

**To:** Cabinet  
**Date:** 11 September 2024  
**Report of:** Executive Director (Communities and People)  
**Title of Report:** Asbestos Surveying and Air Monitoring Contract

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek Cabinet approval to procure a new asbestos surveying and air monitoring contract across both Housing Revenue Account (HRA) and General Fund budgets for 2024/29, and to seek delegated authority for officers to enter into contracts.
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Linda Smith, Cabinet Member for Housing & Communities  Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management
<b>Corporate Priority:</b>	Deliver more affordable housing and support thriving communities
<b>Policy Framework:</b>	Council Strategy 2024-28

<b>Recommendation:</b> That Cabinet resolves to:	
1.	<b>Grant project approval</b> for the procurement of a new asbestos surveying and air monitoring contract across both HRA and General Fund budgets for 2024/29 as described in the report; and
2.	<b>Delegate authority</b> to the Head of Housing in consultation with the Head of Financial Services; the Head of Law and Governance; and the Cabinet Member for Housing and Communities to enter into all contracts required in order to deliver the asbestos surveying obligations under the Control of Asbestos Regulations 2012.

<b>Appendices</b>	
Appendix 1	Risk Register

## **1. Introduction & Background**

- 1.1. As a means of fulfilling our statutory obligation to monitor the condition of any known asbestos containing materials in OCC assets, there is a requirement to procure a contract for regular surveying of domestic communal spaces, corporate assets, and in commercial units, together with air monitoring facility if required.
- 1.2. A new contract will enable the Council to undertake the functions required by statutory obligations. This contract will provide consistent and up to date information to populate the asbestos register and ensure the Council has the required surveys for all its relevant buildings. The surveying is conducted in a way that presents no safety risk to building occupants. This helps to ensure the Council complies with its duties under the Control of Asbestos Regulations 2012.
- 1.3. Any required asbestos removal work would be an additional cost. A budget has been allocated for this, but until the Council has carried out the surveys it will not know the full extent of removal work required. As asbestos can be managed safely in place, the Council will do this whenever possible in order to manage the budget effectively. The priority will be to remove any high-risk asbestos identified or to isolate areas.
- 1.4. As the contract sum is estimated to be above £2.5million (c £500 000 per year) officers are seeking delegated authority from Cabinet to award this contract.

## **2. Capital Budgets & Breakdown**

- 2.1. The contract will cover both HRA and general fund needs: the split will be 80% HRA and 20% General Fund. The proposed contract will be a three year plus an option for a further two extension periods of one year each. The annual cost will be c £500,000 this has already been accounted for and is already in the budget for this contract.

## **3. Environmental Impact Assessment**

- 3.1. The environmental considerations will lead to an improvement in the EPC rating to the properties in the programme, which is in line with Decent Home Standards 2023 and contribute to achieving the Council's target of an average 95% EPC C rating by 2030.

## **4. Financial implications**

- 4.1. This project will run for five years (3 +1+1 extensions), with a total estimated cost of £500k per annum. The work will be funded from different budget lines depending on the property being surveyed. This involves both general fund and Housing Revenue Account (HRA) assets. Note that this funding has been included under the appropriate budget headings.

## 5. Legal issues

- 5.1. The Council's Constitution delegates decisions to approve projects of up to £500k to officers. These programmes are significantly above this threshold and therefore an express delegation of authority is required in order that the Head of Housing, in consultation with the Head of Financial Services, Head of Law and Governance and the Cabinet Member for Housing and Communities may enter into the contract(s).

## 6. Level of risk

- 6.1 Please see Appendix 1 – Risk Register.

## 7. Equalities impact

- 7.1. The budget leading to the proposed works and projects is aligned to the delivery of quality homes for all residents. Furthermore, it contributes to the economic growth of Oxford.
- 7.2. There are no adverse impacts in undertaking this activity, with the potential to improve provision for persons in housing need. This will be realised through the provision of more affordable housing to better meet client needs.

<b>Report author</b>	James Viljoen
Job title:	Technical Service Manager
Service area or department:	Corporate Property
e-mail	<a href="mailto:jviljoen@oxford.gov.uk">jviljoen@oxford.gov.uk</a>

**Background Papers:** None

This page is intentionally left blank