

## EXECUTIVE DECISION RECORD SHEET

**Name of decision maker:** Cllr Margaret Griffiths

**Portfolio:** Housing

**Date of Portfolio Holder Decision:** 01/08/2012

**Title of Decision:** Repairs, Maintenance and Improvements Policy

**Decision made and reasons:** That the Repairs, Maintenance and Improvements Policy is approved to enable operational decisions to be made and maintain DBC properties in good condition.

**Reports considered:**

The Repairs, Maintenance and Improvements Policy is attached to this decision record sheet.

This policy outlines the approach taken by Dacorum Borough Council to contribute to the efficient and effective maintenance of the Council's housing stock.

**Has budget been approved?** No changes are requested to existing budgets. No additional budget is requested.

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

A policy working group was established to consider each of the newly developed housing policies.

The policy working group consisted of Ward Councillors from the Housing and Communities Overview and Scrutiny Committee and representatives from the Tenant and Leaseholder Committee.

The policy working group met on 20<sup>th</sup> January 2012 to review the Repairs, Maintenance and Improvements Policy.

**Deputy Monitoring Officer comments:**

The policy will ensure that the Council's obligations in respect of repairs, maintenance and improvements are clear and this will be important to manage the expectations of Council tenants. It will be essential to review other tenancy documentation, for example, the Tenants Handbook and Tenancy Agreement to ensure these documents are consistent with this updated policy. The procurement process for the new housing maintenance and repair contract will need to incorporate the obligations and target response times as set out in the policy.

**Deputy Section 151 Officer comments:**

A clear and unambiguous policy on the Council's responsibilities in respect of repairs, maintenance and improvements is good practice and will support the renewal of repairs and maintenance contracts by providing agreed performance measures.

**Implications:** The development of a Repairs, Maintenance and Improvements Policy ensures that if a Tenant requests to make improvements to their home it is subject to receiving DBC's written permission and any necessary planning or building regulation consent before work begins. The work must be undertaken to a standard acceptable to DBC, and within an agreed period.

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Failure to comply with these requirements may result in DBC completing or removing the works at the tenant's expense. Tenants are informed of their responsibilities in detail when they sign the Tenancy Agreement and these responsibilities are also outlined in the Tenants Handbook. DBC will not maintain or repair any alterations made by tenants.

**Risk:** By developing a policy and ensuring that there is a consistent approach when dealing with Repairs, Maintenance and Improvements issues will minimise the risk to the Council and Housing Landlord Service. Failure to adhere to this policy could result in council properties not being maintained in compliance with building and health and safety regulations.

**Value for Money:** Dealing with Repairs, Maintenance and Improvements issues effectively and consistently will ensure that the appropriate level of resource is devoted to ensuring efficient service delivery. Without an effective policy and procedure the likelihood of significant additional resources being devoted to Repairs, Maintenance and Improvements problems is possible.

The effective use of resources being devoted to Repairs, Maintenance and Improvements issues ensures value for money for tenants.

**Options Considered and reasons for rejection:**

**Portfolio Holders Signature:**

**Date:**

**Details of any interests declared and any dispensations given by the Standards Committee:**

### For Member Support Officer use only

Date Decision Record Sheet received from portfolio holder: 01/08/2012

Date Decision Published: 01/08/2012

Decision No:PH/051/12

Date of Expiry of Call-In Period: 08/08/2012

Date any Call-In received or decision implemented:

## BACKGROUND

The Repairs, Maintenance and Improvements Policy is the background to this executive decision sheet. The policy document is attached to this report.