

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	1426
Author:	Graham de Max
Department:	Development
Contact:	Graham de Max (Job Title: Partnership and Policy Manager, Email: graham.demax@nottinghamcity.gov.uk, Phone: 01158763538)
Subject:	Management Agreement for the delivery of the housing repairs and maintenance service
Total Value:	The decision being made does not commit expenditure: this was agreed by Executive Board (Type: Revenue)
Decision Being Taken:	To delegate authority to the Corporate Director of Development to negotiate and sign the management agreement described in this report to enable Nottingham City Homes to deliver the repairs and maintenance service to the Council's 29,000 rented and leasehold homes.
Reasons for the Decision(s)	The ten year Partnering Agreement between the Council and Nottingham City Homes (NCH) completed in 2011 allows for the repairs service to be incorporated into the main agreement, subject to the Council being fully satisfied that NCH delivers a good quality, value for money service. In May last year a comprehensive review of the repairs and maintenance service was carried out by an independent group of consultants, "Just Housing". Using the Chartered Institute of Housing's Repairs Charter as the framework for their assessment, Just Housing were able to report to the Council that NCH was delivering a good service which offers value for money. In the light of this, Executive Board agreed at its July 2013 meeting to extend the existing tendered contract until April 1 2014 and authorised officers to develop a management agreement which would set out the expectations for a repairs service which would be part of the overall Partnering Agreement. This agreement was to have a strong focus on ensuring value for money and continuous improvement and would have at its core a strong, outcome focused performance management framework. The Council re-engaged Just Housing to provide objective and professional advice in the development of this document.
Briefing notes documents:	2014 Management Agreement 7 April redacted exempt appendix.doc

Other Options Considered:	The main alternative option, putting the repairs work out to tender was considered and rejected in the report to Executive Board in July 2013. The reason that it was rejected is that tendering the work competitively is costly, time consuming and does not necessarily achieve the desired outcome, which is more than just simply reducing costs.
Background Papers:	Review of NCH Repairs Service (Just Housing, May 2013)
Unpublished background papers:	JH Review of NCH Repairs Service 2013 FINAL 21.06.13.pdf
Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Exempt Information:	
Description of what is exempt:	Performance and financial data has been extracted from the Management Agreement
	An appendix (or appendices) to this decision is exempt from publication under the following paragraph(s) of Schedule 12A of the Local Government Act 1972
3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).	The public interest in maintaining the exemption outweighs the public interest in disclosing the information because there is performance and financial information which is of a commercially sensitive nature
Documents exempt from publication:	2014 Management Agreement 7 AprilHDs version.doc
Consultations:	Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:	None
Equality:	EIA not required. Reasons: The implementation of a new repairs agreement will not have any particular impact on specific groups of people
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	16/04/2014
Advice Sought:	Legal, Finance, Human Resources
Legal Advice:	Repairs and maintenance of the City Council's housing stock is currently delivered by Nottingham City Homes ('NCH') under a contract which was put out to competitive tender in 2008. The City Council has a partnering agreement with NCH. The partnering agreement includes the provision of repairs and maintenance and recognises that the work is currently delivered by NCH under a separate contract. The proposed management agreement will supersede the existing repairs and maintenance contract and bring those activities under the partnering agreement as originally anticipated. The management agreement provides a process for NCH to present a proposed budget and a programme of works for approval by the City Council. There are provisions which require NCH to demonstrate that it is providing value for money and if it is unable to do the City Council will be able to invoke the provisions in the partnering agreement to competitively tender the work. The management agreement includes the budget and KPIs for 14/15. The parties must agree the KPIs and budget for future years - the parties will use the partnering arrangements included in the partnering agreement to meet to agree and resolve any disputes. The management agreement is unlike a typical employer-contractor relationship and will rely for its efficacy on the strength of the partnership and the partnering arrangements in place to monitor and report on budget spend and delivery of the works programme. The City Council may award the management agreement direct to NCH without a tender as NCH is a wholly owned Council company which benefits from the Teckal exemption. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 02/04/2014.

Finance Advice:

Executive Board in July 2013 agreed in principle the proposal to incorporate the repairs contract within the existing Nottingham City Council and NCH Partnering Agreement from April 2014, subject to further detailed work to agree new working arrangements between the partners. This work has focused on ensuring value for money and continuous improvement and a strong outcome focused performance management framework has been developed.

The estimated value of the work to be carried out under this agreement in 2014/15 is £26.803m revenue and £5.119m capital both of which are included in the Housing Revenue Account budget. The performance management framework requires NCH to prove value for money against agreed KPIs. In the event of NCH being unable to do this the City Council can invoke the provisions in the Partnering Agreement and put the work out to competitive tender.

Advice provided by Jim Driver (Finance Service Partner) on 01/04/2014.

HR Advice:

The proposal is supported by the HR department. It is recommended that if/when the contract is reviewed after its initial term, the service engages with Legal and HR support services once again to understand the implication of any decision taken. Advice provided by Paul Slater (Service Redesign Consultant) on 31/03/2014.

Signatures

Dave Liversidge (PH, Commissioning and Voluntary Sector)
SIGNED and Dated: 09/04/2014
David Bishop (Corporate Director Development and Growth)
SIGNED and Dated: 09/04/2014

Management Agreement between



**Nottingham
City Council**

and



**for the delivery of repairs and maintenance
services to the Housing portfolio**

Effective 1st April 2014

Management Agreement between Nottingham City Council and Nottingham City Homes for the delivery of repairs and maintenance services

This Agreement is dated theday of 2014 between

Nottingham City Council (the Council) of the one part and

The Service Provider

Nottingham City Homes Limited ("NCH")

of the other part (whose registered office or principal place of business is at)

14 Hounds Gate, Nottingham, NG1 7BA

Whereas

The Council wishes the undertaking as necessary of works in accordance with this Management Agreement and the documents and policies referred to in it as it regards the repairs, maintenance, servicing, improvement and associated requirements to the Council's housing portfolio.

Now it is hereby agreed as follows:

This Management Agreement is annexed and incorporated into the existing Partnering Agreement dated 3rd March 2011 between Nottingham City Council and Nottingham City Homes Limited ("the Partnering Agreement").

This Management Agreement supersedes the repairs contract between the parties which commenced on 1st July 2008 ("the Repairs Contract") which is referred to in the Partnering Agreement.

The Management Agreement sets out the Repairs Activity as envisaged by the Partnering Agreement.

namely_____

[Signature]_____DIRECTOR

and _____

[Signature] _____ CHIEF EXECUTIVE /DIRECTOR

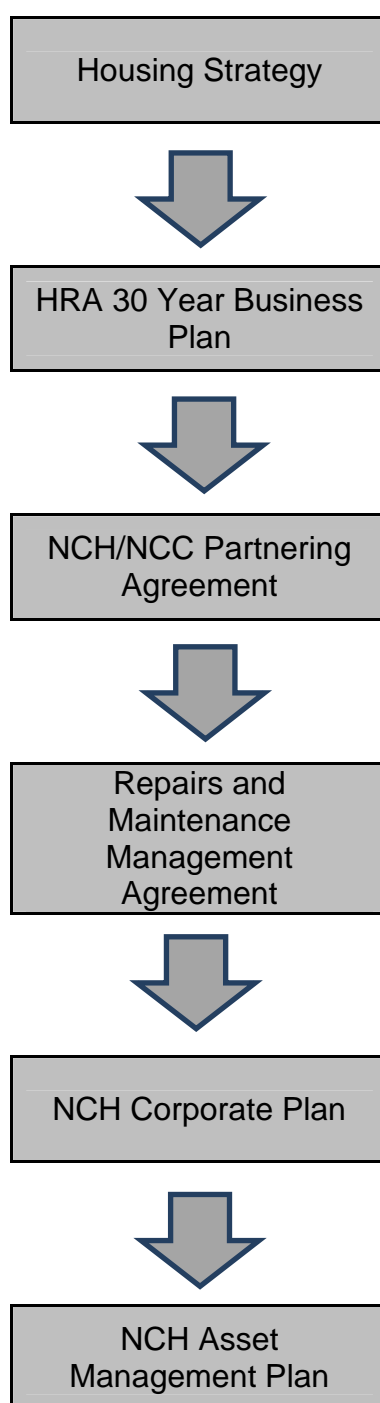
1.0 Details of Agreement

- 1.1 This Management Agreement focuses on the provision of the repairs, maintenance, servicing and associated works to the Council's housing portfolio ("the Service"). In order to provide flexibility in the future, it does not seek to prescribe every element of the Service and as such enables the inclusion of other related areas of service over the duration of the Agreement. Many of the elements of the service are ones which will vary from year to year and such changes and variations will be agreed annually.
- 1.2 The responsibility for managing the housing stock is with NCH . The basis to this document is to provide a performance framework whereby the Council is assured that the housing stock is well maintained, receives investment in a timely manner, has a wide range of services delivered in a customer focused way and provides value for money.
- 1.3 This document is not a standalone contract. It is a Management Agreement which is incorporated into the Partnering Agreement.
- 1.4 All of the terms and conditions of the Partnering Agreement apply equally to this Management Agreement. In the event of any conflicting terms the Partnering Agreement prevails. This Management Agreement lasts for the duration of the Partnering Agreement, subject to clause 15.4.3 of the Partnering Agreement.
- 1.5 The mature and well-established relationship between the Council and NCH enables a move away from the Council monitoring activities at an operational level to a position whereby a robust strategic performance framework has been developed and focused on the outcomes of the Services. This Management Agreement formalises what will be measured and how it will be reported.
- 1.6 The performance framework assesses services that are central to the provision of housing 'landlord' services. The agreement contains 14 highly focused KPIs which will enable effective monitoring of the Service and reporting by exception on indicators that have not achieved the expected outcomes. The philosophy is to further develop the culture of continuous improvement and maintaining clear accountability and responsibility with NCH.
- 1.7 This Management Agreement is subject to annual review of the Key Performance Indicators in clause 3 and the Performance Outputs in clause 4 (i.e. a review of KPIs and Performance Outputs themselves rather than performance against them)) plus a comprehensive review of compliance with the CIOH Repairs Charter and VFM every two years in accordance with clauses 1.8, 5.0 and 6.0, which will involve independent validation as well as the opportunity to refocus the outcomes based on revised corporate strategies. The annual reviews will occur by September of each year in order to facilitate the production of the relevant budget bid, as detailed in clause 2.

Regular in year performance review will take place within the quarterly Partnership Forum meetings. Where new or revised targets are set they shall be recorded in writing and signed by the parties and shall be incorporated into this Management Agreement.

- 1.8 The biennial review in clause 5.0 and 6.0 shall take place separately in alternate years. The first review will take place in Year 2 and will be a CIOH review in accordance with clause 5.0. The second review will be a VFM review and will be undertaken in accordance with clause 6.0.
- 1.9 This Management Agreement firmly places responsibility with NCH for the delivery of the Service as well as for proactive performance reporting. Nothing in this Management Agreement precludes the right for the Council to undertake its own independent audit at any point in addition to the end of year audit process.

1.10 The strategic context and hierarchy of associated strategies to this Management Agreement is:

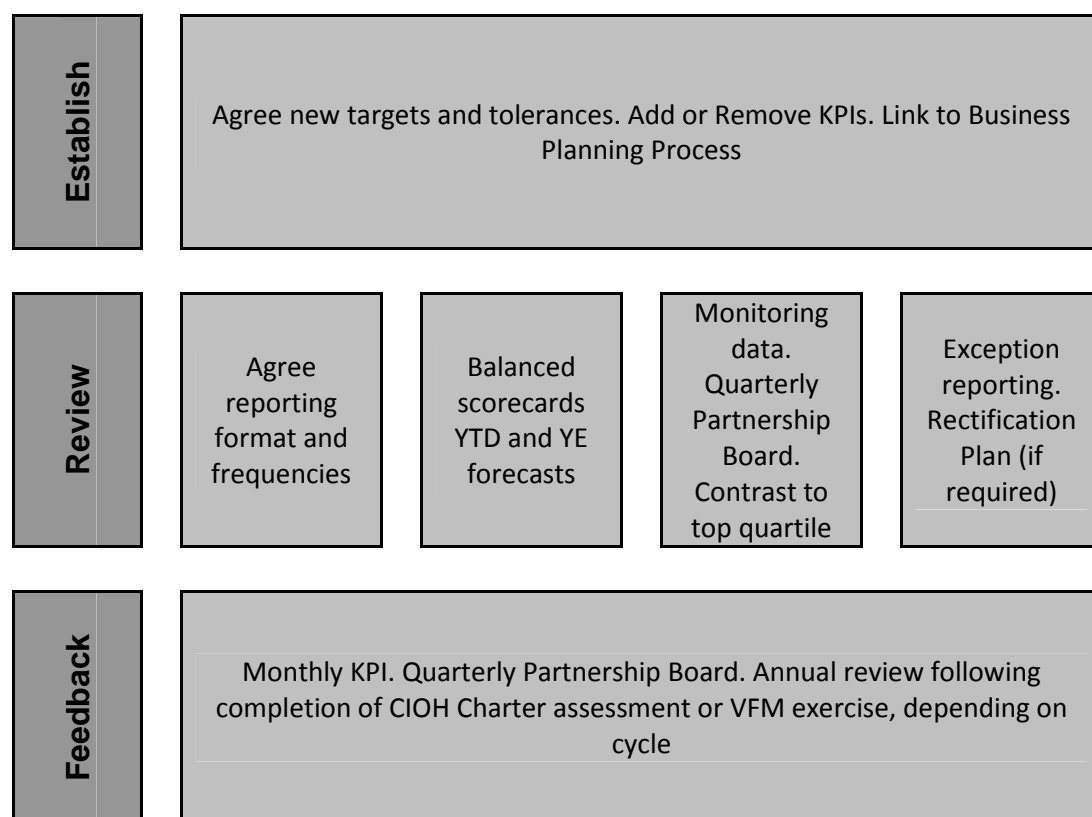


1.11 The approach adopted in this Management Agreement demonstrates the parties' joint commitment to address the issues identified in the report of the Just Housing review (May 2013) and contains provisions to ensure the parties continue to address those issues.

2.0 Performance Framework

- 2.1 The Council has set out clear priorities in its Housing Revenue Account Business Plan 2012-42. One key theme of this is a quality repairs and maintenance service, which is further defined as '*right first time, flexible and efficient, and providing value for money*'. The HRA Business Planning framework sets out a clear remit of the expected outcomes for the repairs and maintenance service, which this Management Agreement is based upon:
- Improvement in homes;
 - A quality repairs and maintenance service;
 - Meaningful tenant engagement;
 - Excellent customer service.
- 2.2 The aims and objectives of both organisations are mutually focused on providing first class, efficient and effective landlord services to over 29,000 rented and leasehold units.
- 2.3 Budgets will be aligned with 5 distinct performance outputs (see clause 4).
- Statutory;
 - Responsive repairs;
 - Maintaining decent homes;
 - Decent Neighbourhoods;
 - Voids.
- 2.4 As the Council and NCH are committed to improving the local economy and environment a further performance output will be monitored (see relevant Budget Head KPIs in clause 4.0)
- Nottingham £.

2.5 An overarching performance framework has been developed. This is based on the following process:



2.6 The outcomes of the performance framework will ensure:

- The corporate objectives of the Council and the desired outcomes of the Service are maximised;
- NCH demonstrates with transparency how it intends to deliver the outcomes – identifying links to their strategies;
- That a clear process of performance management is established and maintained and the inputs required of both organisations in developing this;
- Any emerging risks to delivering objectives are detected proactively.

2.7 The NCH Asset Management Strategy shows the annual operational detail of delivering the NCC HRA Business Plan. In order to measure alignment with the stated objectives, the above strategic indicators all have a 'sub-set' of operational Key Performance Indicators (KPIs) that measure specific aspects of the service against expected outcomes. The KPIs form a 'Balanced Score Card'.

2.8 The balanced score card approach measures the Service against top quartile landlord services through benchmarking models currently used by APSE or similar. It also tracks the direction of travel of performance, enabling an immediate assessment to be made and to focus attention on areas falling short of expectations. The key is set out below:

Key	
■	Performance is meeting target
■	Performance is close to target
■	Performance is not meeting target
↑	Trend - has improved
→	Trend – has stayed the same
↓	Trend – has declined
■	Upper Quartile Position when compared with other organisations
■	Second Quartile Position when compared with other organisations
■	Third Quartile Position when compared with other organisations
■	Lower Quartile Position when compared with other organisations

- 2.9 In the event of other than tolerable negative deviations from the established and agreed targets, the Council may request an “Exception report” from NCH. Such reports must be completed by NCH in a timescale and detail reasonably specified by the Council.
- 2.10 The “Exception report”, which will be a clear and concise description of why the deviation has arisen, is required along with associated implications and impacts to the service. Additionally it will detail the proposed actions to remedy the position and an associated timescale.
- 2.11 The emphasis on developing and implementing this Management Agreement is to provide a framework for continuous improvement. In 2013, the performance of the NCH Direct Labour Organisation in its delivery of the Repairs Contract was subjected to a detailed external review. The conclusion of this identified an action plan, which was a precursor to developing this Management Agreement. NCH will present an annual continuous improvement plan as part of the annual review process, so that progression may be identified along with further continuous improvement initiatives.

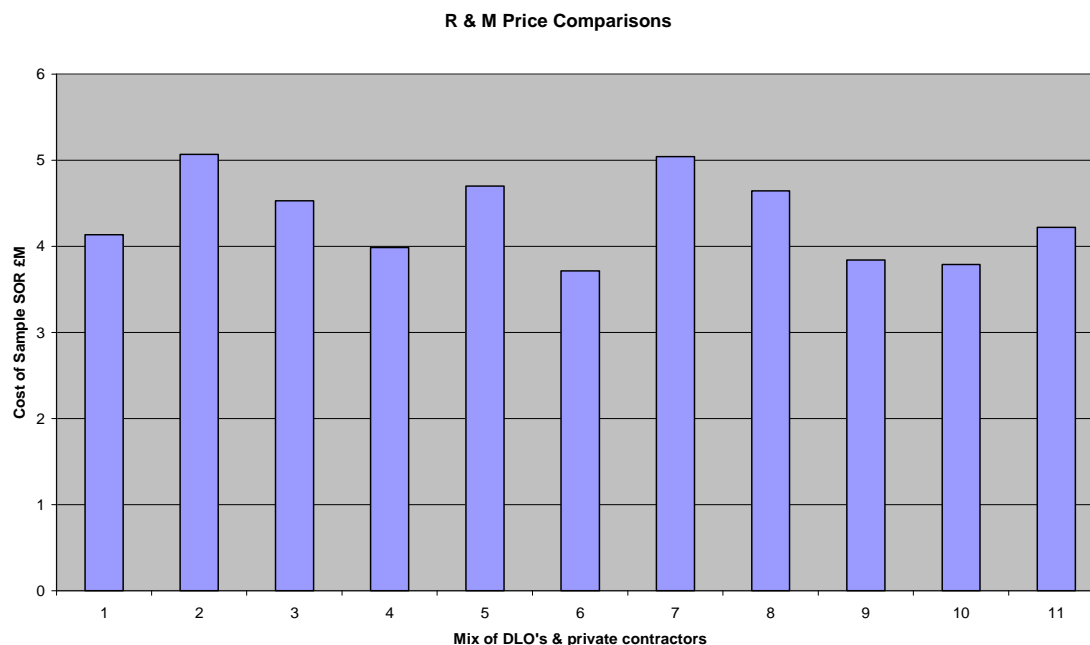
6.0 VFM Benchmarking Data

- 6.1 In preparation for this Management Agreement, in November 2013 NCH participated in an independent benchmarking exercise with 11 of its peers in the table below NCH is No.4.

Identity	Description	Values £M
1	ALMO – circa 30,000 units R&M services by in-house DLO	4.132
2	Private Contractor – provides R&M services to RSLs across the country	5.068
3	Private Contractor – provides R&M services to RSLs across the country	4.529
4	ALMO – circa 28,000 units R&M services by in-house DLO	3.985
5	ALMO- circa 30,000 units R&M services by in-house DLO	4.7
6	ALMO – circa 14,000 units R&M services by private contractor	3.713
7	LSVT – circa 11,000 units R&M services by in-house DLO	5.041
8	ALMO- circa 20,000 units R&M services by private contractor	4.645
9	LSVT – circa 6000 units R&M services by private contractor	3.841
10	LSVT- circa 7000 units R&M services by private contractor	3.789
11	ALMO – circa 21,000 units R&M services by in-house DLO	4.221

- 6.2 Each organisation independently submitted a basket of in excess of 50 schedules of rates codes. These figures were extrapolated and the results set out on the graph below:

In the table below, NCH DLO is organisation No.4. Only 3 of its 10 peers could offer a more cost effective service, and only marginally cheaper.



A brief overview of the methodology, and the basket of rates used, is attached at Appendix one.

The above data was considered to be sufficiently robust to proceed to conclude this Management Agreement.

- 6.3 As set out in clause 5.1, in 2013 an independent review and report by Just Housing Limited concluded that NCH offered good overall VFM. Just Housing were asked to scrutinise the approach to value for money shown in appendix one to this agreement. They concluded the process was robust and was a further indication that a Management Agreement for the delivery of the Service by NCH would deliver Value for Money to NCC.
- 6.4 In addition to monthly balanced scoring monitoring and the biennial review set out in clause 5.0, a biennial review of VFM will also be undertaken. For subsequent VFM reviews the Council and NCH will agree the VFM framework/peer group benchmarking. If following any VFM review NCH has fallen below the chosen measure NCH must produce a report identifying areas where it has failed to deliver VFM together with an improvement plan setting out how it proposes to improve its performance in those areas with timescales for delivering those improvements. The improvement plan must be provided to the Council for its approval within 28 days of completion of the report of the VFM review. The improvement plan will be discussed and agreed at the next available meeting of the Partnership Forum.
- 6.5 At all times throughout this agreement, NCC retain the right to undertake an independent VFM assessment.

7.0 Baseline Budget for 2014/15 Planning and Programmes of Work

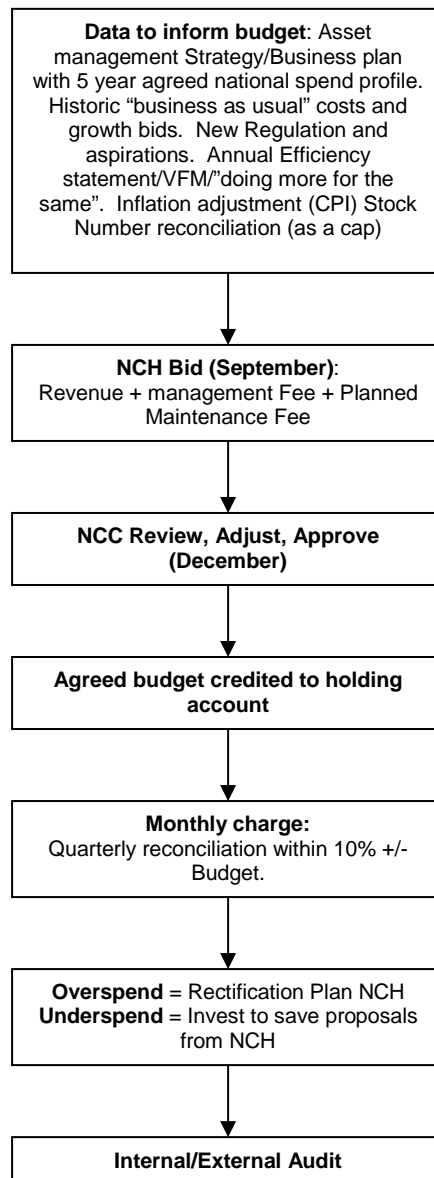
- 7.1 The responsibility for constructing the annual budget and management thereof once approved is with NCH. In constructing the business case for the budget, the budget heads set out in section 2.3 will be used in order to substantiate the bid.
- 7.2 The budget will be proposed each year by NCH based on the KPIs set out in Part 3 and the budget heads set out in section 2.3 (as maybe amended). For each budget head NCH shall supply quantitative data together with a programme of work for that budget head. The proposed budget must be provided to the Council before the end of September.
- 7.3 Progress against the programme of work will be reviewed as part of the Partnership Forum meetings. Where NCH proposes to make significant changes to the programme of work or to the spend profile it shall seek the prior approval of the Partnership Forum.

8.0 Variation and Virement

- 8.1 NCH may vary expenditure between the five budget heads set out in clause 2.3 provided that:
 - 8.1.1 it shall obtain NCC's approval (such approval not to be unreasonably withheld or delayed) for any variation in excess of £500,000 or any other significant variation to the programme of works in the budget heads and
 - 8.1.2 the total budget for the five budget heads is not exceeded.

9.0 Payment Framework

- 9.1 Nottingham City Council wishes to reduce the cost of administration of payments associated to the provision of the service. In order to achieve this, the following financial framework has been established to simplify the payment process:



APPENDICES

VFM Benchmarking undertaken

ITEM NUMB ER		UNIT OF MEASUR EMENT	COST (£)	LABOUR (£)	MATERIALS (£)
<u>RESPONSIVE REPAIRS</u>					
	<u>DRAINAGE</u>				
1	GULLY:OVERHAUL GULLY	NO	£73.20	£16.18	£57.02
	Gully: Clear blockage to gully including rodding as necessary, repoint pipe at back inlet, flush with clean water and removal of debris to approved tip. Renew missing or damaged any size or type of gully grating. Remove and rebuild gully splashback in brickwork with sand and cement render dished to gully top.				
2	DRAIN: JET BLOCKAGE	IT	£76.05	SUB	SUB
	Drain: Clear all blocked drain runs within curtilage of property, by pressure jet, remove and refix all necessary manhole covers and gratings etc. On completion, flush out, and test, and clear away debris to approved tip.				
3	DRAIN:CCTV SURVEY	IT	£120.00	SUB	SUB
	Drain: Undertake CCTV survey of all drain runs within curtilage of property to identify fault, or following repairs or jetting, remove and refix manhole covers and gratings as necessary, supply report and video to Client.				
	<u>DECORATION</u>				
4	WALLS /CEILINGS: STERILISING SOLUTION	SM	£1.39	£1.21	£0.18
	Apply sterilizing solution and clean mould off surface prior to decoration.				
5	WALLS:APPLY 2 COATS EMULSION	SM	£2.94	£2.63	£0.31
	Walls: Prepare walls and apply two full coats of emulsion paint to walls.				
6	SURFACES:APPLY HALOPHEN	SM	£15.44	£12.98	£2.46

	Surfaces: Prepare walls and ceilings and apply one coat RLT Halophen solution to walls or ceilings in accordance with manufacturer's directions.				
	<u>ELECTRICAL</u>				
7	TEST:OCCUPIED PROPERTY AND REPORT	IT	£152.41	£149.21	£3.20
	Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect any illegal wiring and components- provide report to the Contract Administrator (any repairs required to be ordered separately).				
8	FAN:OVERHAUL DOMESTIC EXTRACT	NO	£38.79	£38.79	£0.00
	Fan: Overhaul any kind of domestic extractor fan, dismantle and reassemble, clean and oil, test and leave in working order.				
9	FAN:RENEW MINIMUM 60LTR PER SECOND	NO	£138.95	£33.53	£105.42
	Fan: Isolate supply, disconnect, clear away and renew window/wall mounted plastic cased fan, single speed motor class 1, earthed, integral back draught shutter with trickle ventilation control facility, cord operated, plastic pipe duct extension, external wall grille, fan capable of handling min 60 litre/second and trickle ventilator with total area of 4000mm2, remake all necessary connections, reconnect electricity supply, undertake electrical tests and make good all finishes.				
10	FIRE: 2.5KW RADIANT FIRE	NO	£173.03	£32.82	£140.21
	Fire: Supply, and install DimplexCheriton CHT20 fire, including new circuit and spur as required.				
11	PULL CORD				
	Renew pull cord to pull switch	NO	£7.20	£5.98	£1.22
	<u>PLASTERING / FINISHES</u>				
12	WALL REPLASTER IN PATCH	NO	£18.25	£16.60	£1.65
	Wall: Remove all existing applied wall finishes, wallpaper, artex, tiles etc. Cut out defective wall plaster, plasterboard, or				

	lath and plaster and repair in lightweight plaster and skim or plasterboard and skim up to 1M² (per property)				
13	WALL: REPLASTER	SM	£30.94	£27.92	£3.02
	Wall: Remove all existing applied wall finishes, wallpaper, artex, tiles etc. Cut out defective wall plaster, plasterboard, or lath and plaster and repair in lightweight plaster and skim or plasterboard and skim over 1M² (per property)				
14	WALL:RENEW APPLY SKIM COAT PLASTER	SM	£13.56	£12.93	£0.63
	Wall: Remove all existing applied wall finishes, wallpaper, artex, tiles etc. Prepare defective plaster skim and apply new skim coat of plaster including applying two coats of bonding agent.				
15	WALL TILES:HACK OFF AND MAKE GOOD	SM	£32.26	£31.57	£0.69
	Wall Tiles: Hack off glazed wall tiling, make good wall with lightweight plaster and skim/ or skim as necessary.				
16	WALL TILES:FIX NEW GLAZED TILES	SM	£74.86	£56.95	£17.91
	Wall Tiles: Remove existing wall tiles and prepare wall by making good as necessary to receive new tiles, supply and fix new ne 152x152x6mm glazed ceramic wall tiles to splash back and cills, including fixing with adhesive, grouting, and any necessary cutting, and clear away debris to approved tip				
17	FLOOR TILES:RENEW VINYL FLOORTILES	SM	£49.94	£36.40	£13.54
	Floor Tiles: Take up vinyl floor tiles, including bedding material, provide and lay 2.5mm thick or similar floor tiles 225mm x 225mm, any colour laid level or to fall with approved fixative including cutting and fitting around fitments etc, and fair joint and flush edge to existing finishing including levelling screed				
	<u>GLAZING</u>				
18	PANE:REGLAZE TIMBER	NO	£37.35	£25.26	£12.09
	Pane: Remove glass, putty or beads to timber window and prepare to receive new and re-glaze in new putty, salvaged or				

	new beads, 3,4, or 6mm clear, obscure, float or Georgian wired glazing per pane.				
19	DOUBLE GLAZED UNIT:REGLAZE TIMBER	NO	£67.45	£33.18	£34.27
	Remove glass, putty or beads to timber window and prepare to receive new and re-glaze with double glazed unit comprising 2 No clear float or 1 No float 1 No obscure with air space to suit existing. Set in putty, salvaged or new beads				
	JOINERY				
20	LOCK:RENEW 5L MORTICE / CYLINDER	NO	£26.27	£13.74	£12.53
	Lock Change: Supply and fit 5 lever mortice lock, and cylinder night latch with keeps if necessary per door, including piecing up door and making good frame where necessary, and provide two sets of new keys per lock.				
21	EXTERNAL DOOR:EASE ADJUST INCLUDING REMOVE	NO	£41.15	£40.86	£0.29
	Door: Ease and/or repair door, including repair hardware, adjust or renew laths/weatherboard/thresh, adjust keep and piece up holes in door/frame or renew beading, covers and panels as necessary. Remove and rehang if necessary				
22	DOOR:RENEW INTERNAL PLY FLUSH	NO	£76.99	£55.03	£21.96
	Door: Renew internal door any size ne 40mm thick plywood facing both sides and 9mm hardwood lipping on long edges, including remove existing door and hinges, remove and refit door stops as necessary, fit and hang new door on one pair of 100mm steel butt hinges, make good or alter butt recesses on frame, door to be complete with all ironmongery, including making good and decoration to frame.				
23	DOOR:EASE ADJUST REHANG	NO	£18.99	£18.60	£0.39
	Door: Ease, reduce if required and adjust internal door including take off and rehang, adjust stops or ease rebates, make good to door and lining all type of repairs as necessary, supply and fix new hardware, and touch up paintwork to match existing.				

24	FLOORING:RENEW IN 19MM CHIPBOARD	SM	£32.53	££22.25	£10.28
	Flooring: Renew any flooring with 19mm flooring grade V313 waterproof chipboard including de-nail joists, clear away debris to approved tip, punch in nails, level to existing and make good including additional noggins/support battens as necessary.				
25	WINDOW:EASE AND ADJUST INCLUDING REMOVE	NO	£33.53	£20.64	£12.89
	Window: Ease any size and type of timber window including secure frame, repairs to opening sash, pivot sash, sliding sash including remove and refix sash, beads etc, oil and adjust all hinges and ironmongery as necessary, repair internal cill board, touch up decoration to match existing, test to ensure effective operation.				
26	BATTENS:RENEW	LM	£9.63	£8.89	£0.74
	Remove and refit or renew softwood battens or bearers nailed or screwed including making good.				
27	SKIRTING:RENEW SOFTWOOD SKIRTING	LM	£9.93	£8.89	£1.04
	Skirting: Remove existing and renew any size softwood plain, moulded or chamfered skirting plugged to brickwork, including all ends and angles and decorate to match existing.				
28	DOOR:RENEW SW PANELLED OR FLUSH	NO	£214.16	£126.04	£88.12
	Door: Renew external door with any size 44mm softwood panelled or flush door, hang on 1.5 pair butts, fix newmortice lock, furniture, keep, pair of bolts, cylinder latch and pull, security restraint device, letter plate including cutting mortice in door to suit, numerals, softwood weather mould, adjust stops, ease rebates, cut out and make good to frame to suit new position of butts, weather mould, lock and latch, rebate door bottom as necessary and fit new water bar if required. (Note this is like for like external softwood door replacement, not composite or secure by design door set)				
29	WINDOW:OVERHAUL PVCU	NO	£38.91	£36.41	£2.50
	Window: Overhaul any type of PVCu window, dismantle as				

	necessary and subsequently reassemble including freeing, easing and adjusting casements to give correct operation, renew fixing screws, remove, refit or renew ironmongery as necessary, check, lubricate operating mechanism, renew gaskets, make good and test.				
	PLUMBING				
30	RADIATOR:REMOVE AND REFIX	NO	£29.44	£29.04	£0.40
	Radiator: Remove and refix radiator for other trades including shut off valves, drain radiator, disconnect, remove, refix loose bracket(s) if required, refix and reconnect to valves, install corrosion inhibitor, vent and test.				
31	WC CISTERN:OVERHAUL ANY TYPE	NO	£41.65	£36.93	£4.72
	WC Cistern: Overhaul any type of cistern, if necessary renew diaphragm, linkage adjustment, water level, re-washer, reseal etc, renew float, renew ball valve, repair leak on flush pipe, tighten flush pipe nut, and check flushing operation, repair leak to overflow, including renew overflow connector, renew flushing arm and lever assembly to low level wc pull chain and handle to high level wc cistern, cistern flushing siphon and remake joints, including turn off water supply reinstate water supply and test on completion and leave cistern in working order.		.		
32	BURST:REPAIR BURST PIPE	NO	£20.27	£15.16	£5.11
	Burst: Isolate water supply, drain down, cut out and renew ne 1.00m length of any pipe, excluding lead, ne 28mm diameter including all necessary bends, connectors, fittings, cutting and threading of pipes etc, reinstate water supply and pipe lagging and test on completion. Include removing and refixing all necessary pipe boxing, flooring, bath panels.				
33	WASTE:RENEW 40MM PIPE AND TRAP	NO	£30.83	£27.79	£3.04
	Waste: Renew waste to any sanitary appliance in ne 40mm plastic pipework complete including trap, all fittings, clips, cut				

	or form holes and make good, make all necessary connections to stack, gully or hopper head and test.				
34	PIPE:INSTALL 15MM /22MM COPPER	LM	£14.82	£10.52	£4.30
	Pipe: Take out old services any type and renew in Table X 15mm / 22mm diameter copper pipework and compression or capillary fittings to any background with clips including all made bends, connectors, and fittings, and connect to appliance and or service.				
35	DRAIN DOWN	IT	£33.02	£33.02	£0.00
	Drain off and refill domestic hot water system and /or central heating system to enable repairs to be carried out				
	ROOFING				
36	ROOF TILE:REMOVE AND REFIX OR RENEW SLATES/TILES UP TO 10 NR	IT	£29.81	£27.92	£1.89
	Roof Tile: Remove and refix or renew loose slates or tiles any type to sloping roofs including repair or renew laths and felt up to 10NR tiles per dwelling.				
37	RIDGE:REMOVE AND RENEW TILES	LM	£36.46	£20.62	£15.84
	Ridge: Remove and renew any ridge, valley or hip tiles any type, edge bedded onto roof tiles and with solid bedding at butt joints in cement mortar (1:3) and mechanically fixed where necessary.				
38	RIDGE:RAKE OUT AND REPOINT TILES	LM	£20.47	£19.41	£1.06
	Ridge: Rake out and repoint ridge, hip or valley tiles, including hip irons with cement mortar (1:3).				
39	FELT:RENEW HP PLAIN OR MINERAL FINISH 3L	SM	£42.80	£33.19	£9.61
	Felt: Renew felt roofing with three layer high performance felt including strip and remove existing covering and prepare sub-base to receive new felt roofing, supply and lay three layer high performance felt roofing with plain or mineral surface finish to top layer including all kerbs, upstands, downstands, drips, angles, dressing into outlets, around pipes etc, clear away debris				

	to approved tip.				
<u>PLANNED / BATCHED MAINTENANCE</u>					
	<u>BRICKWORK</u>				
40	WALL:BUILD 1B WALL IN FACINGS TO GARDEN WALLS	SM	£139.87	£65.55	£74.32
	Wall: Supply and lay new facing bricks in one brick wall bedded and pointed in cement lime mortar (1:1:6) as the work proceeds, cut, tooth and bond new to old brickwork if applicable. (Include allowance for extra plumbing points if a radius walls)				
41	COPING:LAY NEW BRICK ON EDGE COPING	LM	£19.97	£11.32	£8.65
	Coping: Supply and lay facing bricks in brick on edge coping to one brick wall in cement lime mortar (1:1:6), and point as the work proceeds. (Including for radius walls)				
42	WALL:RAKE OUT AND REPOINT BRICKWORK	SM	£22.00	£21.43	£0.57
	Wall: Rake out existing joints of brickwork minimum 25mm deep and repoint brickwork in mortar to match existing and clear away debris to approved tip.				
<u>CONCRETE/ GROUNDWORKS</u>					
43	PATH:RENEW 100MM CONCRETE BED	SM	£65.68	£36.42	£29.26
	Path: Renew concrete path any type by breaking up existing concrete any thickness and excavating 250mm below existing level remove spoil, fill soft spots, level and compact bottoms of excavations and fill, 150mm hard core bed, blinded and 100mm concrete trowelled smooth including dishing to gullies and the like and all formwork.				
44	FLAG:LIFT AND REBED SINGLE PCC PAVING	NO	£5.46	£5.24	£0.22
	Flag: Lift any size existing precast concrete paving flag, fill and compact hard core to soft spots and re bed existing flag on 50mm sand bed, with dry butt jointing consisting of sand and cement mortar (1:4) brushed in, including all cutting and re-leveling around inspection chambers etc.				

45	NEW STEEL CLOTHES POST	NO	£32.51	£23.05	£9.46
	Remove existing metal or concrete clothes post and surrounding concrete. Renew with 50mm diameter galvanised steel clothes post up to 2.00m long, include for excavation and new concrete base, clear away debris to approved tip and reinstate paving or garden areas.				
	<u>FENCING</u>				
46	FENCING:REMOVE BOARD FENCE	LM	£9.34	£8.07	£1.27
	Fencing: Take down and remove any height vertical board fence consisting of concrete and or timber posts set in concrete, softwood rails, gravel board and vertical boards and remove to approved tip, fill post holes with top soil if replacement fence not fitted.				
47	FENCING:RENEW 1.2M BOARD TIMBER POST	LM	£58.10	£31.56	£26.54
	Fencing: Renew or provide new 1.20m tanalised timber vertical board fencing including for taking down remnants of existing fence and posts set in concrete, remove from site to approved tip, and set 100x100mm x 1.65m long softwood posts in concrete at ne 1.80m centres with two 69x44mm softwood rails screwed or bolted to posts and 144x20mm vertical boards nailed to rails. (Any breakthrough concrete or paved surface to be measured separately)				
48	GATE:REPAIR AND EASE AND ADJUST TIMBER GATE	NO	£18.42	£18.20	£0.22
	Gate: Repair timber garden gate including ease and adjust, remove and rehang as necessary including adjust or renew stop, secure loose post, ease or renew hinges, ease or renew catch and keep, supply and fix new timbers and scarf new sections as required(up to 3 Nr) and redecorate to match existing.				
	<u>GUTTERING AND RAINWATER GOODS</u>				
49	DOWNPIPE:RENEW PVCU NE 2 STOREY	NO	£55.33	£34.10	£21.23
	Downpipe: Remove existing and renew round or square PVCu downpipe to ne 2 storey dwelling complete with new brackets				

	plugged to brickwork and all necessary branches, offset projections, hopper head, shoe, terminal and slate if required including all cutting and making joints and make good to structure and all finishes.				
50	GUTTER:RENEW 150MM PVCU COMPLETE	LM	£16.83	£12.63	£4.20
	Gutter: Remove existing and renew any type gutter with 150mm PVCu gutter of any profile including support brackets fixed to fascia complete with all necessary angles, outlets stop ends, including cutting, making gutters line and level and connections to existing guttering and downpipes.				
51	GUTTER:CLEAN/FLUSH OUT	IT	£4.84	£4.72	£0.12
	Gutter: Clean out debris from gutters to any type of property including flush out and test, rod downpipe, including clean out gulley and remove debris from site on completion (per dwelling).				
	<u>ACCESS</u>				
52	SCAFFOLDING:PROVIDE TO CHIMNEY NE 15M HIGH	IT	£241.41	SUB	SUB
	Scaffolding: Provide, erect, maintain for a period not exceeding one week and dismantle on completion, scaffold and boards to form working platform around chimney stacks (4 wide and toe boards) including ladder stages over 10.00m and not exceeding 15.00m high.				
53	AERIAL PLATFORM:PROVIDE 20M PLATFORM	HR	£50.00	SUB	SUB
	Aerial Platform: Provide scissor lift or telescopic articulated vehicle mounted hydraulic platform and associated vehicle, max capacity 200kg up to 20.00m platform height, including storage				
	<u>VOIDS</u>				
54	VOID:TEMPORARY CAP GAS SUPPLY	IT	£27.33	£26.85	£0.48
	Void: Carry out gas soundness test, cap gas supply to void property, attend and remove cap on reoccupation of property				
55	HOUSE CLEARANCE	IT	£120.00	£120.00	£0.00
	House: Clear out, remove all rubbish, furniture, carpets and all non-				

	approved fittings to tip and make ready for incoming tenants. (White goods are excluded)				
56	OPENINGS:SECURITY FULL SCREENS	IT	£9.53 per week	sub	sub
	Openings: Provide and install for an open period proprietary metal security screens to cover up to 2 doors and all windows on any type property, any size and type of opening, fixed to surface of brickwork using anti vandal fixings. – Per Property.				
57	WC PAN:RENEW SEAT COMPLETE	NO	£11.26	£4.62	£6.64
	WC Pan: Renew single or double flap seat and bracket to WC pan.				

Methodology:-

1. SOR item prices to include all prelims; overheads and profit.
2. All SOR items include costs for access (including scaffolding up to 2 storeys).
3. Cost is formed of materials plus labour charge.