

**Report to: Executive Board - Monday 11<sup>th</sup> November 2002 and  
Full Council - Monday 9<sup>th</sup> December 2002.**

**HRA Budget 2002/03 - DEEP CLEANING OF COMMUNAL AREAS.**

<p><b>Report of:</b> <i>Business Manager, Oxford Building Solutions</i></p> <p><b>Report Author:</b> <i>Geoff Corps O.B.S. Tel no. 01865 335446 Email: gcorps@oxford.gov.uk</i></p> <p><b>Lead Member Responsible:</b> <i>Housing Portfolio Member</i></p> <p><b>Overview and Scrutiny Committee Responsibility:</b> <i>Housing Overview and Scrutiny Committee</i></p> <p><b>Key Decision:</b> <i>No</i></p>	<p><b>WARDS AFFECTED</b> All</p>
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**SUMMARY AND RECOMMENDATIONS**

**This report is to seek approval for the proposed change to the one off bid budget of £100,000, for the deep cleaning of low/high rise communal areas of the Council housing stock.**

**Staffing implications - the result will be to supplement the existing care-taking service by three temporary full time equivalents.**

**Executive Board is asked to:**

- a) **Request Council to waive the Scheme of virement rule that prevents virements from or into employee budgets and approve the viring of the £100,000 from Supplies and Services to Employees.**
- b) **approve the carry forward of the budget through to March 2004.**

1. In March 2002, Council approved the sum of £100,000 as a one off bid within the Housing Revenue Account, for deep cleaning of communal areas within blocks of flats. Council also approved the budget saving of £38,000 by cutting the caretaking establishment by two full time equivalents. This has resulted in a poorer service to the residents of the blocks.
2. The proposed viring of the £100,000 will allow for the appointment of three fulltime equivalents, any vehicles required including running costs and the necessary cleaning materials, for the remainder of this financial year and through to March 2004. These posts will be of a temporary nature.
3. The Oxford Building Solutions Business Plan will review the Care-taking service in general. This would include the scope of work, measurement of workload, it's frequency and associated staffing levels required to meet the agreed service.

**THIS REPORT HAS BEEN SEEN AND APPROVED BY: The Housing Portfolio Member, The Business Manager, Oxford Building Solutions. The Group Accountant.**

**Background papers:**