

# Agenda

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## Delegated Decisions of the Board Member, Housing Needs

Date: **Thursday 18 August 2011**

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Time: **2.00 pm**

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Place: **Town Hall, St Aldate's**

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For any further information please contact:

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# Delegated Decisions of the Board Member, Housing Needs

## Board Member

## Portfolio

**Councillor Joe McManners**

Housing Needs

### **HOW TO OBTAIN AGENDA**

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# AGENDA

## PART ONE PUBLIC BUSINESS

### Pages

#### 1 **DECLARATIONS OF INTEREST**

Guidance on personal and prejudicial interests is attached to these agenda pages.

#### 2 **PUBLIC ADDRESSES**

Members of the public may, if the Board Member agrees, ask a question of the Board Member on any item for decision on this agenda (other than on the minutes). The full text of any question must be notified to the Head of Law and Governance by no later than 9.30 am two clear working days before the meeting. Questions by the public will be taken as read and, at the Board Member's discretion, responded to either orally or in writing at the meeting. No supplementary question or questioning will be permitted.

The total time permitted for this item will be 15 minutes.

#### 3 **COUNCILLOR ADDRESSES**

City Councillors may, at the Board Member's discretion, ask a question or address the Board Member on an item for decision on the agenda (other than on the minutes). The full text of any question and the nature of any address must be notified to the Head of Law and Governance by no later than 9.30 am two clear working days before the meeting. Questions by councillors will be taken as read and, at the Board Member's discretion, responded to either orally or in writing at the meeting. No supplementary question or questioning will be permitted. If an address is made, the Board member will either respond or have regard to the points raised in reaching her or his decision. If the address is by the Chair of a Scrutiny Committee or her or his nominee then the Board member will be required to say as part of their decision whether they accept the Scrutiny recommendations made.

#### 4 **20 ALDRICH ROAD**

1 - 6

Lead Member: Councillor McManners

Report of the Head of Corporate Assets

To seek approval for the proposal to erect a single storey rear extension for a disabled person.

#### 5 **MATTERS EXEMPT FROM PUBLICATION**

If the Board member wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board member to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972. The Board member may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **DECLARING INTERESTS**

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

### **What do I need to do if I have a personal interest?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### **What is a prejudicial interest?**

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### **What do I need to do if I have a prejudicial interest?**

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

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**To:** Executive Board Member for Housing Needs

**Date:** 18 August 2011

**Report of:** Head of Corporate Assets

**Title of Report:** Extension, 20 Aldrich Road, Oxford

## **Summary and Recommendations**

**Purpose of report:** To seek approval for the proposal to erect a single storey rear extension for a disabled person.

**Key decision?** No

**Single Member decision:** Councillor Joe McManners ~ Housing Needs

**Report approved by:** David Edwards, Executive Director Regeneration and Housing.

**Finance:** Paul Jemetta  
**Legal:** Jeremy King

**Policy Framework:** Meeting housing need

**Recommendation(s):** The Executive Member for Housing (Councillor McManners) is RECOMMENDED to:

1. Approve the use of the Aids and Adaptations budget for the erection of a rear extension at 20 Aldrich Road for the existing disabled tenant at an estimated cost of £41,403, and otherwise on terms to be agreed by the Head of Corporate Assets.

## **Background**

1. The property is a three bedroomed pre-war semi-detached house of traditional brick-built construction, under a tiled roof and is in a good state of repair. There is a ground floor bathroom but it has steps leading down to it.

2. The existing secure tenants have rented the property since Nov 1989, and their three dependent children are happily settled in the local school. They have family and friends in the area who help out and consequently they do not wish to move to another area.
3. Owing to the difficulties that the existing disabled tenant has with using the stairs and bathroom, the Occupational Therapist (OT) and the Council's Housing Projects team have sought to find a cost effective solution to suit the tenant's needs.
4. However the layout of the property, particularly the position of the stairs, precludes the installation of a stair-lift and through-floor lift. This has meant that the only realistic way of meeting their needs is to build a single storey extension at the rear of the property which will provide a bedroom and wet room at ground floor level.
5. The Executive Board agreed, in February 2008, an approach to this type of Aids and Adaptations work, which required a report to the Executive where the works cost in excess of £25,000. Competitive tenders have been invited for these works and the lowest received is for the sum of £41,403.00.

#### Options

6. Because of the limitations with the existing property, there are only two viable options. The first option is to build the single storey rear extension as described above, which will fully meet the tenant's needs and enables family and friends in the near locality to help out when required.
7. The alternative is to find more suitable, ideally already adapted, accommodation. Officers and the OT have explored this option and have delayed the works to find a suitable property but as is often the case, suitable accommodation has not been found and, with the tenant's condition deteriorating, it is now important that the works proceed without undue delay.

#### Staffing Implications

8. Corporate Assets Housing Projects staff have designed, and will manage, the proposed works within their existing workload.

#### Environmental Implications

9. The extension is being built in accordance with the current Building Regulations and double glazed category A PVCu windows will be installed.



## Risks

10. Failure to carry out these works will result in one or more of the following:
  - An increase in the difficulties experienced by the disabled tenant as his condition is worsening.
  - Possible injury to the tenant due to the difficulty in climbing the existing stairs.

## Financial Implications

11. The Capital budget sum of £900,000 was approved by Council in February for carrying out disabled adaptation work for Council tenants.
12. Competitive tenders have been sought for this work and the lowest received was for the sum of £41,403.00. The other tenders received were for £43,992.00 and £46,374.67.

## Legal Implications

13. There is no statutory duty on Oxford City Council to fund aids and adaptations work. If the Council did not use its Aids and Adaptations budget, the tenant could make a statutory Disabled Facilities Grant (DFG) application to fund up to £30k (the maximum allowed) but as this would have to be funded from the HRA (as it is a Council tenant), the use of the Aids and Adaptations budget is the most appropriate way of addressing this.
14. The project was competitively tendered in accordance with the City Council's constitution.

## Equalities Implications

15. Carrying out this work will enable the disabled tenant to stay in their own home and will meet their disability needs as assessed by the Occupational Therapist.

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Extension: 2330

**List of background papers:** Occupational Therapists referral (Confidential).  
Tender returns.

**Version number: 3**



Single Member Decision Report Risk Register – Council Wider Property Repair and Maintenance

| Risk Score <b>Impact Score:</b> 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic<br><b>Probability Score:</b> 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain |                                |            |        |  |  |          |        |   |  |                          |   |   |   |              |   |
|---|--------------------------------|------------|--------|--|--|----------|--------|---|--|--------------------------|---|---|---|--------------|---|
| No.   | Risk Description               | Gross Risk |        | Cause of Risk  | Mitigation   | Net Risk |        | Further Management of Risk:<br>Transfer/Accept/Reduce/Avoid                                   |  | Monitoring Effectiveness |   |   |   | Current Risk |   |
|   |                                | I          | P      |  |  | I        | P      |   |  | Q                        | Q | Q | Q | I            | P |
| 1.  | Delays cause increase in costs | 1<br>2     | P<br>2 | Recommendations not approved, causing delays and contractor will not stand by price. | Mitigating Control:<br>Keep contractor in touch with process. (M)  | 1<br>2   | P<br>2 | Action: Accept<br>Action Owner: C Pyle<br>Mitigating Control: Accept<br>Control Owner: C Pyle | Outcome required:<br>Approval<br>Milestone Date:<br>21 August 2011 | 1                        | 2 | 3 | 4 |              |   |
| 2.  | Delays and increase in costs   | 2          | 2      | Contractor goes into administration  | Mitigating Control:<br>Approach next lowest contractor<br>Level of Effectiveness:<br>(M)                   | 2        | 2      | Action: Accept<br>Action Owner: C Pyle<br>Mitigating Control: Accept<br>Control Owner: C Pyle | Outcome required:<br>Milestone Date:                               |                          |   |   |   |              |   |
| 3.  | Poor quality of work           | 1<br>2     | P<br>2 | Contractors operatives poor  | Mitigating Control: strong contract management procedures ensures early identification of faults (M)       | 1<br>2   | P<br>2 | Action: Accept<br>Action Owner: C Pyle<br>Mitigating Control: Accept<br>Control Owner: C Pyle | Outcome required:<br>Approval<br>Milestone Date:<br>21 August 2011 | 1                        | 2 | 3 | 4 |              |   |
| 4.  | Delays and increase in costs   | 2          | 2      | Contractor capacity issues   | Mitigating Control: seek compensation and approach next lowest tenderer.<br>Level of Effectiveness:<br>(M) | 1        | 1      | Action: Accept<br>Action Owner: C Pyle<br>Mitigating Control: Accept<br>Control Owner: C Pyle | Outcome required:<br>Milestone Date:                               |                          |   |   |   |              |   |

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