

**From:** [REDACTED]  
**Sent:** 17 January 2016 18:44  
**To:** Freedom Of Information  
**Subject:** Freedom of Information request - Mears charges to Housing when using sub-contractors

Dear Brighton and Hove City Council,

1. In the document -  
<http://www.clarend.com/Leaseholders/Covering%20Sheet.pdf> - it is stated that "some works to be carried out under the National Housing Federation (NHF) schedule of rates."

A. Are these same conditions imposed on sub-contractors?

B. Is this condition valid for "Major Works"?

2. Is it correct that, in respect of Major Works, Mears appoints the surveyor, chooses the contractors, plans, carries out the works and inspects the results?

3. What proportion of Major Works are inspected and at what stage(s)?

4. What outstanding bills are there currently with POD and how long have they been outstanding?

Yours faithfully,

[REDACTED]

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Please use this email address for all replies to this request:

[REDACTED]

Is [freedomofinformation@brighton-hove.gov.uk](mailto:freedomofinformation@brighton-hove.gov.uk) the wrong address for Freedom of Information requests to Brighton and Hove City Council?

If so, please contact us using this form:

[https://www.whatdotheyknow.com/change\\_request/new?body=brighton and hove city council](https://www.whatdotheyknow.com/change_request/new?body=brighton+and+hove+city+council)

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<https://www.whatdotheyknow.com/help/ico-guidance-for-authorities>

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

[illegible]

## James McLaughlin

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**From:** Freedom Of Information  
**Sent:** 18 January 2016 14:55  
**To:** Housing FOI's  
**Cc:** [REDACTED]  
**Subject:** Unclassified Freedom of Information Request FOI 5919 [REDACTED]  
**Categories:** Egress Switch: Unprotected

We have received the following Freedom of Information request. We are required to respond to this by **10 Feb 2016**.

**Please obtain approval of response from your Head of Service and then forward this to [freedomofinformation@brighton-hove.gov.uk](mailto:freedomofinformation@brighton-hove.gov.uk)**

FOI advice and guidance is available on the Wave, please visit [Information Governance](#)

The request is as follows:

- "1. In the document - <http://www.clarend.com/Leaseholders/Covering%20Sheet.pdf> - it is stated that "some works to be carried out under the National Housing Federation (NHF) schedule of rates."  
A. Are these same conditions imposed on sub-contractors?  
B. Is this condition valid for "Major Works"?
2. Is it correct that, in respect of Major Works, Mears appoints the surveyor, chooses the contractors, plans, carries out the works and inspects the results?
3. What proportion of Major Works are inspected and at what stage(s)?
4. What outstanding bills are there currently with POD and how long have they been outstanding?"

Regards,

**Adam Rezazadeh** | Information Governance Officer (Information Governance Team) | 4th Floor | Kings House | Grand Avenue | Hove | BN3 3LS | [REDACTED]

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Visit the [Information Governance Wave](#) page for more information  
Information Governance Team Extension: x5959



**James McLaughlin**

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**From:** Housing FOI's  
**Sent:** 09 February 2016 15:19  
**To:** Freedom Of Information  
**Cc:** Housing FOI's  
**Subject:** APPROVED RESPONSE: Freedom of Information Request FOI 5919- [REDACTED]  
unclassified

Hi Wendy

Please see below our approved response to FOI 5919.

Kind Regards

[REDACTED] | PA to Tracy John | Head of Housing | (01273) [REDACTED] | Brighton & Hove City Council | Housing Centre,  
Eastergate Road, Moulsecoomb, Brighton, BN2 4QL



We will be easy to reach



We will be clear and treat you with respect



We will listen and act to get things done

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**From:** [REDACTED]  
**Sent:** 09 February 2016 14:46  
**To:** Housing FOI's  
**Cc:** Dave Perkins; Glyn Huelin; Perrin Horne  
**Subject:** APPROVED RESPONSE: Freedom of Information Request FOI 5919- [REDACTED]-unclassified

Hi [REDACTED]

This response has been approved by to go out.

Thanks

### **FOI 5919 response**

#### **1. In the document -**

**<http://www.clarend.com/Leaseholders/Covering%20Sheet.pdf> - it is stated that "some works to be carried out under the National Housing Federation (NHF) schedule of rates."**

##### **A. Are these same conditions imposed on sub-contractors?**

The NHF schedule of rates is typically used on responsive repairs and low value maintenance works. If Mears sub-contract this work then the NHF conditions still apply.

##### **B. Is this condition valid for "Major Works"?**

Major works are not priced using the NHF schedule of rates. As above these rates are appropriate for responsive repairs and low value maintenance works but not typically for Major works or extensive planned works. Major works are priced using an Agreed Maximum Price (AMP) model where prices and sub-contractor tenders are scrutinised by council Quantity Surveyors. Each AMP is subject to extensive value engineering before the price is finalised.

**2. Is it correct that, in respect of Major Works, Mears appoints the surveyor, chooses the contractors, plans, carries out the works and inspects the results?**

All works are carried out as part of the Partnership Contract between Brighton & Hove Council and Mears plc. Safeguards are in place for the tendering and procurement of consultants and sub-contractors. The works are managed by Mears Plc who also check the works. In addition the Council have a Project Manager, Clerk of Works and Quantity Surveyor to administer and check the works are necessary, are value for money and are carried out according to the agreed specifications.

**3. What proportion of Major Works are inspected and at what stage(s)?**

All major works are constantly monitored on site by the site manager with regular checks, as required, by the Clerk of Works employed by Brighton and Hove City Council.

**4. What outstanding bills are there currently with POD and how long have they been outstanding?"**

We are not aware of any outstanding bills with POD Ltd.

[REDACTED] | Management & Project Support Officer | Property & Investment | (01273) [REDACTED] | Brighton & Hove City Council | Housing Centre, Unit 1 Fairway Trading Estate, Eastergate Road, Moulsecoomb, Brighton, BN2 4QL

[REDACTED] | Management & Project Support Officer | Property & Investment | (01273) [REDACTED] | Brighton & Hove City Council | Housing Centre, Unit 1 Fairway Trading Estate, Eastergate Road, Moulsecoomb, Brighton, BN2 4QL

**From:** Housing FOI's

**Sent:** 20 January 2016 14:49

**To:** [REDACTED]

**Cc:** Housing FOI's

**Subject:** FW: Unclassified Freedom of Information Request FOI 5919 [REDACTED] - unclassified

Hi [REDACTED]

Please see the FOI below. Can I have a response drafted and returned to the Housing FOIs inbox by 3 February 2016, approved by Head of Service. Any issues or if not for you, please let me know?

Kind Regards

[REDACTED] | PA to Tracy John | Head of Housing | (01273) [REDACTED] | Brighton & Hove City Council | Housing Centre, Eastergate Road, Moulsecoomb, Brighton, BN2 4QL



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**From:** Freedom Of Information

**Sent:** 18 January 2016 14:55

**To:** Housing FOI's

**Cc:** [REDACTED]

**Subject:** Unclassified Freedom of Information Request FOI 5919 [REDACTED]

We have received the following Freedom of Information request. We are required to respond to this by 10 Feb 2016.

**Please obtain approval of response from your Head of Service and then forward this to [freedomofinformation@brighton-hove.gov.uk](mailto:freedomofinformation@brighton-hove.gov.uk)**

FOI advice and guidance is available on the Wave, please visit [Information Governance](#)

The request is as follows:

"1. In the document -

<http://www.clarend.com/Leaseholders/Covering%20Sheet.pdf> - it is stated that "some works to be carried out under the National Housing Federation (NHF) schedule of rates."

A. Are these same conditions imposed on sub-contractors?

B. Is this condition valid for "Major Works"?

2. Is it correct that, in respect of Major Works, Mears appoints the surveyor, chooses the contractors, plans, carries out the works and inspects the results? – Works are inspected daily by the Site Manager and Resident Liaison Officer, weekly by a Clerk of Works and monthly by the Project Manager and Quantity Surveyor.

3. What proportion of Major Works are inspected and at what stage(s)? – All (100%) works with a value of £1000.00 or more are post-inspected by Mears. BHCC requires the Contract Compliance Team to post-inspect a minimum of 10% of these

4. What outstanding bills are there currently with POD and how long have they been outstanding?"

Regards,

**Adam Rezazadeh** | Information Governance Officer (Information Governance Team) | 4th Floor | Kings House | Grand Avenue | Hove | BN3 3LS | Tel: x[REDACTED]

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Visit the [Information Governance Wave](#) page for more information  
Information Governance Team Extension: x5959





**From:** Freedom Of Information  
**Sent:** 09 February 2016 15:23  
**To:** 'request- [REDACTED]'  
**Subject:** FOI5919: RESPONSE PROVIDED

**Categories:** Egress Switch: Unprotected

Please find set out below the information in response to the above request:

**1. In the document -**

**<http://www.clarend.com/Leaseholders/Covering%20Sheet.pdf> - it is stated that "some works to be carried out under the National Housing Federation (NHF) schedule of rates."**

**A. Are these same conditions imposed on sub-contractors?**

The NHF schedule of rates is typically used on responsive repairs and low value maintenance works. If Mears sub-contract this work then the NHF conditions still apply.

**B. Is this condition valid for "Major Works"?**

Major works are not priced using the NHF schedule of rates. As above these rates are appropriate for responsive repairs and low value maintenance works but not typically for Major works or extensive planned works. Major works are priced using an Agreed Maximum Price (AMP) model where prices and sub-contractor tenders are scrutinised by council Quantity Surveyors. Each AMP is subject to extensive value engineering before the price is finalised.

**2. Is it correct that, in respect of Major Works, Mears appoints the surveyor, chooses the contractors, plans, carries out the works and inspects the results?**

All works are carried out as part of the Partnership Contract between Brighton & Hove Council and Mears plc. Safeguards are in place for the tendering and procurement of consultants and sub-contractors. The works are managed by Mears Plc who also check the works. In addition the Council have a Project Manager, Clerk of Works and Quantity Surveyor to administer and check the works are necessary, are value for money and are carried out according to the agreed specifications.

**3. What proportion of Major Works are inspected and at what stage(s)?**

All major works are constantly monitored on site by the site manager with regular checks, as required, by the Clerk of Works employed by Brighton and Hove City Council.

**4. What outstanding bills are there currently with POD and how long have they been outstanding?"**

We are not aware of any outstanding bills with POD Ltd.

Should you have any further queries about this request, please contact us via email to [freedomofinformation@brighton-hove.gov.uk](mailto:freedomofinformation@brighton-hove.gov.uk) quoting the reference number given above.

If you are not satisfied with the handling of your request, you can appeal (Internal Review) within 2 months of the completed FOI. Write to:

Freedom of Information Appeals  
Brighton & Hove City Council  
ICT 4th Floor  
Kings House  
Grand Avenue  
Hove BN3 3LS  
[freedomofinformation@brighton-hove.gov.uk](mailto:freedomofinformation@brighton-hove.gov.uk)

If you are still not satisfied after your Internal Review has been investigated, you can escalate your complaint to the Information Commissioners Office. The contact details are:

The Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Helpline: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  
e-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website: [www.ico.org.uk](http://www.ico.org.uk)

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