, 2, 5, 6, 8, 11, 12,

Rowantree Crescent – 6, 10, 14, 32, 34, 36, 38, 40, 42, 44, 46, 48

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ITEM No ...4.....

**REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE – 13 MAY 2024**

**REPORT ON: REINFORCED AERATED AUTOCLAVED CONCRETE (RAAC) IN HOMES
IN DUNDEE**

**REPORT BY: EXECUTIVE DIRECTORS OF NEIGHBOURHOOD SERVICES AND CITY
DEVELOPMENT**

REPORT NO: 129-2024

1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide information to Committee on the existence of reinforced aerated autoclaved concrete (RAAC) in Council and Ex-Council housing in Dundee, and the implications of this for the Council.

2. RECOMMENDATIONS

2.1 It is recommended that Committee note the contents of the report and approve the proposed actions of officers to continue dealing with the issues raised as detailed in Section 7.

3. FINANCIAL IMPLICATIONS

3.1 The financial implications arising from this report are:

- a the cost of an ongoing inspection regime is estimated to be £70,000 per annum;
- b tender reports for works arising from RAAC remediation will be presented at future Committees, the costs of which are not yet known; and
- c these costs will be met from the Housing Revenue Account.

4. BACKGROUND

4.1 Following inspection by the City Engineer it has been determined that RAAC is present in a total of 81 blocks of flats and 293 cottages across Dundee. Of these, 2 blocks of flats and 121 cottages are privately owned. The Council are preparing communications for these owners regarding what next steps they should take.

4.2 The remaining 79 blocks of flats are council tenanted or are mixed tenure, and 172 cottages are council tenanted. Within the 79 blocks of flats 354 flats are council tenanted (12 flats are currently void) and 218 flats are privately owned. Where a council property, located on the top floor of a block of flats, or a cottage is empty or becomes empty, it will be held as void until any necessary works are complete. The Council are preparing communications for these tenants and owners regarding what next steps the Council will take.

4.3 Generally, the RAAC in tenanted and mixed-tenure properties has been confirmed to be in a satisfactory condition and therefore any intervention can be planned to coincide with capital programmes to avoid disruption, other than some short-term improvements based on current RAAC guidance from the Institution of Structural Engineers. The exceptions to this are 4 properties where City Development are working to produce designs for works to the affected roofs, with the intention of bringing the projects to site once successful communications have concluded.

- 4.4 Engagement at a national level is ongoing with Dundee City Council officer representation on the Scottish Government's RAAC Cross-Sector Working Group (Housing Sub-group).
- 4.5 There are 5 developments in the City where RAAC has been confirmed to be present. The and the Council and mixed tenure property locations involved are listed at Appendix 1.

5. COSTS OF MANAGEMENT AND REMEDIATION

- 5.1 The cost associated with management and remediation requires to be fully clarified with residents of affected properties. RAAC is not an inherently defective material (unlike some non-traditional housing types), it is susceptible to a shortened lifespan which can be exacerbated by poor installation, poor detailing, lack of maintenance, or water ingress.
- 5.2 In fully tenanted properties, any costs will be borne by the Housing Revenue Account. In mixed tenure blocks, the Council will recharge owners for their share of the costs.
- 5.3 In fully owned properties, owners will have to meet their financial obligations themselves and any works will have to be completed over a timescale agreed upon with advice from a Structural Engineer.
- 5.4 Current guidance from the Institution of Structural Engineers is that RAAC roofs should be inspected periodically for signs of deterioration. Based on existing condition, the majority inspections will be annual, with the City Engineer identifying 6 individual properties across the estate which are recommended for 6-monthly inspection due to early signs of damage.

The cost of this ongoing inspection regime is estimated to be circa £70k annually.

6. LEGAL ADVICE

- 6.1 RAAC is not considered an inherently defective material, the Council has no liability towards those owners who purchased their council properties under the 'Right to Buy' scheme, or any subsequent owners.
- 6.2 The Tenements (Scotland) Act 2004 provides a legal basis for the Council to inspect and organise 'maintenance' such as may be required by the presence of RAAC.

7. PROPOSED APPROACH

- 7.1 The Housing Service has brought together a multi-disciplinary working group to agree a technical approach to tackling all aspects of RAAC in existing housing and communications around the matter.
- 7.2 The working group has taken cognisance of what is considered best practice demonstrated by other Local Authorities including Aberdeen City and West Lothian Councils and has prepared communications strategies for both tenants and owner occupiers which include:
- Letters to tenants of cottages and owners and tenants of mixed tenure blocks from the Housing Service detailing what steps are being taken and where further information can be sourced. Issue of these letters has been arranged.
 - Letters to owners of cottages and owners in fully owned blocks will come from Building Standards detailing what steps they should take, where further information can be sourced and what owners' obligations are. As above, issue of these letters has been arranged.

- Appendix 2 shows an example of information which will be displayed on the Council website with a 'frequently asked questions' type page, accessed from the homepage and the Housing landing page.
- The same information will also be displayed on the OneDundee information carousel for colleagues who are currently tenants or owners of former Council properties. As above, this information will be released to coincide with the issue of letters to tenants and owners.

7.3 The Housing Asset Management Unit is liaising with City Development to ensure that the four properties requiring urgent works are designed, procured, and tendered ensuring minimal delays:

- In two of the four properties, where partial roof replacement is required, tender documents have been prepared and tenders will be invited once communication with occupiers has commenced. It is anticipated the tender process will take 12 weeks to appointment of a contractor.
- In the remaining two of the four properties, the extent of the deterioration is being assessed by technical colleagues to inform preparation of tender documents.

7.4 The RAAC working group will write a procedure for any proposed works to a Housing asset with a RAAC roof which will include next steps for a RAAC roof that shows signs of deterioration prior to any planned maintenance works. There will be a requirement for engineering oversight for any non-routine repairs.

7.5 The Housing Asset Management Unit, in conjunction with the RAAC working group will formulate a programme for the remainder of the properties to be dealt with per best advice in conjunction with capital retrofit projects.

8. POLICY IMPLICATIONS

8.1 This report has been subject to the pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9. CONSULTATIONS

9.1 The Council Leadership Team and the Dundee Federation of Tenants Associations were consulted in the preparation of this report.

10. BACKGROUND PAPERS

10.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Robin Presswood
Executive Director of City Development

25 April 2024

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Developments In The City Where RAAC Has Been Confirmed To Be Present

- **Craigie Drive** - Flats: Craigiebarn Road, Brington Place, Southampton Place, Belsize Road, Craigie Drive, Margaret Crescent.
- **Craigiebank Circle** - Flats: Carlochie Place, Greendykes Road
- **Kirk Street** - Flats: Atholl Street, Yeaman's Lane, Kirk Street
- **Menziesshill** - Flats: Cart Place, Cottages: Cart Place, Charleston Drive, Dickson Avenue, Orrin Place
- **Whitfield** - Flats: Murrayfield Terrace, Cottages: Whitfield Gardens, Whitfield Avenue, Cottages: Murrayfield Gardens, Cottages: Whitfield Avenue, Whitfield Rise, Whitfield Terrace

RAAC QUESTIONS AND ANSWERS

- **What is RAAC?**

Reinforced autoclaved aerated concrete (RAAC) is a lightweight material that was used in the construction of buildings including some houses from the 1950s to the 1990s. It was mainly used in flat roofing, but also on some occasions in floors and walls. It was quicker to produce, easier to install, and cheaper than standard concrete, but has now been found to be less sturdy than traditional materials.

- **What has the council done about RAAC?**

When problems with ageing Reinforced Autoclaved Aeriated Concrete (RAAC) were first reported nationally in 2023, Dundee City Council began a detailed investigation. A number of stages were completed as part of the process including initial research into the age and building style of the city's housing stock, expert structural inspection and development of an intervention strategy to remediate the affected properties should the RAAC show evidence of decline.

- **What did the inspections find?**

Hundreds of inspections were carried out across the city and RAAC was found in 81 blocks of flats and 293 cottages in council wards including Lochee, North East and Menzieshill. Of these, 79 blocks of flats have council tenants or are mixed tenure, and 172 cottages have council tenants. Within the 79 blocks, 354 flats are rented by council tenants and 218 are privately owned. The remaining two blocks of flats and 121 cottages are privately owned and are therefore the sole responsibility of the owners. Many of the buildings inspected do not present an immediate safety issue and as a result they will be subject to further regular detailed inspections to monitor their condition.

- **What do I do if my home was one of those that has RAAC?**

We are sending out letters to owners, tenants in cottages or fully tenanted blocks of flats and tenants and owners in mixed-tenure blocks of flats to update you on the situation and in the small number of cases where it is required work to design, procure and tender repairs is on-going.

- **Who is going to pay if my home needs repairs or RAAC replaced?**

This depends on whether you are a council tenant, live in a block where there are council tenants or you are an owner occupier. In fully tenanted properties, the costs will be met by the council, while in mixed tenure blocks, the council will be entitled to recharge owners for their share of the costs. At more than 200 properties in private ownership or where there are no council tenants in a block, the council has no ongoing maintenance responsibilities and no liability towards owners who bought their former council properties under the 'Right to Buy' scheme, or any subsequent owners.

- **How much will it cost?**

These costs have yet to be determined.

- **What happens next?**

Where work is required that is being procured and will be carried out as soon as possible, but most of the buildings inspected do not present an immediate safety issue and as a result they will be subject to further regular detailed inspections to monitor their condition.

ITEM No ...5.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT – 13 MAY 2024

REPORT ON: SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 131-2024

1 PURPOSE OF REPORT

1.1 The purpose of this report is to present sourcing strategies and seeks approval to commence with the procurement exercise in respect of each project.

2 RECOMMENDATION

2.1 It is recommended that Committee approves the commencement of a procurement exercise in respect of the projects described, based on the sourcing strategy detailed in Appendix 1.

3 SUMMARY OF SOURCING STRATEGIES

3.1 Proposed sourcing strategies for progressing by the Design and Property Division in relation to the projects detailed below.

Proposed Sourcing Strategies
24-1001 Various Sheltered Housing Complex – Inspection, Testing, Service and Maintenance of Warden Call Systems
22-573 Various Sheltered Housing Complex – WiFi installation IT equipment

4 FINANCIAL IMPLICATIONS

4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.

5 SOURCING STRATEGY SUMMARY

5.1 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. Bidders will go through a selection process to assess capability to the needs and requirement of the contract.

6 RISK ANALYSIS

6.1 There are 4 standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Description of Risk	Actions To Be Taken To Manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.

Description of Risk	Actions To Be Taken To Manage Risk
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's.
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low Risk - DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

7 SUMMARY

- 7.1 It is recommended that the Committee approve this Sourcing Strategy and awards appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

8 POLICY IMPLICATIONS

- 8.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9 CONSULTATIONS

- 9.1 The Council Leadership Team has been consulted in the preparation of this report.

10 BACKGROUND PAPERS

- 10.1 None.

Neil Martin
Head of Design and Property

Robin Presswood
Executive Director of City Development

NM/SL/KM

19 April 2024

Dundee City Council
Dundee House
Dundee

APPENDIX 1

SOURCING STRATEGY	Various Sheltered Housing Complex – Inspection, testing, service and maintenance of Warden Call Systems (Appendix 2 refers)
PROJECT NUMBER	24-1001
PROJECT INFORMATION	Sourcing Strategy for the tender process for the inspection, test, service and maintenance of Warden Call Systems at 34 Sheltered Housing complexes.
PROPOSED CONTRACT DURATION	4 years with a plus 1 option to extend totalling 5 years.
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via Procurement for Housing Framework – Technologies for Independent Living: Telecare Telehealth Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following tender process carried out in compliance with Public Contracts Scotland regulations 2015
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated costs of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £330K inclusive of non-contract allowances and fees. The contract will be funded from the Revenue budget.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to Committee for approval.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

SOURCING STRATEGY	Various Sheltered Housing Complex – WiFi Installation – Procurement of IT Equipment (Appendix 2 refers)
PROJECT NUMBER	22-573
PROJECT INFORMATION	Sourcing Strategy for the tender process for purchase of various items if IT equipment to facilitate the WiFi installation to 34 Sheltered Housing complexes.
PROPOSED CONTRACT DURATION	N/A
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the purchase described, via NHS Digital Workplace Solutions Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following tender process carried out in compliance with Public Contracts Scotland regulations 2015
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated costs of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £20K inclusive of non-contract allowances and fees. The contract will be funded from Capital Plan 2023-2028 – Build Resilient Empowered Communities – Housing HRA Element – Sheltered Lounge Upgrades.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to Committee for approval.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

APPENDIX 2**LIST OF SHELTERED HOUSING COMPLEX INCLUDED IN THE WARDEN CALL SERVICE AND MAINTENANCE CONTRACT (24-1001) AND THE WIFI INSTALLATION CONTRACT (22-573)**

Alpin and Glenesk
Alva Square
Balcarres
Baluniefield
Brington
Clement Park
Clepington Road
Clyde Place
Corso Street
Craigie
Craigiebank
Craigowan
Cullen Place
Dryburgh
Fleming Gardens
Forthill
Garry Place
Happyhillock
Hill Street
Kirkton
Lawton Road
Logie
Longhaugh
Mill O'Mains
Moncur Crescent
Morven Terrace
Powrie
St Columba Gardens
Tullideph
Watson Street
Wedderburn Street
Wellgate
Whorterbank
Wolseley Street

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ITEM No ...6.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE– 13 MAY 2024

REPORT ON: TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 132-2024

1 PURPOSE OF REPORT

1.1 This report details tenders received and seeks approval on acceptance thereof.

2 RECOMMENDATION

2.1 It is recommended that Committee approve the acceptance of the tenders submitted by the undernoted contractors as set out in the report, with the total amount, including allowances detailed in Appendix 1.

3 SUMMARY OF PROJECTS TENDERED

3.1 Tenders have been received by the Design and Property Division in relation to the projects detailed below.

Architects Projects - Reference and Description	Contractor
21-543 Individual Houses 2024/2025 - Heating, Kitchens and Bathrooms	Construction Services
22-500 Individual Houses 2024/2025 - Window Replacement	Construction Services
23-500 Urgent Roofs 2024/2025 - Roof Replacements	Construction Services
Disabled Adaptations 2024/2025	Construction Services
22-544-2 – Dryburgh Flat Roofing – Phase 2	Construction Services
23-1007 – Craigowan Sheltered Complex – Lighting Upgrade	Construction Services
23-508 – Douglas and Angus 10 th & 12 th Sheltered Flats – Heating Upgrade	Construction Services

4 FINANCIAL IMPLICATIONS

4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.

4.2 Where the Council utilise a national or local framework to procure construction and engineering works, all tenderers that have been assigned to the relevant framework have previously been assessed on a qualitative and cost basis, ensuring a highly competitive benchmark is set for the framework supply chain.

5 POLICY IMPLICATIONS

5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

6 CONSULTATIONS

6.1 The Council Leadership Team were consulted in the preparation of this report.

7 BACKGROUND PAPERS

7.1 None.

Neil Martin
Head of Design and Property

Ryan Eaton

Robin Presswood
Executive Director of City Development

NM/KM

18 April 2024

Dundee City Council
Dundee House
Dundee

APPENDIX 1

PROJECT	Individual Houses 2024/2025 - Heating, Kitchen and Bathrooms	
PROJECT NUMBER	21-543	
PROJECT INFORMATION	The works comprise the removal of existing electric heating systems and the installation of gas heating systems, kitchens and bathrooms to various addresses within the city to approximately 50 houses.	
ESTIMATED START AND COMPLETION DATES	May 2024 March 2025	
TOTAL COST	Contract	£450,000.00
	Non-Contract Allowances	£10,000.00
	Fees	£30,000.00
	Total	<u>£490,000.00</u>
FUNDING SOURCE	Capital Plan 2024-29 - Building Resilient and Empowered Communities – Housing HRA Element – Modern Facilities and Services - Kitchen Replacement/Bathroom Upgrades	
BUDGET PROVISION & PHASING	2024/25	£490,000
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project	
	Contractor	Tender Amount
	Construction Services	£450,000.00
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	TBC	
BACKGROUND PAPERS	None.	

PROJECT	Individual Houses 2024/2025 - Window Replacement	
PROJECT NUMBER	22-500	
PROJECT INFORMATION	The works comprise the renewal of existing windows to various addresses within the city to approximately 40 houses.	
ESTIMATED START AND COMPLETION DATES	April 2024 March 2025	
TOTAL COST	Contract	£305,000.00
	Non-contract allowances	£10,000.00
	Fees	£25,000.00
	Total	<u>£340,000.00</u>
FUNDING SOURCE	Capital Plan 2024-29 - Building Resilient and Empowered Communities – Housing HRA Element – Free from Serious Disrepair - Windows	
BUDGET PROVISION & PHASING	2024/2025	£340,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project	
	Contractor	Tender Amount
	Construction Services	£305,000.00
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	TBC	
BACKGROUND PAPERS	None.	

PROJECT	Urgent Roofs 2024/2025 - Roof Replacements	
PROJECT NUMBER	23-500	
PROJECT INFORMATION	This project involves the urgent replacement of roofs to Housing properties. The final level of work is known following an architectural survey of each property. The individual addresses are known throughout the contract as they arise.	
ESTIMATED START AND COMPLETION DATES	April 2024 March 2025	
TOTAL COST	Contract	£465,000.00
	Non-contract allowances	£10,000.00
	Fees	£25,000.00
	Total	<u>£500,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029 - Building Resilient and Empowered Communities - Housing HRA element – Free from Serious Disrepair – Urgent Roofs	
BUDGET PROVISION & PHASING	2024/2025	£500,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project	
	Contractor	Tender Amount
	Construction Services	£465,000.00
RECOMMENDATION	To approve the tender from Construction Services.	
SUB-CONTRACTORS	TBC	
BACKGROUND PAPERS	None.	

PROJECT	Disabled Adaptations 2024/2025	
PROJECT NUMBER	N/A	
PROJECT INFORMATION	The works comprise disabled adaptation works to various addresses within the city. Properties to be identified as and when.	
ESTIMATED START AND COMPLETION DATES	April 2024 March 2025	
TOTAL COST	Contract	£745,000.00
	Non-contract allowances	£20,000.00
	Fees	£85,000.00
	Total	<u>£850,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029 - Building Resilient and Empowered Communities - Housing HRA element - Miscellaneous.	
BUDGET PROVISION & PHASING	2024/2025	£850,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project	
	Contractor	Tender Amount
	Construction Services	£745,000.00
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	None.	
BACKGROUND PAPERS	None.	

PROJECT	Dryburgh Orlits – Flat Roofing Replacement – Phase 2	
PROJECT NUMBER	22-544-2	
PROJECT INFORMATION	The works comprise Flat Roofing Replacements to 34 number properties in Dryburgh area.	
ESTIMATED START AND COMPLETION DATES	August 2024 June 2025	
TOTAL COST	Contract	£1,066,197.13
	Non-contract allowances	£106,620.00
	Fees	£117,281.81
	Total	<u>£1,290,098.94</u>
FUNDING SOURCE	Capital Plan 2024-29 – Build Resilient Empowered Communities – Housing HRA Element - Free from Serious Disrepair – Roofs	
BUDGET PROVISION & PHASING	2024/2025	£1,000,000.00
	2025/2026	£290,098.94
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Contractor	Tender Amount
	Construction Services	£1,066,197.13
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	Scaffold – Dundee Plant (Dundee) TV Aerials – John Ross Smart Home Solutions (Perth)	
BACKGROUND PAPERS	None.	

PROJECT	Craigowan Sheltered Complex - Lighting Upgrade	
PROJECT NUMBER	23-1007	
PROJECT INFORMATION	Sheltered Complex Lighting Upgrade	
ESTIMATED START AND COMPLETION DATES	Start July 2024 Completion Sept 2024	
TOTAL COST	Contract	£33,525.95
	Non-contract allowances	£3,500.00
	Fees	<u>£4,072.85</u>
	Total	<u>£41,098.80</u>
FUNDING SOURCE	Capital Plan 2024-2029 – Build Resilient Empowered Communities – Housing HRA Element – Sheltered Lounge Upgrades	
BUDGET PROVISION & PHASING	2023-2024	£8,890.55
	2024-2025	£32,208.25
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Contractor	Submitted Tender
	Construction Services	£33,525.95
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	N/A	
BACKGROUND PAPERS	None.	

PROJECT	Douglas and Angus 10 th & 12 th Sheltered Flats – Heating Upgrade	
PROJECT NUMBER	23-508	
PROJECT INFORMATION	The works comprise Heating Upgrades to approximately 68 number houses	
ESTIMATED START AND COMPLETION DATES	June 2024 August 2024	
TOTAL COST	Contract	£464,483.30
	Non-contract allowances	£40,000.00
	Fees	£55,493.16
	Total	<u>£559,976.46</u>
FUNDING SOURCE	Capital Plan 2024-2029 – Build Resilient Empowered Communities – Housing HRA Element – Modern Facilities and Services	
BUDGET PROVISION & PHASING	2023/2024	£8,282.25
	2024/2025	£551,694.21
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Contractor	Submitted Tender
	Construction Services	£464,483.30
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	N/A	
BACKGROUND PAPERS	None.	

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APPENDIX 2**22-544-2 – DRYBURGH FLAT ROOFING – PHASE 2**

Ettrick Crescent	3	24
	5	26
	9	30
	11	32
	13	38
	15	40
	18	44
	19	54
	21	56
	22	
Dryburgh Place	21	27
Dryburgh Street	35	31
	39	40
	41	2
	45	4
	34	10
	38	32
Munro Place	27	
Total: 34 properties		

APPENDIX 2**23-508 – DOUGLAS AND ANGUS 10TH & 12TH SHELTERED FLATS – HEATING UPGRADE**10th

Balmullo Square	1	11 G/1
	3	11 1/1
	7 G/1	11 1/2
	7 1/1	13 G/1
	7 1/2	13 G/2
	9 G/1	13 1/1
	9 G/2	13 1/2
	9 1/1	15
	9 1/2	

Balunie Avenue	12	20
	14	22
	16	24
	18	

12th

Ballindean Place	14 G/1	30 G/1
	14 G/2	30 G/2
	14 1/1	30 1/1
	14 1/2	30 1/2
	28 G/1	32 G/1
	28 G/2	32 G/2
	28 1/1	32 1/1
	28 1/2	32 1/2

Balmedie Drive	1 G/1	9 1/1
	1 G/2	9 1/2
	1 1/1	17 G/1
	1 1/2	17 G/2
	2 G/1	17 1/1
	2 G/2	17 1/2
	2 1/1	19 G/1
	2 1/2	19 G/2
	6 G/1	19 1/1
	6 G/2	19 1/2
	6 1/1	21 G/1
	6 1/2	21 G/2
	9 G/1	21 1/1
	9 G/2	21 1/2

Total: 68 properties