

SCRUTINY REVIEW INITIATION DOCUMENT (SID)

Review: Capital Programming

Scrutiny Review Committee: Housing Scrutiny Committee

Director leading the review: Simon Kwong

Lead Officers: Christine Short and Damian Dempsey

Overall aim: To investigate how contractors are selected; to look at opportunities for using local labour; to explore who determines what works are undertaken.

Objectives of the review:

- To identify the different types of capital works carried out
- To evaluate how the Council's capital works contractors are procured
- To consider the costs associated with the capital works programme
- To measure the satisfaction of tenants and leaseholders with capital programming
- To consider how works are planned, prioritised, and communicated to tenants and leaseholders
- To consider if capital works can be used to drive local employment
- To identify any areas for improvement

How is the review to be carried out:

Scope of the Review

The review will focus on:

1. Capital Works

- The types of capital works carried out
- Planning processes and asset management data base
- How capital works are prioritised
- Who determines what works are undertaken

2. Procurement of Contractors

- Procurement processes
- Types of contract available
- The quality of completed works and guarantees
- Comparisons with other local authorities and registered providers

3. Local Labour

- Conditions contained within contract
- How much local labour is currently used
- Other options available to encourage this

Types of evidence:

1. Documentary evidence including
 - Contextual report/presentation
 - Service policies and strategies
 - Service evaluations and performance indicators

2. Witness evidence including
 - Officer presentations
 - Representatives of the Council's capital works contractors
 - The views of tenants, leaseholders and ward councillors, including unmediated written evidence

3. Possible site visit

Additional Information:

Programme

Key output:	To be submitted to Committee on:
1. Scrutiny Initiation Document	13 July 2015
2. Draft Recommendations	18 January 2016
3. Final Report	26 February 2016