

Finance and Resources Committee

10.00 am, Thursday, 9 June 2016

Property Repairs and Maintenance Contract Update

Item number	7.14
Report number	
Executive/routine	
Wards	

Executive Summary

The purpose of this report is to advise Committee that an update report on the Property Repairs and Maintenance contracts will be presented to the August Committee.

This will allow the outcome of the Internal Audit exercise which is currently underway to be completed.

Property Repairs and Maintenance Contract Update

1. Recommendations

1.1 It is recommended that Finance and Resources Committee:

- 1.1.1 Agree to receive an update report on the Property Repairs and Maintenance contracts for the August Committee meeting.

2. Background

2.1 Edinburgh Building Services (EBS) is the Council's in-house building maintenance service. The services it delivers includes:

- Emergency repairs to council houses and corporate property;
- Planned maintenance and renewals;
- Repairs requested by tenants and repairs to empty homes;
- Cyclical inspections including gas and lifts; and
- Stair lighting repairs and maintenance in communal stairs.

EBS has an internal workforce, which is supplemented by external procured contractors.

2.2 In January 2016, EBS Non-Housing, formerly Property Care Services, returned to the Corporate Property service area and is no longer part of Housing Property service.

3. Main report

3.1 The purpose of this report is to advise Committee that an update report on the Property Repairs and Maintenance contracts in place will be presented to the August Finance and Resources Committee meeting.

3.1 Internal Audit are undertaking a review of the contract management, monitoring and quality assurance within property repairs and maintenance and the August report will include the outcome of this review.

3.2 Internal Audit remit:

- 3.2.1 Obtain an understanding of contract management, monitoring and quality assurance through discussion with key personnel, review of systems documentation and walkthrough tests;
- 3.2.2 Identify the key risks around contract management, monitoring and quality assurance;
- 3.2.3 Evaluate the design of the controls in place to address the key risks; and
- 3.2.4 Test the operating effectiveness of the key controls.

4. Measures of success

- 4.1 The success of the framework is measured by KPIs. This ensures that strict contract management and performance monitoring is undertaken for all repairs and maintenance works carried out on behalf of the Council.

5. Financial impact

- 5.1 There are no direct financial impacts related to this report.

6. Risk, policy, compliance and governance impact

- 6.1 Failure to follow Contract Standing Orders would result in a serious risk to the Council's reputation.

7. Equalities impact

- 7.1 There is no relationship to the public sector general equality duty to the matters described in this report and no direct equalities impact arising from this report.

8. Sustainability impact

- 8.1 Works from this framework will be allocated by area allowing contractors to travel within a smaller geographical area, reducing the amount of carbon emissions from vehicles. This will be further reviewed as the Council moves towards the four localities model.
- 8.2 The contractors procure timber from legal and well managed forests which are certified under the third party certification schemes which are in compliance with the criteria set out in the "UK Government Timber Procurement Policy: Criteria for Evaluating Category A Evidence". Schemes in compliance include

the Forestry Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification scheme (PEFC).

9. Consultation and engagement

N/A.

10. Background reading/external references

N/A.

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11. Links

Coalition Pledges

Council Priorities

**Single Outcome
Agreement
Appendices**