

ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
1.	<p>Title / Subject Matter: Please give a brief summary of what the decision was about. A short title for future reference would also be helpful.</p> <p><u>Private Sector Housing Stock Condition Modelling Report</u></p>
2.	<p>Is this a Key Decision: A Key Decision is one that is likely to:</p> <p>(a) Result in the Council spending or making savings of over £50,000 revenue or £1m capital, or;</p> <p>(b) Have a significant impact on two or more Wards, or electoral divisions in the Council's area.</p> <p>No</p>
3.	<p>Decision Taken: Briefly summarise what you have decided to do. For instance, to purchase a specific piece of equipment for a specific cost. Don't include any information in your summary that you would not want to be published.</p> <p>To work with Nottinghamshire district and borough councils, and Nottingham City Council to jointly commission a private sector stock modelling report.</p> <p>To act as the lead authority for the purposes of transferring payment to the commissioned provider.</p> <p>To commission the report under an exemption to contract procedure rules on the grounds that there is an insufficient marketplace to tender for this service because of the specialist nature of the work – Paragraph 17.6.2 of the Contract Procedure Rules.</p>
4.	<p>Reasons for the Decision: Again, briefly explain why you thought this was the right decision.</p> <p>Local housing authorities are required under Section 3 of the Housing Act 2004 to understand the condition of private sector housing in their area, and to develop strategies to address areas of concern.</p> <p>We previously commissioned the BRE in 2016 to undertake a stock modelling</p>

exercise to produce a report on the condition of private sector stock in Ashfield. This report is now out of date.

Derby City Council (DCC) Public Health Insights Team were commissioned by Derbyshire districts and boroughs and Derbyshire County Council to undertake a similar exercise in 2019. DCC have submitted a proposal to Nottingham and Nottinghamshire authorities to undertake the same exercise in our areas.

The DCC stock modelling exercise utilises an enhanced methodology compared to that of market leaders such as BRE, meaning the final report is more accurate. DCC's proposal is also substantially more cost effective than each authority commissioning a report separately with a market leader.

The total cost of the project is £114,325. External funding has been secured from Nottinghamshire County Council towards the cost of the project. The Adult Social Care Department are contributing £12,704 and the Public Health Department are contributing £12,700. This means the amount to be divided equally amongst the 7 contributing local housing authorities is £88,921, meaning a cost per authority of £12,703. This is a one-off cost. Any costs to refresh the database will be set out in a future ODR.

We will fund our contribution from the Strategic Housing Professional and Consultancy Services budget.

The project will take 12 months once a data analyst has been recruited by DCC to undertake the modelling exercise. Each local housing authority will receive a condition report at the end of the project as well as a database of all addresses in their area detailing the condition they are in. DCC's stock condition report is available [here](#).

Each local housing authority will jointly sign an SLA with DCC, as well as signing a Data Processing Agreement with DCC. Ashfield has agreed to act as the lead authority for the purpose of transferring payment to DCC, meaning all local authorities will be invoiced by us for their share of the project cost. Each local authority party to the agreement has confirmed their commitment to the project and share of the project cost. A funding agreement will also be put in place between Ashfield and Nottinghamshire County Council for their contributions to the cost of the project.

Approval is requested to commission this project under an exemption to contract procedure rules on the grounds that there is an insufficient marketplace to tender for this service because of the specialist nature of the work – Paragraph 17.6.2 of the Contract Procedure Rules.

5. Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:

Please attach the relevant Report or Briefing Note. Unless classified as exempt, this information will be included with the Decision Record and published on the Council's website.

6. Was the Decision classed as exempt? If so, what were the reasons for this:

Please refer to the Constitution which explains the legal grounds for exempting from publication information used to make a decision.

No

7. Alternative Options Considered / Rejected:

Briefly summarise what other options, if any, you considered and explain why you rejected them.

Not to commission a new stock condition modelling exercise – this was rejected as our current report on stock condition is out of date meaning we are not compliant with the requirements of the Housing Act 2004.

To commission a stock condition modelling exercise separately to other authorities – this was rejected as it was significantly less cost effective to do so

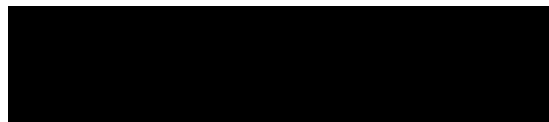
8. Declarations of Interest and Dispensations – if applicable:

Any Declarations of Interest relating to this decision and subsequent dispensations should be listed.

9. Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate):

10. Name / Title of the decision taker:

Councillor Tom Hollis, Deputy Leader and Executive Lead Member for Strategic Housing and Climate Change



Date: 28 March 2024

TO BE COMPLETED BY DEMOCRATIC SERVICES

1. Date that the decision was notified to Members:

4 April 2024

2. Date and time when the Call-In period for this decision ends:

5pm – 11 April 2024

3. Date when the decision can be implemented (five clear working days following publication):

12 April 2024

4. Decision Reference Number (if applicable):

N/A

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION:

Use this section to share any confidential information. **This will not be published or placed on the Council's web site.** It will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) ruth.dennis@ashfield.gov.uk or any member of the Democratic Services Team.

Report To:	EXECUTIVE DECISION RECORD
Date:	28 MARCH 2024
Heading:	PRIVATE SECTOR HOUSING STOCK CONDITION MODELLING REPORT
Executive Lead Member:	CLLR T HOLLIS – DEPUTY LEADER AND EXECUTIVE LEAD MEMBER FOR STRATEGIC HOUSING AND CLIMATE CHANGE
Ward/s:	N/A
Key Decision:	NO
Subject to Call-In:	YES

Purpose of Report

To seek approval to jointly commission a Nottingham and Nottinghamshire private sector stock modelling report.

Recommendation(s)

To work with Nottinghamshire district and borough councils, and Nottingham City Council to jointly commission a private sector stock modelling report.

To act as the lead authority for the purposes of transferring payment to the commissioned provider.

To commission the report under an exemption to contract procedure rules on the grounds that there is an insufficient marketplace to tender for this service because of the specialist nature of the work – Paragraph 17.6.2 of the Contract Procedure Rules.

Reasons for Recommendation(s)

Local housing authorities are required under Section 3 of the Housing Act 2004 to understand the condition of private sector housing in their area, and to develop strategies to address areas of concern.

We previously commissioned the Building Research Establishment (BRE) in 2016 to undertake a stock modelling exercise to produce a report on the condition of private sector stock in Ashfield. This report is now out of date.

Derby City Council (DCC) Public Health Insights Team were commissioned by Derbyshire districts and boroughs and Derbyshire County Council to undertake a similar exercise in 2019. DCC have submitted a proposal to Nottingham and Nottinghamshire authorities to undertake the same exercise in our areas.

The DCC stock modelling exercise utilises an enhanced methodology compared to that of market leaders such as BRE, meaning the final report is more accurate. DCC's proposal is also substantially more cost effective than each authority commissioning a report separately with a market leader.

The total cost of the project is £114,325. External funding has been secured from Nottinghamshire County Council towards the cost of the project. The Adult Social Care Department are contributing £12,704 and the Public Health Department are contributing £12,700. This means the amount to be divided equally amongst the 7 contributing local housing authorities is £88,921, meaning a cost per authority of £12,703. This is a one-off cost. Any costs to refresh the database will be set out in a future ODR.

We will fund our contribution from the Strategic Housing Professional and Consultancy Services budget.

The project will take 12 months once a data analyst has been recruited by DCC to undertake the modelling exercise. Each local housing authority will receive a condition report at the end of the project as well as a database of all addresses in their area detailing the condition they are in. DCC's stock condition report is available [here](#).

Each local housing authority will jointly sign an SLA with DCC, as well as signing a Data Processing Agreement with DCC. Ashfield has agreed to act as the lead authority for the purpose of transferring payment to DCC, meaning all local authorities will be invoiced by us for their share of the project cost. Each local authority party to the agreement has confirmed their commitment to the project and share of the project cost. A funding agreement will also be put in place between Ashfield and Nottinghamshire County Council for their contributions to the cost of the project.

Approval is requested to commission this project under an exemption to Contract Procedure Rules on the grounds that there is an insufficient marketplace to tender for this service because of the specialist nature of the work – Paragraph 17.6.2 of the Contract Procedure Rules.

Alternative Options Considered

(with reasons why not adopted)

Not to commission a new stock condition modelling exercise – this was rejected as our current report on stock condition is out of date meaning we are not compliant with the requirements of the Housing Act 2004.

To commission a stock condition modelling exercise separately to other authorities – this was rejected as it was significantly less cost effective to do so.

Implications

Corporate Plan: This decision supports the Housing and Homes priority to tackle disrepair and poor housing conditions by supporting landlords and tenants in ensuring private rented properties are well maintained and in line with safety regulations.

Legal:

The recommendations in the report ensure the Council will comply with the requirements of the Housing Act 2004. The reasons for seeking approval to use the exemption (17.6.2) under Contract Procedure Rules are set out in the report. [RLD 22/08/2023]

Finance: [PH 07/03/2024].

Budget Area	Implication
General Fund – Revenue Budget	Costs to be met from the 2023/24 Strategic Housing Professional and Consultancy Services revenue budget.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
An authority withdraws from the project and the cost per authority increases.	Each local authority that is party to the agreement has confirmed their commitment to the project and share of the project cost.

Human Resources:

There are no HR implications contained in the report

Environmental/Sustainability:

This project will contribute to the Council's work to improve the thermal efficiency and reduce carbon emissions for private sector housing, as well as maximising external grant to fund decarbonisation projects. The database to be supplied through this project will provide a detailed understanding of thermal efficiency and carbon emissions at an address level and this data can be used to support external funding applications and to develop decarbonisation programmes.

Equalities:

Individuals and families with protected characteristics often live in the poorest quality housing and this can exacerbate their health conditions. This project will support the Council's activities to tackle disrepair and poor housing conditions resulting in a benefit to individuals and families with a protected characteristic.

Other Implications:

N/A

Reason(s) for Urgency

N/A

Reason(s) for Exemption

N/A

Background Papers

N/A

Report Author and Contact Officer

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