

HOUSING CABINET MEMBER MEETING

Agenda Item 46

Brighton & Hove City Council

Subject: Door Entry Systems, CCTV and Alarms
Date of Meeting: 10th September 2008
Report of: Director of Adult Social Care & Housing
Contact Officer: Name: Peter Matthews Tel: 29-3370
E-mail: Peter.matthews@brighton-hove.gov.uk
Key Decision: Yes Forward Plan No. HSG 3270
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1. To seek approval of the Housing Cabinet Member to tender a contract for service repair and provision of Door entry systems, Closed circuit TV and Alarm systems (Low Voltage Electronic Security Systems) to Housing Revenue Account ('HRA') properties and to give delegated authority to the Director of Adult Social Care and Housing to award the same.
- 1.2. Tenants have expressed the importance of block security as a key function of the repairs and maintenance service review working parties. There are currently no contracts in place for the supply, maintenance and repair of door entry or CCTV systems.
- 1.3. Fire Alarm Regulations set out in BS5839 require the "duty holder" to undertake periodic checks to ensure the functionality of the system. Routine testing and inspection is currently carried out under a contract that is due to be renewed.

2. RECOMMENDATIONS:

- 2.1. That the director of Adult Social Care and Housing be instructed to procure a term contract for the service repair and provision of Door Entry Systems, CCTV and Alarm Systems.
- 2.2. That the Director of Adult Social Care & Housing be given delegated powers to approve the award of a 10 year contract for Door Entry Systems, CCTV and Alarm Systems to HRA properties, following financial due diligence and cost comparisons of tenders and in consultation with the Cabinet Member for Housing.

3. BACKGROUND INFORMATION:

- 3.1. The city's HRA provides door entry systems, closed circuit TV and alarm systems to a number of its blocks of flats and offices to ensure greater security of the buildings. These systems are all electronic systems, operating on low electric voltage (12 or 24 volt).

- 3.2. A number of external contracting firms provide combined expertise in all three systems. Procurement of a single and comprehensive contract for all low voltage security systems is expected to lead to greater efficiency.
- 3.3. Electronic security systems generally have a service life of about ten years, and require periodic service, test and repair. Towards the end of their service life, reliability falls off considerably, and the systems eventually become more economic to replace rather than repair.
- 3.4. Members should note that the majority of reported early life failures of door entry systems are the result of physical damage to the door or the locking mechanism.
- 3.5. Routine testing of fire alarm systems is required by regulation and carried out under a contract that is currently extended and requires re-procurement.
- 3.6. There is currently no comprehensive contract in place for the repair and replacement of door entry, CCTV or intruder alarm systems. This results in delay in restoring functionality in the event of fault or damage from external causes and thereby impacts adversely on service delivery.
- 3.7. Repair of doors and conventional locks is contained within the current housing general repair contracts. There is therefore potential for delay in repair in the event that the failure is incorrectly diagnosed, and the attending contractor is not responsible for the repair required.
- 3.8. The current annual cost of testing, servicing and repair of alarms and door entry systems is estimated at £261,000. The service and repair of CCTV systems is carried out under a number of ad-hoc arrangements and the cost is spread across a number of smaller local service budgets.
- 3.9. The current financial year forecast cost of capital replacement of door entry systems is £468,000. This cost is distorted upwards due to a number of replacement projects having been deferred from the previous year. Generally the capital investment in replacement door entry systems is in the order of £200,000 per year.
- 3.10. Capital replacements are presently arranged under individually tendered contracts and thereby do not attract the efficiencies that would be available within a larger and comprehensive contract.
- 3.11. Service delivery to residents is also severely affected by the current arrangement as there is a significant delay caused by the requirement to seek tenders and the consultation requirements of the Commonhold and Leasehold Reform Act 2002. The time from notification of system failure to installation of a new system is typically in excess of four months, two of which are statutory consultation periods. This delay is further extended where additional budget allocations are required.
- 3.12. Officers recommend the procurement of the provision, testing and repair of all low voltage security systems under a single long term (10 year) partnering contract that will provide improved service to residents and improved efficiency in service delivery. Service delivery will be continuously reviewed and the terms of the contract will incentivise further development of the contractor's performance. The proposed contract will be constructed to require strategic linkage to the general repair contracts, again with the aim to improve service delivery and reduce delay as described in 3.7 and 3.11.

- 3.13. Leaseholders will be consulted in relation to any significant work (over £250 per flat) proposed under this contract. Any such consultation would be completed in one month; there would be no further requirement to seek tenders for the duration of the comprehensive contract.
- 3.14. Due to the aggregate value of this proposed contract, estimated at £4.6 million over its term, procurement under the Public Contracts Regulations 2006 is required.
- 3.15. Members should note that Emergency Lighting of fire escapes, stairs and corridors, including routine inspection and testing, will be included within the separate general repairs contracts as these devices are generally directly connected to the mains voltage supply and are best maintained by general electrical engineers.
- 3.16. This procurement will provide service and maintenance of security systems and will enable various options that will address tenants' aspirations with respect to upgrading and providing additional security services.

4. CONSULTATION

- 4.1. The then Housing Management Sub-committee discussed a petition at its meeting of 30 October 2007 and resolved to receive a report on the consideration of communal entrances to blocks of flats as the main point of entry and by implication the prime security of the flats within the block.
- 4.2. Further consultation upon the detail of this procurement will be carried out via Area Housing Panels and will inform the above report and the terms of contract to be tendered.

5. FINANCIAL & OTHER IMPLICATIONS:

- 5.1. The budget currently provided in the 2008/09 capital programme for replacement of defective entry systems is £468,000 which includes carry over of the cost of part completed schemes from the previous year.
- 5.2. The budget currently provided in the 2008/09 revenue allocations for repair of door entry systems and for maintenance of alarms is £261,000.
- 5.3. The HRA 30 year Business Plan includes a funding requirement of approximately £5m over the next 10 years for Fire Alarms and Door entry systems.
- 5.4. The estimated costs, funding and profiling of works will be reviewed as part of the 2009/10 Revenue and Capital Programme Budget setting process during October/November, with the final HRA budget report 2009/10 being reported to Housing Cabinet in February 2009.

Finance Officer Consulted: Name Susie Allen

Date: 15/08/08

6. LEGAL IMPLICATIONS:

- 6.1 The report refers to a contract for services, the value of which is likely to be in excess of the EU procurement threshold (currently £138k). As a result, the contract must be advertised and awarded in accordance with the relevant EU Directive and UK Regulations. The procedure outlined in this report complies with these requirements. In addition, contracts in excess of £75,000 must be sent to Legal for sealing. The Council is obliged to take the rights of individuals under the Human Rights Act into account when considering any such issues, but the recommendations contained in this report are unlikely to breach any such rights.

Lawyer Consulted: Alison Leitch

Date: 14 August 2008

7. Equalities Implications:

- 7.1. For many disabled and elderly residents living in flats, the provision of a door entry system is essential to their ability to reside in the flat if the communal access is to be maintained as secure. Without the facility to remotely provide access to visitors, disabled or elderly residents would be unable to allow access to carers or visitors through any communal secure door.
- 7.2. The alternative to providing door entry systems would be to maintain the communal access as free access to any person. The consequence of this would be a feeling of additional vulnerability by residents, especially in those areas of the city where anti-social behaviour and rough sleeping are more prevalent.
- 7.3. Bidders will be asked to provide details of apprenticeship schemes and their plans for tackling worklessness as part of the tender documentation. This will be weighted and evaluated as part of the scoring matrix.

8. Sustainability Implications:

- 8.1. There are no specific issues of sustainability implicit in this report.
- 8.2. Members are referred to the issues raised with respect to elderly and disabled residents in 7.1 above and the current drive towards providing lifetime homes.
- 8.3. Bidders will be asked about development of local office to manage contract and this will be weighted and evaluated as part of the scoring matrix.

9. Crime & Disorder Implications:

- 9.1. The provision of security systems is effective in reducing crime and anti-social behaviour in blocks of flats. A number of blocks of flats are in areas where there is an incidence of anti-social behaviour, rough sleeping and crime.

10. Risk and Opportunity Management Implications:

- 10.1. Not providing block security services would lead to a decrease in tenant satisfaction with the housing service.

- 10.2. There is significant risk of delay and of failure to deliver value for money under the current arrangements for delivery of the door entry system service. A new contract would demonstrate value for money and will significantly reduce delay.
- 10.3. The current extended contract for maintenance of fire alarms presents significant risk that the council would not be able to carry out its obligations in respect to testing alarms should the existing contractor refuse a further extension of contract upon termination of the current arrangement.

11. EVALUATION OF ALTERNATIVE OPTIONS:

- 11.1. Under current fire safety regulations, it is obligatory that particular blocks of flats should be provided with well maintained fire alarm systems. The provision, maintenance and testing of fire alarm systems is not avoidable.
- 11.2. CCTV and Door Entry Systems are not obligatory. It is therefore a legitimate option that these systems be dispensed with. To do so, however, would severely reduce the security of those blocks and be contrary to residents' expressed requirements.
- 11.3. Provision of doors by the Repair & Maintenance partnering contractor is a realistic option that will be integral to the proposed contract. The cost of provision of new doors is dependant upon the specification required and the particular details of the block entrance. As a guide to costs, a new door in timber would cost around £1500, and in steel £5000. Provision of glazed door screens would be additional, as would any specific modifications, such as automatic door opening, required as provision for disabled persons.

12. REASONS FOR REPORT RECOMMENDATIONS

- 12.1. The prime reason for the decision requested at 2.1 is that the council is required by its own Financial Regulations to subject supply arrangements to market testing and to obtain value for money in procuring supplies and services. The provision, maintenance and testing of fire alarms is required by regulation. The provision of other security systems is a key requirement of residents. Financial Regulations and the Constitution require that Cabinet authorise procurement of contracts estimated to be over £500,000.
- 12.2. The reason for the decision requested at 2.2 is that the council is required to procure this contract within a strict timetable. The cabinet preparation timetable does not allow enough time for completion of the analysis, consultation with leaseholders and residents or financial diligence, as well as being ready to request cabinet approval to award the contract by the deadline date of 9 February for the March cabinet members meeting or for the prior housing management consultative committee on 20 January. In view of this it is requested that authority to enter into the contract be delegated to the Director of Adult Social Care & Housing in consultation with the Cabinet member

Housing Cabinet Approval	10/09/08	10/09/08
Place advert in OJEU for Expression of interest	11/09/08	11/09/08
Close of Expression of Interest period	12/09/08	03/11/08
Evaluate Expressions and Shortlist	04/11/08	17/11/08
Issue Invitation To Tender	18/11/08	12/01/09
Evaluate Tenders	13/01/09	30/01/09
Issue Contract	12/02/09	12/02/09
Mobilisation for commencement 1/04/09	13/02/09	26/03/09
Or :		
Report to Housing Cabinet	09/02/09	11/03/09
Alcatel period	12/03/09	25/03/09
Issue contract	26/03/09	26/03/09
Mobilisation	27/03/09	07/05/09

SUPPORTING DOCUMENTATION

Appendices: None