



HOUSING HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

DATE	TITLE	Wards
17 July 2012	Task Group: Repairs & Maintenance	All

SYNOPSIS

The report sets out the proposed terms of reference and membership of the Task Group.

CONTRIBUTORS

Stephen Kirrage,
Director of Asset
Management &
Property Services

Gary Vickers, Re-
procurement Project
Manager

RECOMMENDATION(S):

The Committee is asked to recommend to the Overview & Scrutiny Board the establishment of a Task Group: Repairs & Maintenance, with the attached terms of reference and membership.

Housing, Health and Adult Social Care Select Committee

Repairs & Maintenance Task & Finish Group Proposal

Title of Review	Repairs & maintenance re-procurement
Proposer	Councillor Lucy Ivimy
Sponsoring Committee	Housing, Health & Adult Social Care Select Committee
Prospective Membership (including co-optees)	Administration; Cllr. Lucy Ivimy & Cllr. Joe Carlebach Opposition: Cllr. Stephen Cowan
Outline Purpose & Terms of Reference	Cabinet of 21 st May 2012 received and approved a report for the re-procurement of repairs and maintenance contracts within the timescales set out in the report. Within the timeframes set out, the Task & Finish Group has been set up to facilitate valuable Member insight, input, support and challenge in terms of the customer journey, appropriate measures of success/ Key Performance Indicators and the evaluation criteria for the Invitation to Tender.
Expected Timescale of review	<p>July - September 2012 (estimated 3 or 4 meetings of Task & Finish Group plus virtual meetings as necessary)</p> <p>Early July – Officers to present an overview of the contract terms, customer journey and draft Key Performance Indicators</p> <p>Late July – Finalise feedback from meeting one</p> <p>August – Consideration and discussion of draft evaluation criteria for Invitation to Tender (by correspondence)</p> <p>Early September – Finalise feedback on evaluation criteria.</p>

Key Officer's involved in the process	Director of Asset Management & Property Services – Stephen Kirrage Re-procurement Project Manager – Gary Vickery Commercial & Contracts Manager – Ian Watts
Expected outcomes	An iterative process between Members and Officers that will feed into the overall procurement process timeline, covering KPI's, the resident experience and the contractual and cost controls that will be put in place.
Risks	<ul style="list-style-type: none"> • The project is running to strict timelines to allow residents to benefit from improved service delivery arrangements at the earliest opportunity. To avoid risk of slippage papers and items for discussion will need to be provided in a timely fashion and Members will need to allow sufficient time in their busy diaries. • Scope creep – this is a major project to be delivered within a tightly defined timeframe. Inevitably tangential issues will arise, however it will be important to remain focussed on the task in hand • Travelling to meetings may be hindered by the Olympics

**Repairs & Maintenance re-procurement
High level key milestones**

Contract Notice & Pre-Qualification Questionnaires issued	Jun-12
Pre-Qualification Questionnaires evaluation and short-listing	Aug-12
Invitations to Tender issued	Oct-12
Invitations to Tender evaluation	Dec-12
Preferred bidders identified	Feb-13
Prepare & Issue Notice of Proposal to Leaseholders & consult	Mar-13
Request key Cabinet decision to award	Apr to Jun-13
Award contract	Jul-13
Mobilisation period	Jul to Oct-13
Go-live date	Oct-13