

## Report of Housing Growth Team

### Report to Director of Resources and Housing

Date: 17th June 2019

### Subject: Approval of the Extra Care Output Specification for the use in the Council Housing Growth Programme

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley and Temple Newsam	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of Main Issues

1. The Council Housing Growth Programme are seeking approval of the Output Specification from the Director of Resources and Housing for use in Extra Care schemes delivered by the Council Housing Growth Team.
2. The proposed output specifications for Extra Care provision are contained within an overall suite of output specifications developed to suit both Extra Care and General Needs Housing. Approval is sought for the relevant output specifications developed for Extra Care provision as at Appendix 1.
3. Should amendments to the Output Specifications be required, in the interests of efficiency and governance it is recommended that a change log should be produced as part of a change control process which will allow lessons to be learned for future Extra Care schemes. If there are any major amendments required, a report will be escalated to the Council Housing Growth Board for approval.

### Recommendations

It is requested that the Director of Resources and Housing:

- a) approves the Extra Care Output Specification to be delivered by the Council Housing Growth Programme in line with CPR 3.1.8.
- b) approves that minor amendments of the Extra Care Output Specification can be approved by the Head of Council Housing Growth, with more significant amendments made by either the Director of Resources and Housing or Head of Council Housing Growth in consultation with the Council Housing Growth Board.

- c) notes that the wider team will be consulted and involved in any proposed amendments and this will be a continual process throughout the procurement exercise and construction phase.

## **1. Purpose of the Report**

1.1 As per CPR 3.1.8, a written specification must be produced and authorised by the relevant Chief Officer.

## **2. Background Information**

2.1 Leeds City Council has developed and implemented the use of a technical specification which has set the bar in terms housing standards; this was developed to support the Best Council Plan 2015-2020, and to satisfy a range of agendas.

2.2 The Extra Care Output Specification primarily focusses on cutting carbon, improving air quality and tackling fuel poverty, and central to this is the well-being of Tenants at the schemes. It plays a key role in ensuring excellence in delivery through design quality, space standards and energy efficiency standards. It also has a very strong focus on providing homes for life including measures to support the ease of future adaptations and reduced associated costs, which are central to Extra Care schemes. It also requires considered design and selective use of materials to ensure that buildings allow ease of maintenance and minimal maintenance costs, and ensures longevity of the structure, fixtures and fittings to minimum life expectations.

2.3 All Extra Care units must meet legislation such as Building Regulations, LABC warranty, British Standards and Codes of Practice and LA adoptions but is also required to satisfy a range of supplementary standards such as Secured by Design, Accessibility, Considerate Constructors Scheme and the Leeds Standard.

2.4 All Extra Care units must provide enhanced M4(2) Cat 2 Accessible and Adaptable dwellings and M4(3) Cat 3 Wheelchair user dwellings. The Leeds Standard takes a “fabric first approach” which means dwellings require very high insulation and performance levels. It also requires unit sizes to meet Nationally Described Space Standards and that they meet requirements for future adaptation provision with minimal costs to the Council.

2.5 Extra Care scheme designs must demonstrate implementation of the ten HAPPI (Housing our Ageing Population Panel for Innovation) principles, as summarised and adapted within the Extra Care Output Specification document. Designs shall also comply with the latest guidance on the design of housing for older people, including RIBA’s publication ‘Age Friendly Housing’, the Dementia Services Development Centre’s resources on the design of housing, and the information available at the Housing LIN sharing network.

2.6 Below are a few examples and important factors that the Council believes makes the Extra Care Output Specification unique:

- Energy Efficiency and smart technologies - Design solutions will deliver highly energy efficient dwellings to minimize running costs for tenants, address fuel poverty and contribute to broader sustainability and wellbeing agendas.

- Use of mechanical ventilation with heat recovery or use of alternative low carbon ventilation and energy efficient hot water and heating systems.
- Incorporates good urban design and layout, builds on existing standards such as Neighbourhoods for Living.
- Dwelling sizes which can be flexible and meet future care needs.
- Very low U values (thermal insulation) - a betterment of between 25% – 60% compared with current Building Regulations.
- Dwellings designed to minimise running costs for the tenants and the Council in terms of heating and lighting, water saving measures and maintenance.
- Requires Secured by Design standards to be achieved.

2.7 Some of the key areas the Housing Growth Team have focussed on to reduce unit costs without devaluing the Council's standards, reducing performance levels or affecting the occupants in respect of comfort, use or running costs include:

- Building to enhanced nationally described space standards where possible – specifically set to the accommodation type and number of bedrooms to prevent oversizing.
- Allowing a more flexible approach to some build elements – not specifying triple glazing but applying a performance output for the glazing and other build elements, use of alternative ventilation systems, use of mechanically fixed brick slips.
- Using a standard range of floor plans to reduce design cost and to illustrate compliance with space standards, kitchen and bathroom design and spatial requirements and room configuration.
- Procurement process and in particular including more units in one contract – potential to obtain higher economies of scale through supply chains.

### **3. Main Issues**

3.1 The Extra Care Output Specification has been created and completed by the Council Housing Growth Technical Team led by the Senior Technical Manager, with input from NPS Leeds and Housing Leeds. All members of the Council Housing Growth Team have been briefed on the Extra Care Output Specification and all members of the team have had the opportunity to review this.

3.2 As a starting point for the development of the output specification representatives from a variety of sections including Adult and Health, Housing Management, Property and Contracts, Council Housing Growth Team and ICT formed a working group to look at what had been successfully designed and delivered at Wharfedale View over a period in excess of two years.

3.3 The group reviewed areas of success at Wharfedale View whilst also looking at areas for improvement and these were identified and applied as a Lessons Learned exercise for the development of the output specification for Extra Care Package 2. This included looking at the general circulation space, size of rooms, inter-relationship between spaces and the infrastructure and service provision within the scheme.

3.4 All aspects of the Extra Care Output Specification have been reviewed by Senior Technical Manager, Project Manager and Head of Council Housing Growth.

3.5 Whilst a great deal of work has been undertaken to develop the Extra Care Output Specification for the Council Housing Growth programme there is also the possibility that during the Competitive Dialogue process, and developed design, that minor amendments will need to be made within these specifications.

3.6 Any such amendments should be minor in scope, and would be around improving the design or further updates to statutory/technical standards and regulations. In the interests of efficiency and governance it is recommended that a change log should be produced as part of a change control process which will allow lessons to be learned for future Extra Care schemes. Should there be any major amendments required, a report will be escalated to the Council Housing Growth Board for approval. Once approved these would be published as a tender amendment through the YorTender system to bidders.

3.7 The Extra Care Output Specifications are attached in Appendix 1, which are the following documents:

- Part B Extra Care General Requirements and Output Specification
- Part F New Extra Care ICT requirements
- Part G EC Accommodation schedule and room data sheets
- Part H EC FF and E Requirements
- Part I Fire Safety Signage revised

## **4. Corporate Considerations**

4.0.1 Making Leeds an Age-Friendly city has been highlighted as one of the seven Best City Priorities as set out on the Best Council Plan. Leeds City Council promotes opportunities for older people to be healthy, active, included and respected, which the Extra Care housing supports. The Best Council Plan 2019-20 also includes a number of the other Best City priorities will be supported by the delivery of Extra Care through the output specification as follows:

- Housing
- Health and wellbeing
- Strong, safe communities

### **4.1 Consultation and Engagement**

Consultation and engagement has taken place with key internal stakeholders to deliver a robust and well informed output specification. Colleagues have been consulted in a range of departments including Adults and Health, Housing Management, Property and Contracts, Council Housing Growth Team and ICT to ensure the specification will meet the needs of residents.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 Equality, Diversity, Cohesion and Integration (EDCI) screening was completed in 2017 which looked at the potential impact of the delivery of up to 200 new Extra Care homes on equality, diversity, cohesion and integration as part of the wider Council Housing Growth Programme (CHGP). The proposals reflect differences in need in relation to existing and predicted supply of Extra Care housing across the city's neighbourhoods and seek to facilitate an increase in supply to meet current and predicted localised gaps in provision. This EDCI screening document was been updated for the Executive Board in June 2019. It is attached for reference at Appendix 2.

4.2.2 An EDCI was also appended to the November 2018 report for Executive Board on the Delivery of New Build Social Housing.

### **4.3 Resources and Value for Money**

The robust output specification has been developed upon delivering high quality Extra Care accommodation to a very high standard. The specification provides a warm, secure and safe environment that has been developed to ensure value for money is achieved.

The provision of Extra Care allows Leeds City Council to provide a purpose built scheme that is designed to accommodate adaptations as part of the overall design. This includes apartments which are already future-proofed whilst communal areas are designed to provide specialist care. Adopting this approach will ensure the associated revenue costs for converting existing assets is minimised.

### **4.4 Legal Implications, Access to Information and Call In**

4.5.1 Given that the Executive Board decision in November 2018 was treated as a Key decision, all decisions which are a direct consequence of that Key Decision taken by Executive Board can therefore be treated as Significant Operational Decisions in accordance with Article 13.4b.

4.5.2 Decisions around formal approval of tender documentation and the decision to award the contract will also be a Significant Operational Decisions as a direct consequence of the Executive Board Decision.

4.5.3 Similarly any decisions that are taken by the Director of Resources and Housing, whether by the Director or appropriate person under his sub-delegation scheme, can be treated as Significant Operational Decisions if they flow from this Executive Board decision.

### **4.5 Risk Management**

The robust output specification provides clear guidance, direction and instruction to bidders and all interested parties. Adopting this approach should ensure the associated risks are minimised in relation to mis-interpretation, lack of clarity leading to the potential for delays and additional costs.

## **5 Conclusions**

5.1 The Council Housing Growth Programme are seeking approval of the Extra Care Output Specification from the Director of Resources and Housing for programme wide use. Whilst amendments to the Output Specifications may occur, the Council Housing Growth Team are confident the output specification developed is fit for purpose and will ensure quality Extra Care provision is delivered.

5.2 The Council Housing Growth Team is seeking approval from the Director of Resources and Housing to delegate the authority to approve these amendments to the Head of Service.

## **6 Recommendations**

It is requested that the Director of Resources and Housing:

- a) approves the Extra Care Output Specification to be delivered by the Council Housing Growth Programme in line with CPR 3.1.8.
- b) approves that minor amendments of the Extra Care Output Specification can be approved by the Head of Council Housing Growth, with more significant amendments made by either the Director of Resources and Housing or Head of Council Housing Growth in consultation with the Council Housing Growth Board.
- c) notes that the wider team will be consulted and involved in any proposed amendments and this will be a continual process throughout the procurement exercise and construction phase

## **7 Background Documents**

7.1 None.