



## Housing Management and Almshouses Sub (Community and Children's Services) Committee

**Date:** MONDAY, 17 APRIL 2023

**Time:** 11.00 am

**Venue:** HYBRID PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:**

Deputy John Fletcher	Ceri Wilkins
Mary Durcan	Jamel Banda
Ruby Sayed	Henrika Priest
Timothy James McNally (Deputy Chairman)	Joanna Tufuo Abeyie
Helen Fentimen	John Griffiths
Deputy Marianne Fredericks (Chairman)	

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[City Corporation YouTube Channel](#)

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**Ian Thomas**  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Reports

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To approve the public minutes and non-public summary of the meeting on 30 January 2023.  

**For Decision**  
(Pages 5 - 12)
4. **OUTSTANDING ACTIONS**  
Members are asked to note the outstanding actions list.  

**For Discussion**  
(To Follow)
5. **HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT**  
Report of the Director of Community and Children's Services.  

**For Discussion**  
(Pages 13 - 30)
6. **DURATION OF RIGHT TO BUY LEASES (HRA)**  
Report of the Director of Community and Children's Services.  

**For Decision**  
(Pages 31 - 38)
7. **GW5 ISSUES: DRON HOUSE WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS**  
Report of the Executive Director of Community & Children's Services.  

**For Decision**  
(Pages 39 - 48)
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

10. **EXCLUSION OF THE PUBLIC**  
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

**Part 2 - Non-Public Reports**

11. **NON-PUBLIC MINUTES**  
To approve the non-public minutes of the meeting held on 30 January 2023.  
**For Decision**  
(Pages 49 - 50)
12. **MANAGEMENT UPDATE REPORT FOR THE CITY OF LONDON ALMSHOUSES AND SHELTERED HOUSING LETTINGS**  
Report of the Executive Director of Community and Children's Services.  
**For Decision**  
(Pages 51 - 58)
13. **SAVILLS - STRATEGIC REVIEW OF HRA COSTS AND SERVICES**  
Report of the Chamberlain and Executive Director, Community and Children's Services.  
**For Information**  
(Pages 59 - 102)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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**HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND CHILDREN'S SERVICES) COMMITTEE**  
**Monday, 30 January 2023**

Minutes of the meeting held at Guildhall at 11.00 am

**Present**

**Members:**

Deputy Marianne Fredericks (Chair)  
Timothy James McNally (Deputy Chair)  
Helen Fentimen (Deputy Chair - Community and Children's Services Committee)  
Deputy John Fletcher  
Ceri Wilkins  
Henrika Priest

**Officers:**

Paul Murtagh - Assistant Director, Barbican and Property Services, Community and Children's Services Committee  
Liam Gillespie - Head of Housing Management, Community and Children's Services Committee  
Jason Hayes - Head of Major Projects, Community and Children's Services Committee  
Mike Saunders - Community and Children's Services Committee  
Marie Rene - Community and Children's Services Committee  
Paul Dudley - Chamberlains  
Julie Pridham - Comptroller and City Solicitors  
Julie Mayer - Town Clerks

**1. APOLOGIES**

Apologies were received from Ruby Sayed (Chair of Community and Children's Services Committee), Jamel Banda, and Mary Durcan, who joined the meeting remotely.

Before commencing the business on the agenda, the Chair thanked the following Members who would be standing down: Florence Keelson-Anfu, Alderman Gregory Jones, and recently elected Alderwoman Susan Pearson, noting that Alderwoman Pearson had served as a Member of the Sub Committee for a number of years. Florence Keelson-Anfu had been the 'Allocated Member' for the Sydenham Hill Estate and the Deputy Chair agreed to take over this role, given his considerable local knowledge.

**2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

**3. MINUTES**

RESOLVED, that –the public minutes and non-public summary of the meeting held on 14<sup>th</sup> October 2022 be approved as a correct record.

### **Matters arising**

In respect of the water rates rebates, Members noted that the main claims (for the period 2005-2019) had been actioned. The focus was now on the 2001-2005 period, for which there had been 219 claims, with 124 processed so far. The majority of tenants had requested a refund but some had asked for a credit to their rent accounts.

The Chair had noticed that some questions asked at the Housing Sub Meetings are often responded to at the Grand Committee meetings; ie – when the officer cannot respond immediately, and because the Grand Committees meet more frequently. The Chair asked therefore, when this happens, that the answer is also recorded in the Housing Sub Minutes as a point of reference, noting that it has been answered.

#### **4. OUTSTANDING ACTIONS**

The Sub Committee received the actions list and noted the following:

1. The Chair advised that Members of both the Grand and Sub Committee are welcome on the Estate visits and/or the drop-in sessions, which take place a few weeks later. The Chair has asked for a report from the Estate visits (both in and out of the City) in order to track issues. The Head of Housing Management advised that this data is already captured and agreed to discuss the content and format with the Chair and Deputy Chair after the meeting.
2. The action in respect of charging points now captures all of the City's Estates, not just Middlesex Street and Golden Lane, so would need to be renamed. The Committee would receive a report at the next meeting.
3. The policy on video camera door bells had been completed and could be removed.
4. Automatic door devices are key in terms of equalities legislation. Any work to address accessibility on our estates must be done alongside work to improve security. Audits on accessibility and security had been completed and Members had already received a presentation on the outcomes of the security audit. The Chair suggested, and Members agreed, that the Sub Committee should consider a report on this first, to fully scrutinise the proposals, before making recommendations to the Grand Committee.

#### **5. HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT**

The Sub Committee received a report of the Interim Executive Director, Community and Children's Services, which updated Members on the Housing Major Works Programme and issues affecting progress on individual schemes.

During the discussion and questions, the following points were noted:

1. All projects had been affected by the City Corporation's Capital Review, including William Blake Windows and the Fire Door replacements. The fire doors contract had been awarded and mobilised since the agenda had

been published. The window replacement project would need to be re-started, and a new tender and planning application would be required, but this will fully address damp and mould issues and ensure best value for money. Residents have been advised of the position and the website updated. Officers are available for questions at the walkabouts and drop-in sessions and estate officers are fully aware.

2. The website for Golden Lane was due to go live today and the Head of Major Projects agreed to send the link to Members. The information would cover storage of furniture, the duration of works, contractors' insurance liabilities, the various communication channels and FAQ document.
3. There is a possibility that the sprinkler and compartmentation works can be combined and a Project Manager was being recruited to oversee this work. A further appointment was imminent in respect of a Project Manager for the Golden Lane window installation.
4. The Chair stressed that the Communications Strategy is a key outcome of the Customer Services Review and asked for it to be scheduled for a future meeting. The Head of Housing Management advised that resident involvement is being refreshed, as part of the Housing Strategy, and there will be consistency across communication channels. The Deputy Chair had found the communications at Avondale, in respect of the delayed sprinkler installation, to be very satisfactory.
5. There will be a new communal heating system before the Winter of 2023/24, with Petticoat Tower works due to start in February 2023.
6. The Ball Courts at Middlesex Street had been discussed at the Community and Children's Services Committee on 30th January 2023, when Members approved the surplus declaration. Members noted that funding had been identified for refurbishment, including soundproofing measures, and City Surveyors had undertaken to re-open them soon as possible. The Head of Major Projects had visited the site and obtained quotations for a time lock, ahead of a conversation with the Chair of the Residents' Association in respect of residents' preferences. The Chair stressed that this needs to be actioned as soon as possible, as the evenings are getting lighter, noting that they had been unavailable for two years.
7. The Deputy for Portsoken Ward, also a Member of this Committee, asked if officers could assist the Residents' Association with applications apply for CILF funding, which is available for various community benefits.
8. There is now a full complement of resident services officers and estate officers, with just one outstanding vacancy in respect of a gardener for the Almshouses. The Committee welcomed the appointment of full-time members of staff, which will give further reassurance to residents.

9. It was expected that a material amendment to the Planning Application for Sydenham Hill would speed up the process. Members noted that some 4500 windows would be installed at Lammas Green; they had been ordered and a very experienced Project Manager was in post.
10. Stanley Cohen and Crescent House are part of the accelerated work programme and are similar in construction. Soft market testing is progressing and condition reports and planning applications would follow. Members would be kept updated on progress.
11. The Chair asked if the leaseholders at Lammas Green had been provided with the specifications of the new windows, and connected to the Contractor, to enable them to pay for double glazed windows, should they wish to do so.

In concluding, the Head of Major Projects and his team were commended for the volume of progress achieved, despite considerable challenges.

RESOLVED, that – the report be noted.

6. **DAMP AND MOULD IN OUR SOCIAL HOUSING STOCK - UPDATE REPORT**

The Sub Committee received a report of the Interim Executive Director, Community and Children's Services, which updated Members on the City of London Corporation's work in dealing with damp and mould in social housing, and its response to recent national concerns raised by government. The Assistant Director advised that this has always been a very high priority for the City Corporation, notwithstanding the tragic case in Rochester last year.

During the discussion and questions, the following points were noted:

1. Following surveys, severe cases are categorised as 1 or 2, with 2 being the most serious. There had been 120 orders raised for remedial works but most properties had submitted two orders. The Interim Executive Director of Community and Children's Services and the Assistant Director had visited the Golden Lane Estate the previous week, and found no severe cases, and there are no category 1 or 2 cases in City Corporation properties. The Assistant Director stressed the importance of residents and/or members advising his team of damp and mould concerns as soon as possible. The 1 and 2 categorisations are a technical description and would not prejudice this.
2. Members received a draft leaflet, to be circulated to residents, noting a couple of typographical errors. There was a request for photographs of severe examples to be included in the leaflet, as well as on the web site and to be made available at the drop-in sessions. There was a further suggestion in that the colour of the printing leaflet was a little difficult to read.



3. A Member advised of a particularly poor response to a complaint, which the Director took very seriously and agreed to investigate after the meeting.
4. An Almshouses resident had been decanted whilst urgent works were being carried out to damp and dry rot, and all other cases at the Almshouses were under investigation.
5. Members noted that the Saville's Stock Condition Survey, undertaken in 2018, had identified 20 moderate cases but all of them would be resurveyed. Members noted that this, and other industry surveys, are generally conducted every 10 years. However, given climate change and the heightened awareness of severe damp and mould, this is likely to change. Notwithstanding this, if other mould and damp 'hot spots' are found, then the level of surveys will increase.
6. All contractors on the estates; i.e. gas servicing, electrical testing and window fitters, will advise the Assistant Director and his team if they spot areas of damp and mould.
7. The Assistant Director works closely with the Environmental Team in respect of issues in the private rented sector and social housing, which does not fall under the City's remit. Members noted the Environmental Team's enforcement powers under the housing act and asked if it could be made very clear in the minutes from this meeting and in relevant communications.
8. Once the full extent of the problem is known, and particularly if the repairs will have a considerable impact on the Housing Revenue Account (HRA), then it is likely to be added to the Corporate Risk Register.

RESOLVED, that – the report be noted.

7. **REPAIRS & MAINTENANCE AND VOIDS UPDATE**

The Sub Committee received a report of the Interim Director, Community and Children's Services, which provided an update on the repairs and maintenance (R&M) service delivered by Wates Living Space and the void process. Members noted that the R&M service covers all Housing Revenue Account (HRA) estates, including the Almshouses and commercial properties.

During the discussion on this item, the following points were noted.

1. The Chair asked if future reports could include KPI's which have been missed: i.e. works not completed on time and appointments not kept.
2. In respect of letting standards, an email address had been provided for complaints and officers agreed to add a telephone contact.
3. Although the tendering process is likely to attract new companies, the City awards at 60/40 in favour of quality over price. Information gathered at the drop-in sessions will also be incorporated into the questions. The team will

carry out site visits of tenderers' previous work and speak to the tenants, noting that all resident feedback is anonymous.

4. Most voids meet the target dates but those needing more complex works before re-letting might take a little longer.
5. It was suggested that a KPI be introduced in respect of repairs not fixed on a first visit or missed appointments. It was suggested that initial contact is key in ensuring the fault is correctly identified, noting that some tenants do not have English as a first language. It was also accepted that there are cases where a second visit is necessary but anything beyond that might warrant closer member scrutiny. The City Corporation has a Compensation Policy in terms of missed appointments, and Members asked if this could be fully visible on the web site.
6. A Member shared some anecdotal evidence of a void that had not been signed off satisfactorily and the Assistant Director agreed to investigate this after the meeting.
7. The Head of Housing Management advised that the Repairs and Housing Management Teams are looking at empty property handovers, from the residents' perspective, and this will include an additional signatory before re-letting. Resident satisfaction with new properties would also be gathered as part of the new process. Once Civica is fully implemented, voids management will be fully automated, with survey links sent to residents when they move in, and this will provide an audit trail for those that are not satisfactory. Resident Services Officers also visit new tenants following a property being re-let, and can deal with any quality issues.
8. Some City Corporation properties have asbestos, but this is perfectly safe provided it is encapsulated and not disturbed. There is a contract in place to undertake annual checks.

RESOLVED, that – the report be noted.

#### **8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

In response to a question about the provision of guest flats on the Golden Lane Estate, the Head of Housing Management advised that this is being looked at holistically, in terms of the pricing structure, noting that they are heavily subsidised by HRA. An element of their provision will be service chargeable but the structure will be clarified and it should be possible to justify affordable rates. The flats were never intended to be profitable but they should also not be a burden to the HRA. The Assistant Director advised that this had been raised at the Golden Lane/Cripplegate Member Officer Meeting; he had produced a briefing note for this which would be shared with Members.

Members also noted that the guest flats on Petticoat Lane had required extensive redecorations and funding would need to be identified. The Head of

Housing Management would progress this with the repairs service, noting that they will need to be in use during the sprinkler and heating works.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items

10. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**Item**  
11-12

**Paragraph**  
3

11. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 14<sup>th</sup> October 2022 be approved.

12. **RISK MANAGEMENT UPDATE: THE CITY OF LONDON ALMSHOUSES (REGISTERED CHARITY NUMBER: 1005857)**

The Sub Committee considered and approved a report of the Interim Executive Director, Community and Children's Services.

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items.

**The meeting ended at 1 pm**

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Chairman

**Contact Officer: Julie Mayer**  
**julie.mayer@cityoflondon.gov.uk**

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<b>Committee(s):</b> Housing Management and Almshouses Sub (Community and Children's Services) Committee	<b>Dated:</b> 17/04/2023
<b>Subject:</b> Housing Major Works Programme – Progress Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Director of Community and Children's Services	<b>For Information</b>
<b>Report authors:</b> Paul Murtagh Assistant Director Barbican & Property Services	

## Summary

The purpose of this report is to update Members on the progress that has been made with the Housing Major Works Programme and to advise Members on issues affecting progress on individual schemes.

## Recommendation

Members are asked to note the report.

## Main Report

### Background

1. At its meeting on 27 November 2017, the Housing Management & Almshouses Sub-Committee received a presentation from officers in Housing Property Services on the scope of, and progress with, the Housing Major Works Programme. Members subsequently agreed that it would be useful if further updates and progress reports be brought to future meetings of this Sub-Committee.
2. The first update and progress report was presented to this Sub-Committee at its meeting on 12 February 2018. This latest update report highlights specific areas of 'slippage' or 'acceleration' since the last meeting of the Sub-Committee on 30 January 2023, as well as progress against the programme as originally reported in November 2017.

3. In line with a request from Members and, as subsequently agreed by the Community & Children's Services Committee (C&CS Committee), this report has been expanded to include information relating to Phase 2 of the Housing Major Works Programme (Future Programme).

## **Considerations**

4. The City of London Corporation (City Corporation) is committed to investing around £95million on a Major Works Programme for the maintenance, refurbishment and improvement of its social housing portfolio. The works, in the main comprise:
  - Window replacements;
  - Re-roofing;
  - Decent Homes (new kitchens and bathrooms);
  - Electrical rewiring and upgrades;
  - Heating replacements;
  - Concrete repairs;
  - Fire safety improvement works.
5. The funding for these extensive works, which is intended to bring all the City Corporation's social housing stock up to, and beyond, the Decent Homes Standard, comes from the Housing Revenue Account (HRA), which is ring-fenced solely for housing. The HRA is made up of:
  - Income from rents;
  - Income from service charges.
6. The Housing Major Works Programme was originally intended to be a 5-year programme however, the size and complexity of some of the projects included, along with initial staff resourcing issues, has meant that it is more likely to take 7 or 8 years to complete.
7. The Housing Major Works Programme is monitored and managed at several levels both corporately and within the department. This includes:
  - Gateway Process;
  - Community & Children's Services Committee (C&CS);
  - Projects Sub-Committee;
  - Housing Management & Almshouses Sub-Committee;
  - Housing Programme Board.
8. The Housing Programme Board (HPB) is a cross-departmental group, chaired by the Director of Community & Children's Services and comprising senior officers from:
  - Housing Management;
  - Housing Property Services;
  - City Surveyors;
  - Planning;

- Finance;
  - Town Clerks;
  - City Procurement.
9. For the purpose of the HPB, officers have developed detailed report templates that show progress of the various works programmes, and these are analysed and discussed monthly. At its meeting on 27 November 2017, following a presentation from officers in Housing Property Services on the scope of, and progress with the Housing Major Works Programme, Members agreed that a simplified version of the progress reports be brought to future meetings of this Sub-Committee.
10. Attached at Appendix 1 to this report, for Members' consideration, is the latest version of the progress report for the Housing Major Works Improvement Programme. This progress report will be submitted to and considered by the HPB at its meeting on 27 April 2023.
11. Following requests from Members, projects that have been added to the original five-year Housing Major Works Programme over the last few years have been highlighted in the progress report. This helps to demonstrate the extent as to which the scope of the five-year Housing Major Works Programme has increased since its inception. Members will note from the latest progress report that the value of these additional projects is approximately £23.4million (a 43% increase in the cost of the original programme).
12. In line with a request from Members and, as subsequently agreed by the C&CS Committee, attached to this report as Appendix 2 is Phase 2 of the Housing Major Works Programme (Future Programme). The format of Phase 2 has been designed to reflect the following:
- a new, revised five-year programme with the dates reset to the start of the 2022/23 financial year.
  - the carryover and incorporation of projects from the original five-year Major Works Programme that will be incomplete by the beginning of the 2022/23 financial year.
  - the omission of all projects on the original five-year Major Works Programme that were substantially completed before the beginning of the 2022/23 financial year.
13. As members will see from the 'Future Programme' at Appendix 2, there are nearly £30million of new projects that are currently '**unfunded**'. These projects comprise works identified in the Savills Stock Condition Survey (2018) and, projects that have been identified as a result of further surveys and testing works carried out as part of the current Major Works Programme.
14. Members will note that the Future Programme is substantively unchanged from that submitted to the November meeting of this Sub Committee. The projected dates for these future works are still as originally forecast and, do not reflect the potential 'two-year' affordability break reported previously. The Future Programme will also likely be affected by current and future economic factors and, at some time in the future, a substantial review and redrafting of the Future Programme will be

required. Clearly, this can only be done once we have more clarity on the future funding capacity of the HRA. The report, as it stands, remains a useful reminder of the extent of work to be carried out (and forecast costs) to maintain the Corporation's Housing Estates to the required standard.

15. Although, the Future Programme does include some provision for 'Net Zero Pilots' across all our social housing estates, Members are reminded that no provision has been made for any future Net Zero Capital Projects. The reason for this, as Members will be aware, is that these projects are still largely unknown and, will only emerge over the next few years, as further research, surveys, and investigations are completed in line with the Housing Net Zero Action Plan. It is likely that Housing Net Zero Capital Projects will be funded from a combination of external grant funding and the City Corporation's Climate Action Strategy Budget.
16. Members will note from the progress report at Appendix 1 that there have been several changes to the status of the various projects since the last meeting of this Sub-Committee. Members are asked to specifically note the following updates:

***Slippage in relation to extensions of works in delivery.***

Recent changes to the Building Regulations (amendments to Approved Documents Part F (Ventilation), Part L (Conservation of fuel and power), the release of a new Part O Approved Document for Overheating) have resulted in additional design work and amendments to further planning applications being required at all estates of the included in the wider HRA Windows Replacement Programme as set out below.

H39b – Window Replacements and External Redecorations (Holloway Estate)

New window drawings have been approved for Whitby Court and the windows are now being manufactured. Scaffolding continues to be erected and timber repairs and redecoration works have started. The amendment to the planning application for the rest of the Holloway Estate is ongoing but, there is an estimated delay of three months to project completion.

H39c – Window Replacements and External Redecorations (Southwark Estate - Pakeman, Stopher, Sumner)

During the initial site surveys, discrepancies were found within the specifications and the drawings submitted for the planning application, which we are currently rectifying. This, coupled with the enforced hiatus of the Covid-19 lockdowns, has caused some lengthy delays to the project which has left us unable to implement the original planning permission which has now expired.

We have appointed Studio Partington Architects to review the specifications and deal with the new planning applications. In the interim, the contractors are on site carrying out the surveys and the redecoration works in order to minimise the delays to the delivery of the project. Furthermore, we have been working with the main contractor in engaging with different windows suppliers to reduce lead times for the manufacturing of the replacement window units. This exercise has reduced the



expected lead time for timber windows (Pakeman House) from 10-12 weeks to 8-10 weeks, and for UPVC windows (Sumner Buildings and Stopher House) from 8-10 weeks to 4-6 weeks. The current estimated delay to project completion is 3 months.

#### H39d – Window Replacements and External Redecorations (Sydenham Hill)

We have produced the revised drawings for the changes to the windows and specified the correct allowances for mechanical ventilation in compliance with the revised Part F of the Building Regulations for the properties affected. Non-material amendments to the planning application will be submitted to the local authority planning team shortly. The current estimated delay to project completion is 3 months.

#### H39f – Window Replacements and External Redecorations (Windsor House)

The contractor has carried out the Asbestos Refurbishment and Demolition survey, lead-based paint test and the brickwork repair surveys. The results show asbestos within the window putty and gas pipe flanges. This means that the removal of the windows must be carried out externally rather than internally through the flats as originally planned and, as a result, additional scaffolding is necessary at the front elevations. This additional scaffolding will make it easier, safer, and quicker to remove the windows and to treat the lead painted railings. These additional works are going to add time to the programme, currently estimated at three months. Windows are being manufactured and an updated programme will be issued shortly. Redecoration works to the communal areas are ongoing.

#### ***Progress of note on key projects***

#### H39e – Window Replacements and External Redecorations (William Blake Estate)

Following the previously reported delays to this project, a committee report has now been prepared setting out revised estimates and updated timescales. Additional design work is required before resubmitting the planning application as recent changes to the Building Regulations and, any additional considerations that need to be incorporated under the new Building Safety Act, need to be factored into the specification to ensure full compliance.

#### H40a – Window Refurbishment, Roofing, Ventilation and Heating (Crescent House)

A Gateway 4 report was approved by the Community and Children's Services Committee at its meeting on the 13 March, which included approval for the recommended option of repair of the hardwood frames, the installation of vacuum glazing and associated heating and ventilation works at Crescent House. Further approval is being sought from Operational Property & Project Sub-Committee, via urgency if possible, or at its meeting on 17 April meeting, to allow for the project to proceed as recommended.

#### H40b,c,d,e – Window Refurbishment, Roofing and Ventilation (Remaining Blocks)

A further report entitled 'Major Works Refurbishment Programme – Golden Lane Estate' was also approved by the Community & Children's Services Committee on the 13 March, which included approval for an expedited Major Works Refurbishment Programme for the Golden Lane Estate. This allows for an expanded option for the repair/refurbishment of existing window frames and, associated roofing, heating and ventilation works. The report set out a revised scope of works and updated estimated costs and budgets.

#### H44 – COLA & Gresham Almshouses Refurbishment

The contractor returned to site in January to undertake the remedial works/snagging items identified at the end of the defects period. This has been completed subject to a few issues with access. We are now in discussion with the contractor to reach agreement on the final account and close the project. Changes to the works programme during the contract, principally due to Covid, and the procured specification of works being insufficient to resolve all issues with the buildings mean that further works need to be considered.

#### H45 - York Way Communal Heating

Our project team has been working with local estate staff to reach a number of properties that were proving challenging in granting access to complete the in flat installations. All properties on the estate are now booked in to have the works done.

#### H46 - Middlesex Street Estate Communal Heating

In flat surveys are to start shortly. We are still in negotiation our contractor over the extent of additional costs accrued due to the delay caused by the now resolved Planning issue. An Issues Report will be drafted for Committee as and when appropriate.

#### H54 - Fire Door Replacement Programme (multiple estate programme)

**Lot 1 – Holloway and York Way Estates.** All works are now complete. Works at York Way were completed with a resident satisfaction score of 99%, and at Holloway with a resident satisfaction score of 97%.

**Lot 2 – Avondale Square Estate.** Contract exchange with our contractor Gerda is complete. The replacement doors are now in manufacture.

**Lot 3 – William Blake, Dron House, Summer Buildings, Petticoat Tower (communal doors only).** Gateway 5 for Lot 3 has been approved and contracts have been exchanged with our contractor Gerda. The manufacture of doors will follow those at Avondale.

#### H55b - Installation of Sprinklers (Petticoat Tower)

A Gateway 5 report was presented to the Community & Children's Services on the 13 March attaining approval for the appointment of Harmony Fire Limited to complete the sprinkler system retrofit at Petticoat Tower.

### H60 - Electrical Testing - Phase V (tenants electrical testing and smoke alarms - multiple estates)

Phase V of the Electrical Testing Programme has been completed with a resident satisfaction score of 99.79% (from 266 responses).

17. Members will appreciate, there will always be problems with contracts and projects such as those contained within the Housing Major Works Programme. The last 18 to 24 months have been particularly challenging and, one of the most significant challenges we are currently facing is the huge increase in the cost of construction projects nationally. The Corporation is not immune from these cost increases which, typically, are between 20 and 30%.
18. Members will also recognise that progress with any of the projects included in the Housing Major Works Programme can change at short notice. It is often the case that notable changes in projects will have occurred from the time that reports are written to the time that they are presented to this Sub-Committee. Where appropriate, Officers will provide further updates to Members when presenting this report.

### Staffing Resources

19. As highlighted at previous meetings of this Sub-Committee, up until recently, the Major Works Team has had significant resource issues (staff). Following a recent focused recruitment process however, we have managed to make several new appointments to vacant posts. We do still have vacancies within the team and, we continue to try and recruit to these vacant posts as quickly as possible.

### **Appendices**

- Appendix 1: Housing Major Works Programme Progress Report (March 2023)
- Appendix 2: Housing Major Works Programme (Future Programme)

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**YORK WAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2023**

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																												
							2020/21				2021/22				2022/23				2023/24																
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4													
A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (multiple estate programme)	£608,000	£574,297	works complete																														
	H20	Redecorations (multiple estate programme)	£596,000	£541,000	works complete																														
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£130,653	£49,000	works complete																														
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£467,000	works complete																														
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£229,500	works complete																														
	H45	Communal Heating	£3,450,490	£3,153,616	on site																														
	H60	Electrical Testing - Phase V (tenants electrical testing & smoke alarms - multiple estates)	£476,664	£128,175	no access flats referred to H. Mgmt																														
	H54	Fire Door Replacement Programme (Lot 1 - Holloway & York Way)	£1,060,226	£937,994	works complete																														

**SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2023**

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																												
							2020/21				2021/22				2022/23				2023/24																
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4													
A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (multiple estate programme)	£173,315	£46,472	works complete																														
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£467,000	works complete																														
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£229,500	works complete																														
	H39d	Window Replacements & External Redecoration (Sydenham Hill)	£1,217,610	£752,179	on site	3 months																													
	H60	Electrical Testing - Phase V (tenants electrical testing & smoke alarms - multiple estates)	£476,664	£175,426	no access flats referred to H. Mgmt																														
	H54	Fire Door Replacement Programme (Lot 4 - inc Sydenham)	£192,500	£4,800	procurement																														

**SMALL ESTATES (DRON, WINDSOR, ISLEDEN, COLA, GRESHAM) INVESTMENT PROGRAMME - DELIVERY FORECAST MARCH 2023**

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																												
							2020/21				2021/22				2022/23				2023/24																
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4													
A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (Dron & Windsor as part of multiple estate programme)	£686,216	£451,412	works complete																														
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£15,810	£15,810	works complete																														
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£372,000	works complete																														
	H10	Door Entry (Dron House in conjunction with William Blake)	£120,000	£120,000	works complete																														
	H56	Re-Roofing at Dron House	£404,000	£363,000	works complete																														
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£229,500	works complete																														
	H39a	Window Replacements & External Redecoration (Dron)	£1,600,000	£1,440,750	works complete																														
	H39f	Window Replacements & External Redecoration (Windsor)	£1,670,430	£713,356	on site	3 months																													
	H60	Electrical Testing - Phase V (tenants electrical testing & smoke alarms - multiple estates)	£476,664	£175,426	no access flats referred to H. Mgmt																														
	H54	Fire Door Replacement Programme (Lot 3 - inc Dron, Lot 4 - inc Windsor, Isleden)	£890,000	£4,800	Lot 3 contracts exchanged																														
	H53	Play and Ball Games Area Refurbishment (multiple estate programme)	£46,302	£42,880	works complete																														
H44	COLA & Gresham Refurbishment	£838,669	£643,575	final snagging issues being resolved																															

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- testing/preparatory/offsite works
- programme slippage from previous report (length of arrow denotes length of delay)
- ← programme brought forward from previous report (length of arrow denotes extent)
- projects added to the programme post launch

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**SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																														
					YEAR 1 (2023/24)				YEAR 2 (2024/25)				YEAR 3 (2025/26)				YEAR 4 (2026/27)				YEAR 5 (2027/28)														
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4											
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
INVESTMENT PROGRAMME	H39	Window Replacements & External Redecoration		£1,217,610																															
	H54	Fire Door Replacement Programme	Residential front doors, communal fire doors	£200,000																															
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, inc street lighting	TBC																															
		Net Zero Retrofit Pilots		£50,000																															
		Boiler Replacement Programme (Multiple Estate Programme)	26 Boilers, 13 Radiator Systems (subject to Net Zero strategy)	£78,000																															
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000																															
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£250,000																															
		Play Area Replacement (Multiple Estate Programme)	Ball Games Area	£45,000																															
		CCTV Programme (Multiple Estate Programme)		£35,000																															
		Tenants Electrical Testing		£27,200																															
		Decent Homes 24-26 (Multiple Estate Programme)	17 Kitchens (4 prior refusals/no access), 11 Bathrooms (4 prior refusals/no access)	£112,500																															
		Communal Flooring (Multiple Estate Programme)		£10,000																															
<b>Sydenham Hill Estate Total</b>				<b>£2,055,310</b>	<b>£1,317,610</b>				<b>£100,000</b>				<b>£96,000</b>				<b>£324,450</b>				<b>£217,250</b>														

**SMALL ESTATES (DRON, WINDSOR, ISLEDEN) INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																														
					YEAR 1 (2023/24)				YEAR 2 (2024/25)				YEAR 3 (2025/26)				YEAR 4 (2026/27)				YEAR 5 (2027/28)														
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4											
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
INVESTMENT PROGRAMME	H39	Window Replacements & External Redecoration	Windsor House	£1,912,500																															
	H54	Fire Door Replacement Programme	Residential front doors, communal fire doors	£720,000																															
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, inc street lighting	TBC																															
		Net Zero Retrofit Pilots		£50,000																															
		Boiler Replacement Programme (Multiple Estate Programme)	73 Boilers, 70 Radiator Systems (subject to Net Zero strategy)	£220,000																															
		Isleden - Domestic heat exchanger & control unit renewal		£150,000																															
		Road Markings & Signage Renewal (Multiple Estate Programme)	subject to survey	£30,000																															
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£350,000																															
		Flat Roof Renewal & Insulation (Windsor House)		£400,000																															
		CCTV Programme (Multiple Estate Programme)	Dron (£27,000), Windsor (£34,000), Isleden (£31,000)	£92,000																															
		Tenants Electrical Testing		£150,400																															
		Decent Homes 24-26 (Multiple Estate Programme)	109 Kitchens (19 prior refusals/no access), 91 Bathrooms (10 prior refusals/no access)	£772,500																															
	Communal Flooring (Multiple Estate Programme)		£15,000																																
<b>Small Estates Total</b>				<b>£4,862,400</b>	<b>£2,632,500</b>				<b>£0</b>				<b>£648,333</b>				<b>£931,983</b>				<b>£649,583</b>														

**SPITALFIELDS INVESTMENT PROGRAMME - MAJOR WORKS DELIVERY FORECAST (FUTURE PROGRAMME)**

WORKS TYPE	REF	PROJECT	SCOPE	ESTIMATED COST	TIMELINE																														
					YEAR 1 (2023/24)				YEAR 2 (2024/25)				YEAR 3 (2025/26)				YEAR 4 (2026/27)				YEAR 5 (2027/28)														
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4											
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
INVESTMENT PROGRAMME	H54	Fire Door Replacement Programme	Residential front doors, communal fire doors	£136,000																															
		Landlords Electrical Remedial Works (Multiple Estate Programme)	Programme of works to emerge from Phase IV testing currently ongoing, inc street lighting	TBC																															
		Net Zero Retrofit Pilots		£20,000																															
		Boiler Replacement Programme (Multiple Estate Programme)	8 Boilers (subject to Net Zero strategy)	£24,000																															
		Internal/External Redecoration (Multiple Estate Programme)	cyclical works - subject to survey	£100,000																															
		Tenants Electrical Testing		£11,200																															
		Decent Homes 24-26 (Multiple Estate Programme)	13 Kitchens (0 prior refusals/no access), 11 Bathrooms (0 prior refusals/no access)	£92,500																															
	Communal Flooring (Multiple Estate Programme)		£5,000																																
<b>Spitalfields Total</b>				<b>£388,700</b>	<b>£136,000</b>				<b>£0</b>				<b>£18,000</b>				<b>£125,450</b>				<b>£109,250</b>														



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<b>Committee:</b> Housing Management & Almshouses Sub-Committee	<b>Dated:</b> 17/04/2023
<b>Subject:</b> Duration of Right to Buy Leases (HRA)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>4</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Executive Director of Community & Children's Services	<b>For Decision</b>
<b>Report authors:</b> Alan Bennetts, Assistant City Solicitor Liam Gillespie, Head of Housing Management	

## Summary

The Right to Buy for Secure tenants was introduced by the Housing Act 1980, later superseded by the Housing Act 1985. The first Right to Buy purchase by a City Corporation tenant was completed in December 1981. In accordance with the provisions of the 1980 and 1985 Acts, the first lease in each block was granted for a term of 125 years from the date of completion, with subsequent leases in the same block being granted for a term ending on the same day as the first lease. This meant that the second and subsequent leases granted in each block, while granted for 125 years, would last for a term of less than 125 years and all leases in each block would theoretically end on the same date.

By the late 1980s, most of our residential blocks had seen their first Right to Buy sale complete. Applicants in these blocks are now being offered leases with under 90 years remaining, which creates difficulties for applicants seeking to apply for a mortgage to enable them to exercise their Right to Buy. It is recommended that the policy is varied to grant 125 years on all new leases from the date of completion.

## Recommendation

Members are asked to:

- Endorse the recommendation in paragraph 13 of this report, namely to grant leases for a term of 125 years from the date of completion, effective immediately

## **Main Report**

### **Background**

1. Secure tenants have the right to purchase their home at a discounted rate once they have held the tenancy for three years. Of the City Corporation's 2,828 homes managed under the Housing Revenue Account, 949 have been sold through the Right to Buy.
2. The Right to Buy was originally introduced by the Housing Act 1980; the Right to Buy provisions of the 1980 Act were superseded by the Housing Act 1985, Part V. This legislation provides for a strict process that must be followed by local authority landlords once it is established that a Secure tenant claiming the Right to Buy is eligible to do so.
3. Schedule VI of the 1985 Act provides that the lease granted to a Right to Buy purchaser must be for a term of no less than 125 years, however this is qualified as follows. If a lease is to be granted for a property in a building containing two or more dwellings, and the landlord has already granted a lease for one of them, the new lease *may* be for a term which ends on the same date as that of the first lease granted.
4. Landlords therefore had a choice; to grant 125 years to every Right to Buy purchaser upon completion, or to grant 125 years from the date of the first lease created in the relevant building. The City Corporation opted for the latter course when the Right to Buy legislation was originally passed.
5. Since the first Right to Buy lease was granted by the City Corporation in December 1981 (on Golden Lane Estate), this practice has been followed for all Right to Buy sales. This was common practice amongst landlords of residential developments to ensure that all the leases in a building fell in at the same time, thus facilitating redevelopment. However, since the late 1980s, legislation has been introduced to give tenants under long leases security of tenure, so these redevelopment opportunities have been largely rendered inoperative. Central Government did not address the issues caused for landlords who had been using the discretionary right to have all leases in a building ending on the same date. It is therefore up to landlords to reconsider their policies this regard.
6. The 1980s saw a high number of Right to Buy sales by the City Corporation; of the 56 residential blocks under our management which are eligible for Right to Buy, 48 saw their first Right to Buy lease granted in the 1980s.

### **Current Position**

7. The current position is that, for purchasers living in most blocks of flats managed by the City Corporation, leases are being granted with 90 years or under remaining. For those blocks where the first lease was granted in the early 1980s, the lease term being offered is as low as 84 or 85 years remaining. This has led to difficulties in prospective Right to Buy purchasers securing mortgage



offers, which is leading to an increased officer workload in fielding enquiries about the current policy.

8. Given that most leases initially granted ran for 125 years from the 1980s, this problem is becoming more acute and, in the coming three to five years, we will encounter a situation in which tenants are effectively unable to exercise their statutory rights in many cases. As leases reach the point of 80 years remaining, the likelihood of obtaining a mortgage is remote and lease extensions attract a 'marriage value' premium, which significantly increases the cost of extending a lease. This has potential reputational implications for the City Corporation and will likely generate significant complaints and enquiries from tenants and outside agencies.
9. In a recent case, a potential purchaser contacted the Ministry of Housing, Communities and Local Government (MHCLG) to object to the City Corporation's policy on Right to Buy leases, with the MHCLG requesting that we consider the policy and its impact on tenants wishing to exercise their statutory rights.
10. Members may wish to note that one of the main reasons for adopting the original policy, namely, to ensure a uniform reversion date for leases, was in effect overridden by subsequent legislation. The Leasehold Reform, Housing and Urban Development Act 1993 gave long leaseholders of two or more years' standing the right to extend their lease by a minimum of 90 years, for a premium, if certain conditions were met. This term is added onto the remaining lease term and many long leaseholders of the City Corporation have opted to exercise this right, meaning that reversion dates are no longer uniform in any case.
11. Given the reality of the situation now facing both potential purchasers and the City Corporation, Officers have discussed options for change and now ask Members to consider varying the historic policy on the grant of Right to Buy leases.
12. Any policy change would not affect leases already granted.

## **Options**

13. Several options are open to Members:
  - i. Maintain the existing policy (granting 125 years from the first lease in the building)
  - ii. Maintain the existing policy but agree lease extensions as matters of private treaty between the City and its long lessees, thus obviating the need for compliance with two-year qualifying period imposed by legislation
  - iii. Grant all new Right to Buy leases for a term of 125 years from the date of completion

## **Proposals**

14. It is recommended that option iii above is adopted.
15. Maintaining the existing policy (option (i)) is still within the provisions of the 1985 Act; however it would likely result in an increasing number of disputes in the coming years, and potential reputational damage to the City Corporation, which could be seen as effectively preventing tenants from exercising their statutory Right to Buy. This could be perceived as being unfair and potentially irrational.
16. Option (ii), allowing purchasers to extend their lease upon completion, is practised by the Barbican Estate in its open market sales. This may not address the issues outlined in option one, as it places the onus and financial burden on the tenant, which may itself be seen as an effective bar to them exercising the statutory Right to Buy. For context, the cost of extending a lease of a property worth £500,000, with 85 years remaining on the lease, is approximately £6,000 to £9,000.
17. Option (iii), granting 125-year leases from the date of completion, would address the immediate issues facing prospective purchasers and reduce the likelihood of protracted or costly disputes, which also place a burden on officer resources. It would also reduce the risk of challenge to our current policy. Members may think that this solution is the most pragmatic and it would be easily adopted by the City Corporation.

## **Key Data**

18. Appendix One shows the first Right to Buy leases granted by residential block, with time remaining as of the date of this report. Members will note the significant number of blocks where the grant of a 125-year lease from the date specified now results in a remaining term of 90 years or less.
19. It may also be noted that the current difficulties will become more acute in the coming years as more applications are affected by the low time remaining on leases granted for 125 years from the early 1980s, leading to an increase in disputes and complaints.

## **Corporate & Strategic Implications**

### **Strategic implications**

20. Local authority landlords are expected to facilitate the Right to Buy scheme according to the timetable laid down in the Housing Act 1985. Central government policy for England emphasises Right to Buy as a route to home ownership and local authorities are expected to comply with statutory duties and associated guidance to enable eligible tenants to purchase their homes. The recommended course of action will enable the City Corporation to demonstrate compliance with these expectations.

### **Financial implications**

21. There are no adverse financial implications. When properties are sold, the lease term is considered as part of the valuation. The recommended policy may result in

enhanced valuations and an increase in Right to Buy receipts, however this is not quantifiable at this stage.

### **Legal implications**

22. The grant of 125-year leases from the date of completion is compliant with the Housing Act 1985. No other legal implications have been identified.

### **Conclusion**

23. In accordance with the Housing Act 1985, the City Corporation's Right to Buy leases are currently granted for 125 years from the date of the first lease already granted in each building. This is now leading to complications for tenants seeking to exercise their statutory rights due to the remaining lease term falling below 90 years, an issue which will become more acute in the coming three to five years.

24. It is proposed that our current policy is changed to grant 125 years from the point of completion, on all new Right to Buy leases, effective immediately. Current leases will not be affected.

### **Appendices**

- Appendix 1 – First Right to Buy sales by block

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HMASC 17/04/2023  
Duration of Right to Buy Leases  
Appendix One

Estate	Block	Lease Start Date	Lease Expiry Date	Years Remaining
Avondale	Colechurch House	09-02-1982	08-02-2107	84
Avondale	George Elliston House	14-03-1983	13-03-2108	85
Avondale	Longland Court	24-10-1988	23-10-2113	91
Avondale	Proctor House	07-11-1988	06-11-2113	91
Avondale	West Point	13-01-1989	12-01-2114	91
Avondale	Centre Point	23-01-1989	22-01-2114	91
Avondale	Avondale House	13-02-1989	12-02-2114	91
Avondale	Eric Wilkins House	03-04-1989	02-04-2114	91
Avondale	East Point	05-06-1989	04-06-2114	91
Avondale	Tovy House	21-08-1989	20-08-2114	91
Avondale	Brettinghurst	05-03-1990	04-03-2115	92
Dron House	Dron House	21-11-1988	20-11-2113	91
Golden Lane	Cuthbert Harrowing House	22-12-1981	21-12-2106	84
Golden Lane	Crescent House	20-01-1982	19-01-2107	84
Golden Lane	Basterfield House	22-02-1982	21-02-2107	84
Golden Lane	Bowater House	26-02-1982	25-02-2107	84
Golden Lane	Great Arthur House	10-05-1982	09-05-2107	84
Golden Lane	Cullum Welch House	23-08-1982	22-08-2107	84
Golden Lane	Hatfield House	20-12-1982	19-12-2107	85
Golden Lane	Bayer House	10-01-1983	09-01-2108	85
Golden Lane	Stanley Cohen House	27-10-1986	26-10-2111	89
Holloway	Whitby Court	18-10-1982	17-10-2107	85
Holloway	Crayford House	26-09-1983	25-09-2108	85
Holloway	Fairweather House	13-04-1987	12-04-2112	89
Holloway	McMorran House	12-12-1988	11-12-2113	91
Holloway	Hilton House	16-01-1989	15-01-2114	91
Holloway	Barnesbury House	06-02-1989	05-02-2114	91
Holloway	Bunning House	24-07-1989	23-07-2114	91
Isleden	Isleden House	24-08-1998	23-08-2123	100
Middlesex Street	Petticoat Square	02-02-1987	01-02-2112	89
Middlesex Street	Petticoat Tower	06-06-1988	05-06-2113	90
Southwark	Collinson Court	08-08-1988	07-08-2113	90
Southwark	Stopher House	15-08-1988	14-08-2113	90
Southwark	Sumner Buildings	05-09-1988	04-09-2113	90
Southwark	Markstone House	12-09-1988	11-09-2113	90
Southwark	Pakeman House	07-11-1988	06-11-2113	91
Southwark	Great Suffolk Steet	14-11-1988	13-11-2113	91
Southwark	Bazeley House	28-11-1988	27-11-2113	91
Sydenham	Lammas Green	04-10-1982	03-10-2107	84
Sydenham	Otto Close	21-02-1983	20-02-2108	85
William Blake	Mcauley Close	29-07-1985	28-07-2110	87
William Blake	York House	13-10-1986	12-10-2111	88
William Blake	Lynton Mansions	08-12-1986	07-12-2111	89
William Blake	Donnelly House	07-03-1988	06-03-2113	90

HMASC 17/04/2023  
Duration of Right to Buy Leases  
Appendix One

William Blake	Blake House	14-11-1988	13-11-2113	91
William Blake	St James Mansions	21-09-1998	20-09-2123	100
Windsor House	Windsor House	12-12-1988	11-12-2113	91
York Way	Kinefold House	11-07-1983	10-07-2108	85
York Way	Shepherd House	02-09-1985	01-09-2110	87
York Way	Lambfold House	28-03-1988	27-03-2113	90
York Way	Penfields House	02-05-1988	01-05-2113	90

Notes

- There are no Right to Buy long leases at Horace Jones House, Twelve Acres House and Tevatree House
- Sheltered housing is excluded from the Right to Buy

# Agenda Item 7

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<b>Committees:</b> Housing Management and Alms houses Sub Committee <i>[for decision]</i> Operational Property and Projects Sub Committee <i>[for decision]</i>	<b>Dates:</b> 17 April 2023  17 April 2023
<b>Subject:</b> Dron House Window Replacement and Common Parts Redecorations <b>Unique Project Identifier: 11548</b>	<b>Gateway 5 Regular Issue Report</b>
<b>Report of:</b> Director of Community & Children's Services  <b>Report Author:</b> Jason Crawford	<b>For Decision</b>
<b>PUBLIC</b>	

## SUMMARY

<b>1. Status update</b>	<p><b>Project Description:</b> This project addressed the need for the Window Replacements at Dron House and has established a platform for programming the future cyclical redecorations to the internal and external common parts across the Estate.</p> <p><b>RAG Status: Red</b> (Red at last report to Committee)</p> <p><b>Risk Status: Medium</b> (Medium at last report to committee)</p> <p><b>Total Estimated Cost of Project (excluding risk): £1,659,146</b></p> <p><b>Change in Total Estimated Cost of Project (excluding risk):</b> Increase of <b>£54,225</b> since last report to Committee.</p> <p><b>Spend to Date: £1,593,270</b></p> <p><b>Costed Risk Provision Utilised: n/a</b> (this project was exempt).</p> <p><b>Funding Source:</b> HRA Major Repairs Reserve and long leaseholders cost recovery.</p> <p><b>Slippage:</b></p> <ul style="list-style-type: none"> <li>• <b>Programme:</b> Works were due to complete December 2021; however Practical completion took place March 2022.</li> <li>• <b>Cost:</b> Increase in cost was associated with a variation to the works undertaken by AD Construction and extension in time for Contract Administration duties undertaken by Playle and Partners.</li> </ul> <p>These are explained in more detail in section 4.</p>
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<p><b>2. Requested decisions</b></p>	<p><b>Next Gateway: Gateway 6</b></p> <p><b>Requested Decisions:</b></p> <ol style="list-style-type: none"> <li>1. That additional budget of <b>£54,225</b> is approved to reach Gateway 6. Of which <b>£48,010</b> is associated with the variation for AD Construction (works) and <b>£6,215</b> for the extension of time for Contract Administration duties undertaken by Playle and Partners (fees).</li> <li>2. Note the new total estimated cost of the project at <b>£1,659,146</b>.</li> </ol>																																			
<p><b>3. Budget</b></p>	<p>At Gateway 5 the total estimate was as follows:</p> <table border="1" data-bbox="531 689 1394 1263"> <thead> <tr> <th>Item</th> <th>Reason</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Works</td> <td>Contract Value</td> <td>£1,506,205</td> </tr> <tr> <td rowspan="2">Expenditure to Date</td> <td>Staff Costs</td> <td>£11,797</td> </tr> <tr> <td>Fees</td> <td>£11,945</td> </tr> <tr> <td>Consultancy Fees</td> <td>Design/Surveys/Building Regs applications</td> <td>£37,487</td> </tr> <tr> <td>Staff Costs</td> <td>Staff Fees</td> <td>£37,487</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£1,604,921</b></td> </tr> <tr> <td>Funding</td> <td colspan="2">Capital Works (including approximately 44.8% proportional recovery from long leaseholders).</td> </tr> </tbody> </table> <p>The variation is broken down as follows:</p> <table border="1" data-bbox="531 1335 1394 1621"> <thead> <tr> <th>Item</th> <th>Reason</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Works</td> <td>Variation to contract</td> <td>£48,010</td> </tr> <tr> <td>Fees</td> <td>Contract Extension</td> <td>£6,215</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£54,225</b></td> </tr> </tbody> </table> <p>The total estimated outturn cost (including the £54,225 variation) is now £1,659,146. This reflects a 3.4% increase over the original Gateway 5 estimates.</p> <p><b>Funding Source:</b> HRA Major Repairs Reserve and long leaseholders cost recovery.</p> <p><b>Costed Risk Provision requested for this Gateway:</b> n/a (project exempt).</p>	Item	Reason	Cost (£)	Works	Contract Value	£1,506,205	Expenditure to Date	Staff Costs	£11,797	Fees	£11,945	Consultancy Fees	Design/Surveys/Building Regs applications	£37,487	Staff Costs	Staff Fees	£37,487	<b>Total</b>		<b>£1,604,921</b>	Funding	Capital Works (including approximately 44.8% proportional recovery from long leaseholders).		Item	Reason	Cost (£)	Works	Variation to contract	£48,010	Fees	Contract Extension	£6,215	<b>Total</b>		<b>£54,225</b>
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<p><b>4. Issue description</b></p>	<p><b>1.</b> The programme of works was extended by three months due to initial delays post contract during which some planning clarifications were undertaken with LB Tower Hamlets around the window fenestrations. Having reached agreement that the amendments wouldn't contravene the existing approvals the manufacture of the windows resumed, while elements of the redecorations work were underway.</p> <p><b>2.</b> The appointed project manager left the Corporation and whilst recruitment took place, an external consultant project manager was sourced.</p> <p><b>3.</b> During the works we received and agreed recommendations to complete additional work such as repairs to the timber frames on the dormer windows, the weather boards and balcony water proofing whilst the access (scaffold) was in place. The original doors where the weatherboards were present, and the balcony water proofing were beyond their expected life. The original scope was to undertake sectional repairs to the balcony floor coverings. However, having re-decorated and replaced the windows and doors the balcony floor coverings were replaced altogether to improve the overall aesthetics. The new system has a life expectancy of 15 years, thus avoiding the likelihood and added expense of having to undertake future ad-hoc reactive repairs.</p> <p><b>4.</b> While the works were underway, we also received challenges from long leaseholders regarding the planning application. An enforcement notice was subsequently issued by the local planning authority. This was then rescinded once City of London Project team provided documentary evidence of further approvals having been undertaken and agreed by the Planning Authorities' planning department. This added a further delay to the ordering of the new windows, as these had to be put on hold.</p>
<p><b>5. Options</b></p>	<p>None. The additional work was required, and time delays unavoidable.</p>

**Appendices**

<p><b>Appendix 1</b></p>	<p>Project Coversheet</p>
<p><b>Appendix 2</b></p>	<p>Risk Register</p>

**Contact**

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# Project Coversheet

## [1] Ownership & Status

**UPI:** 11548

**Core Project Name:** Dron House Window Replacement and Common Parts Redecorations

**Programme Affiliation:** N/A

**Project Manager:** Jason Crawford

**Definition of need:** To replace the current steel and timber single glazed windows which are thermally inefficient and past their life expectancy. To replace with Aluminium double-glazed windows which conform to current building regulations. At the same time undertake estate wide common parts redecorations while scaffolding is in situ, to facilitate future cyclical redecorations programmes.

**Key measures of success:**

- Increased resident satisfaction.
- Improvement thermal efficiency in the Standard Assessment Procedure (SAP) energy performance rating of our housing assets.
- Reduction in ongoing repair and maintenance costs.

**Expected timeframe for the project delivery:** Works were expected to complete in December 2021 but were completed in March 2022.

**Key Milestones:** Project is now complete.

**Are we on track for completing the project against the expected timeframe for project delivery?** No

The project over ran by approximately 3 months. This was to facilitate additional planning clarifications to window fenestrations in the pre-construction phase. The appointed Project Manager left the City of London Corporation which resulted in an external appointment having to be made to carry out the contract administration duties. Additional works were also undertaken to the balcony doors which meant that additional time was required to amend the design to incorporate additional weatherproofing. During the works we also received challenges from long Leaseholders which resulted in a Planning Enforcement Notice being issued. This was subsequently rescinded following City of London Officers providing evidence that consultations had been undertaken and agreed with LB Tower Hamlets' Planning Officers at pre-construction phase.

**Has this project generated public or media impact and response which the City of London has needed to manage or is managing?** No

## [2] Finance and Costed Risk

### Headline Financial, Scope and Design Changes:

**'Project Proposal' G2 report (as approved by PSC 26/09/2013):**

- Total Estimated Cost (excluding risk): £4,333,000 (all blocks/estates)
- Resources to reach next Gateway (excluding risk): £175,000

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- Spend to date: N/A
- Costed Risk Against the Project: N/A (exempted from CRP)
- CRP Requested: N/A
- CRP Drawn Down: N/A
- Estimated Programme Dates:
  - Gateway 1 – September 2013.
  - Gateway 2 – September 2013
  - Gateway 3 – March 2014
  - Gateway 4 – March 2014
  - Gateway 5 - as per each individual project

*Scope/Design Change and Impact: N/A*

**Issues report (as approved under 'Urgency' by PSC 06/06/2017):**

- Total Estimated Cost (excluding risk): £12,610,000 (all blocks/estates)
- Resources to reach next Gateway (excluding risk): n/a
- Spend to date: £43,750
- Costed Risk Against the Project: n/a
- CRP Requested: n/a
- CRP Drawn Down: n/a
- Estimated Programme Dates:
  - Gateway 3/4: September 2017
  - Gateway 5: To be determined.

*Scope/Design Change and Impact: As stated in the June 2017 Issues report, the scope had changed considerably with the addition of new blocks as well as whole estates which resulted in a considerable uplift in the costs reported at the previous Gateway. At Gateway 2 estimates were £4,333,000, at the time of writing the Gateway 3/4 report estimates were £12,610,000 for all blocks and estates that had been subsequently added.*

*Approval to split the Programme into separate workstreams was also granted.*

**'Options Appraisal and Design' G3-4 report (as approved by Court of Common Council 07/12/17):**

- Total Estimated Cost (excluding risk): £16,905,452 (all blocks/estates)
- Resources to reach next Gateway (excluding risk): £638,113
- Spend to date: £42,575
- Costed Risk Against the Project: N/A
- CRP Requested: N/A
- CRP Drawn Down: N/A
- Estimated Programme Dates:
  - Gateway 3/4 - November 2017
  - Procurement of design team - April 2018
  - Detailed design and Planning application – December 2018
  - Gateway 5 – July 2019
  - Works start – Summer 2019

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	Golden Lane	Holloway	Southwark	Dron House & Sydenham Hill	William Blake & Windsor House	Tot
Works	£7,497,570	£1,578,788	£2,970,552	£1,270,676	£1,776,569	£15,094,154
Consultancy	£749,757	£157,879	£297,055	£127,068	£177,657	£1,509,415
Staff costs	£149,951	£31,576	£59,411	£25,414	£35,531	£301,883
Total	£8,397,278	£1,768,242	£3,327,018	£1,423,157	£1,989,757	£16,905,452

*Scope/Design Change and Impact: at the time of writing the issues report the estimates were based on the revised estimates received by Pellings in October 2016. For the purposes of the Gateway 3/4 report, we appointed a Quantity Surveyor to review the costs and estimates were revised as £16,905,452 for all blocks.*

*Following approval to split the programme, the works for each estate were procured separately due to the complexities of having to deal with multiple planning authorities as part of the planning requirements and the differing window types, fenestrations, and materials across the various estates.*

**‘Authority to start Work’ G5 report (as approved by PSC 17/12/20):**

- Total Estimated Cost (excluding risk, including spend to date): £1,598,184 (Dron House only)
- Resources to reach next Gateway (excluding risk and spend to date): £1,574,441.
- Spend to date: £23,742.
- Costed Risk Against the Project: n/a (this project was exempt)
- CRP Requested: n/a (this project was exempt)
- CRP Drawn Down: n/a (this project was exempt)
- Estimated Programme Dates:
  - Gateway 5 – November / December 2020
  - Works Start – Spring 2021
  - Estimated completion – Autumn/Winter 2021

While committee was in session the contractor submitted a last-minute clarification to their pricing. Having consulted with Chamberlains and City Procurement Team the Total Estimated Cost was subsequently adjusted to £1,604,921.

*Scope/Design Change and Impact: Cost estimates at Gateway 3/4 were based on the overall preferred option for replacement with double glazed uPVC. However, planning permission for Dron House was granted with the stipulation that replacements should be Aluminium.*

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*Furthermore, due to the Covid-19 outbreak we also had to ask bidders, following the tender in 2019, to resubmit pricing proposals to facilitate enhanced safe working and social distancing measures for the works to be undertaken.*

*The intended approach to planning applications and tender was also reviewed and it was decided to treat Dron House Estate as a pilot from which we could use the lessons learned during the planning and tender stages and apply them to the subsequent tenders. Planning Applications and the Tenders for Dron House have been conducted independently and the lessons learned applied to the remaining Estates.*

**Issues Report (Pending Approval):**

- Total Estimated Cost (excluding risk, including spend to date): £1,659,146.
- Resources to reach next Gateway (excluding risk and spend to date): £54,225.
- Spend to date: £1,593,270.
- Costed Risk Against the Project: n/a (this project was exempt)
- CRP Requested: n/a (this project was exempt)
- CRP Drawn Down: n/a (this project was exempt)
- Estimated Programme Dates:
  - Gateway 6 – July 2023

*Scope/Design Change and Impact:*

The project was delayed by approximately three months, due to additional planning clarifications at pre-construction phase, the need to undertake an external appointment to carry out the contract administration duties, undertaking additional timber repairs to the dormer windows frames and complete replacement of balcony floor coverings as well as having to resolve a planning enforcement notice which had been issued erroneously.

**Total anticipated on-going commitment post-delivery [£]:** Following the defects liability period any ongoing costs will be the remit of periodic repairs and maintenance as stipulated in warranties.

**Programme Affiliation [£]:** NA – as requested in the June 2017 issues report, approval was given to separate the estates into separate works packages.

City of London: Projects Procedure Corporate Risks Register

Project Name:	<b>Dron House Window Replacements &amp; Common Part</b>	PM's overall risk rating:	<b>Low</b>	CRP requested this gateway:	£ -	Average unmitigated risk:	<b>6.0</b>	Open Risks:	12
Unique project identifier:	<b>PV11548</b>	Total estimated cost (exc risk):	£ <b>1,659,146</b>	Total CRP used to date:	£ -	Average mitigated risk score:	<b>4.7</b>	Closed Risks:	0

General risk classification										Mitigation actions										Ownership & Action			
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification post-mitigation	Impact Classification post-mitigation	Costed impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/Realised & moved to Issues	Comment(s)
R1	5	(2) Financial	Section 20 Challenges.	Leaseholder(s) may challenge the Section 20 service charge recovery on grounds of the works being improvements or due to disrepair. Following a First Tier Tribunal Hearing in September 2019 recommendations were made to undertake more detailed surveys and tender as a cost in use exercise.	Possible	Major	12	£705,000.00	N	C – Uncomfortable	Risks escalated to Head of Major Works and Director of Barbican & Property Services. Several options were presented (1) More detailed sample survey to quantify numbers in disrepair, (2) deed of variation to the Leases to include 'improvement clause' or (3) dual tender. Officers have been instructed to continue as planned and highlight the risk to committee at Gateway 5. As no recommendations have been implemented the	£716,000.00	Possible	Major	£716,000.00	12	£0.00		N 08/10/2019	Jason Crawford	Jason Crawford		Circa 44.8% of project costs are recoverable by way of service charge from long leaseholders of Dron House. Potential loss of J/C recovery if Leaseholders challenge remains as £716,000 as none of the mitigating actions were agreed.
R2	5	(10) Physical	Weather delays.	The weather impact on this project would be high as the majority of works are taking place outdoors. High winds can affect the contractors' ability to complete works at height. Rain and cold weather, in particular snow can prevent items such as sealants from setting properly.	Possible	Serious	6	£0.00	N	B – Fairly Confident	Works are being programmed to start Spring/Summer to minimise risk.	£0.00	Unlikely	Serious	£0.00	4	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		Works can be programmed to start to avoid periods in which we expect inclement weather.
R3	5	(10) Physical	Continued deterioration of windows	Leading to damage to building fabrics of City Assets	Likely	Serious	8	£0.00	N	B – Fairly Confident	Prioritisation to carry out the works in a cost effective and timely way with exclusions where needed	£0.00	Unlikely	Serious	£0.00	4	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		It is considered unlikely that the works won't be approved.
R4	5		Delay to works completion leads to project overrunning	Should works overrun, this may have an impact upon the budget of the project.	Possible	Serious	6	£0.00	N	B – Fairly Confident	No actions can currently be taken, care has been taken assessing works contractors bids to ensure realistic timescales are set. Strong contract monitoring will be undertaken to ensure that the works are progressing as planned.	£0.00	Unlikely	Serious	£0.00	4	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		Due to the programme over running there was a variation of £6,215 for contract extension relating to the external appointment of the contract administrator. There was also a variation to the works of £46,010. Total variation £54,255.
R5	5	(9) Environmental	Significant Change in sustainability sector	Covid 19 related issues could impact the project if there is a resurgence in lockdown	Possible	Serious	6	£0.00	N	C – Uncomfortable	No action can be undertaken to prevent a resurgence but we have asked contractors to implement enhanced safe distancing measures during the works.	£0.00	Possible	Serious	£0.00	6	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		Close monitoring of government guidelines is required.
R6	5	(3) Reputation	Recommendations not approved	If approval to proceed is not granted project timelines will need to be reviewed.	Possible	Minor	3	£0.00	N	B – Fairly Confident	Ensure that recommendations are validated and well thought through, taking cost benefits and potential dis-benefits (such as disrepair claims) into account.	£0.00	Unlikely	Minor	£0.00	2	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		
R7	5	(2) Financial	Increase in pricing during works	Increased project costs.	Possible	Serious	6	£0.00	N	B – Fairly Confident	A clear contract and robust contract management will be carried out throughout the project to keep a focus on cost and delivery to budget. Project Managers will be alert to delays to the project, particularly those caused by the City of London as these can be used by contractors as leverage for increases in cost.	£0.00	Unlikely	Serious	£0.00	4	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		
R8	5	(3) Reputation	Challenge to tender awarding process	Could lead to project delays & increased costs.	Unlikely	Serious	4	£0.00	N	A – Very Confident	A robust tendering process and cost evaluation has been undertaken. Should a challenge arise, advice will be sought from City Procurement and Legal services to ensure the dispute is resolved rapidly and successfully.	£0.00	Rare	Serious	£0.00	2	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		
R9	5	(2) Financial	Contractor Financial Viability	Could lead to project delays & increased costs.	Possible	Serious	6	£0.00	N	B – Fairly Confident	Procurement colleagues undertake financial viability assessments as part of the tender process.	£0.00	Possible	Serious	£0.00	6	£0.00		N 17/10/2017	Jason Crawford	Jason Crawford		Whilst a robust tender evaluation process has been undertaken it's difficult to understand fully how the Covid-19 situation has impacted or will continue to impact contractors' ongoing financial viability.

R10	5	(2) Financial	Works more extensive than planned for	Could lead to project delays & increased costs.	Possible	Serious	6	£0.00	N	B – Fairly Confident	Detailed PCI has been provided as part of the robust tender package. Contractors have been asked to include Provisional Sums to cover any unforeseen works.	£0.00	Unlikely	Serious	£0.00	4	£0.00	N	17/10/2017	Jason Crawford	Jason Crawford	Whilst measures have been put in place it's possible that deterioration of the unmaintained assets may have led to deterioration of surrounds that may not become apparent until opening up works have been undertaken.
R11	5	(2) Financial	Residents refuse access.	Should residents refuse access to their homes in order to complete works, it would cause cost and time delays to the project.	Possible	Minor	3	£0.00	N	B – Fairly Confident	Early engagement has been carried out with residents to make them aware of the upcoming works. An issue on access will be reported immediately to the Estate Management teams and enforcement undertaken if absolutely necessary.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N	17/10/2017	Jason Crawford	Jason Crawford	
R12	5	(5) H&S/Wellbeing	Fire risk assessments (FRAs)	It has been noted that many of the FRAs have or are about to expire. There is a potential risk that the Principal Contractor may not start works as the FRAs are out of date which could delay the proposed works affecting the overall programme and potentially an increase in costs.	Possible	Serious	6	£0.00	N	C – Uncomfortable	This has been escalated to Senior managers and previous instruction was to continue as planned. Having taken further advice from Col. Fire Safety Officer this has been escalated again. At present many of the FRAs have or are due to expire. Latest advice is that we can continue.	£0.00	Possible	Serious	£0.00	6	£0.00	N	31/10/2019	Jason Crawford	Jason Crawford	It is likely that this may impact the progress of the works and Officers will seek a resolution in the meantime – works are planned to start Spring 2021 so we will aim to resolve the risk without it becoming an issue. We have been liaising with the Principal Designer and continue to highlight any corrective actions prior to commencement of the works.
R13							£0.00					£0.00			£0.00	£0.00						
R14							£0.00					£0.00			£0.00	£0.00						
R15							£0.00					£0.00			£0.00	£0.00						
R16							£0.00					£0.00			£0.00	£0.00						
R17							£0.00					£0.00			£0.00	£0.00						
R18							£0.00					£0.00			£0.00	£0.00						
R19							£0.00					£0.00			£0.00	£0.00						
R20							£0.00					£0.00			£0.00	£0.00						
R21							£0.00					£0.00			£0.00	£0.00						
R22							£0.00					£0.00			£0.00	£0.00						
R23							£0.00					£0.00			£0.00	£0.00						
R24							£0.00					£0.00			£0.00	£0.00						
R25							£0.00					£0.00			£0.00	£0.00						
R26							£0.00					£0.00			£0.00	£0.00						
R27							£0.00					£0.00			£0.00	£0.00						
R28							£0.00					£0.00			£0.00	£0.00						
R29							£0.00					£0.00			£0.00	£0.00						
R30							£0.00					£0.00			£0.00	£0.00						
R31							£0.00					£0.00			£0.00	£0.00						
R32							£0.00					£0.00			£0.00	£0.00						
R33							£0.00					£0.00			£0.00	£0.00						
R34							£0.00					£0.00			£0.00	£0.00						
R35							£0.00					£0.00			£0.00	£0.00						
R36							£0.00					£0.00			£0.00	£0.00						
R37							£0.00					£0.00			£0.00	£0.00						
R38							£0.00					£0.00			£0.00	£0.00						
R39							£0.00					£0.00			£0.00	£0.00						
R40							£0.00					£0.00			£0.00	£0.00						
R41							£0.00					£0.00			£0.00	£0.00						
R42							£0.00					£0.00			£0.00	£0.00						
R43							£0.00					£0.00			£0.00	£0.00						
R44							£0.00					£0.00			£0.00	£0.00						
R45							£0.00					£0.00			£0.00	£0.00						
R46							£0.00					£0.00			£0.00	£0.00						
R47							£0.00					£0.00			£0.00	£0.00						
R48							£0.00					£0.00			£0.00	£0.00						
R49							£0.00					£0.00			£0.00	£0.00						
R50							£0.00					£0.00			£0.00	£0.00						
R51							£0.00					£0.00			£0.00	£0.00						
R52							£0.00					£0.00			£0.00	£0.00						
R53							£0.00					£0.00			£0.00	£0.00						
R54							£0.00					£0.00			£0.00	£0.00						
R55							£0.00					£0.00			£0.00	£0.00						
R56							£0.00					£0.00			£0.00	£0.00						
R57							£0.00					£0.00			£0.00	£0.00						
R58							£0.00					£0.00			£0.00	£0.00						
R59							£0.00					£0.00			£0.00	£0.00						
R60							£0.00					£0.00			£0.00	£0.00						
R61							£0.00					£0.00			£0.00	£0.00						
R62							£0.00					£0.00			£0.00	£0.00						
R63							£0.00					£0.00			£0.00	£0.00						
R64							£0.00					£0.00			£0.00	£0.00						
R65							£0.00					£0.00			£0.00	£0.00						
R66							£0.00					£0.00			£0.00	£0.00						
R67							£0.00					£0.00			£0.00	£0.00						
R68							£0.00					£0.00			£0.00	£0.00						
R69							£0.00					£0.00			£0.00	£0.00						
R70							£0.00					£0.00			£0.00	£0.00						
R71							£0.00					£0.00			£0.00	£0.00						
R72							£0.00					£0.00			£0.00	£0.00						
R73							£0.00					£0.00			£0.00	£0.00						
R74							£0.00					£0.00			£0.00	£0.00						
R75							£0.00					£0.00			£0.00	£0.00						
R76							£0.00					£0.00			£0.00	£0.00						
R77							£0.00					£0.00			£0.00	£0.00						
R78							£0.00					£0.00			£0.00	£0.00						
R79							£0.00					£0.00			£0.00	£0.00						
R80							£0.00					£0.00			£0.00	£0.00						
R81							£0.00					£0.00			£0.00	£0.00						
R82							£0.00					£0.00			£0.00	£0.00						
R83							£0.00					£0.00			£0.00	£0.00						



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