

## **BOLSOVER DISTRICT COUNCIL**

**Meeting of the Council on 4<sup>th</sup> March 2026**

### **Future delivery of the Council's Housing Stock Condition Survey**

#### **Report of the Portfolio Holder for Housing**

<b>Classification</b>	This report is Public
<b>Report By</b>	Victoria Dawson, Assistant Director Housing

### **PURPOSE/SUMMARY OF REPORT**

To approve the creation of a permanent Contract Administrator/Building Surveyor and a specialised Admin Assistant post to deliver the Housing Stock Condition Survey programme.

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### **REPORT DETAILS**

#### **1. Background**

- 1.1 The Social Housing (Regulation) Act 2023 received Royal Assent in July 2023 and has introduced significant changes to the Social Housing Sector. It was introduced to improve the quality of social housing for tenants by tightening the regulations imposed on the social housing sector.
- 1.2 The Act has given increased powers to the Regulator of Social Housing (RSH) to carry out inspections of Local Authority Registered Housing Providers, at least every four years to ensure they are meeting the revised consumer standards, effective from 1<sup>st</sup> April 2024. The Regulator also has the power to issue unlimited fines to those that fall below the prescribed standard; fines of which, are uninsurable.
- 1.3 Bolsover District Council was one of the first Local Authorities to be inspected under the new inspection regime, receiving a C2 grading in August 2024. C1 being the highest and C4 the lowest, the C2 grade recognises that the Council has provided some assurance and met the Consumer Standards in many areas but identified some areas where improvement is needed.

- 1.4 The revised Safety and Quality Standard requires Registered Providers know the condition of their stock and must have an accurate record at an individual property level of the condition of their homes. In order to comply with this standard Bolsover District Council commissioned an external provider to deliver a comprehensive stock condition survey in 2024, with 92% of the stock successfully surveyed.
- 1.5 The Code of Practice which accompanies the Consumer Standards recommends that stock condition surveys are undertaken every five years and, *“a five-year rolling programme of stock condition surveys across all homes might be appropriate.”*
- 1.6 A stock condition survey provides key information on the condition of Bolsover District Council’s residential housing stock, which in turn provides the ‘decency level’ in accordance with Decent Homes Standard which we are required to report annually, informs the Bolsover District Council’s 30 year Business Plan and drives the Capital Programme.
- 1.7 The Social Housing (Regulation) Act 2023 also introduced “Awaab’s Law” with effect from 27<sup>th</sup> October 2025. This introduced two key requirements, the implementation of specified timeframes and procedures for addressing hazards in the home and an implied term with the social housing tenancy agreements that Registered Providers comply with those requirements.
- 1.8 Following consultation, the government also announced that Decent Homes 2 will be implemented from 2035 and with significant changes, it is imperative that the Council has accurate data regarding it’s housing stock, whether there are any hazards under the HHSRS and the Energy Performance Certificate (EPC) ratings.

## **2. Details of Proposal or Information**

- 2.1 It is a requirement that the Council has accurate data regarding it’s housing stock. A Stock Condition Survey would allow for assessment of condition of various building archetypes; Housing Health and Safety Rating System (HHSRS) Inspections; Decent Homes inspections and Domestic Energy Assessments. This will allow the Council to meet the RSH Consumer Standards and relevant legislation.
- 2.2 Three options have been considered on how best to carry out Stock Condition Surveys in the future.
  1. Outsource the stock condition survey such as has recently been completed by Savills in 2024 /2025. Based on the previous survey, it is anticipated that this would be approx. £1m and would be due 2030/31. In addition to the external appointment during the last survey we had a dedicated post for 6 months to engage with tenants, monitor the results and update the HHSRS identified.

2. Deliver a rolling programme using existing resources. This is not considered a viable option as there is insufficient capacity within the relevant service areas to achieve the volume of surveys needed each year.
  3. Deliver a rolling programme using a mixture of existing resources and strengthening the Asset Management Team by recruiting 1 Contract Administrator/Building Surveyor (Grade 8 £52,903 to £59,308 including on costs) and a specialised Admin Assistant post (Grade 5 (£37,841 £41,287 including on costs), based on 2025/26 salary grades.
- 2.2 The preferred approach to the future delivery of the Stock Condition Survey is to deliver an in-house rolling programme. It is felt the Asset Management team can utilise the knowledge of existing team members who are familiar with Bolsover Council Housing stock. These options have been presented to Housing Stock Management Group in November 2025 where this was supported by the members in attendance.
  - 2.3 The two required posts are an additional cost to the HRA, which will be funded by a reduction in the amount transferred to the HRA development reserve each year.
  - 2.4 The team would consist of the new Building Surveyor who would carry out a proportion of the surveys, answer complex technical questions and carry out a minimum 10% audit check on the quality and consistency of the surveys; existing Asset Management Inspectors who would also carry out rolling surveys alongside their existing duties including verifying remaining useful life data; Asset Management Officer who would collate the survey data and run queries as the first part of the process to inform the annual and 30 year programme of work together with Building Surveyors/Contract Administrators and Repairs Coordinators; and a new Asset Management Admin post who would arrange and coordinate appointments, raise and monitor any urgent works required, and work with the Housing Management Team where there are failed accesses.
  - 2.5 Given the current housing stock of c. 5000 residential properties, there is a requirement to complete 1000 surveys per year over a five-year period to satisfy the rolling five-year survey obligation and maintain compliance with the RSH Consumer Standards and accurately report on our Decency Standard.
  - 2.6 It is proposed that from April 2026 a rolling housing stock condition survey will commence, so that one fifth of the stock is surveyed every year to comply with regulations of the Regulator of Social Housing. Should this be the approved approach, a report would be presented to Council to approve the creation of the posts and financial resources needed.

### **3. Reasons for Recommendation**

- 3.1 There is a requirement under the Consumer Standard for the Council to undertake stock condition surveys at least every 5 years. The in-house rolling programme with 2 additional posts, is considered the most appropriate option, taking into account the necessary staff resource and financial implications.
- 3.2 It will ensure that there is sufficient capacity in the Asset Management Team to deliver the rolling stock condition surveys, to the standard required, to ensure on going and up to date stock information is within the Housing Management System, to manage the capital programme and spend.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 To take no action - rejected because of the requirements specified in the Consumer Standards.
- 4.2 To outsource the stock condition survey is rejected, most companies would only undertake this activity as a bulk survey every 5 years. Anticipated future costs would be in excess of £1m.
- 4.3 To deliver in house using existing staff is rejected because of insufficient capacity within the relevant service areas.

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### **RECOMMENDATION(S)**

- (1) To approve the creation of a new full time permanent Contract Administrator/Building Surveyor (Grade 8 £52,903 to £59,308 including on costs) and a specialised Admin Assistant post (Grade 5 (£37,841 £41,287 including on costs), based on 2025/26 salary grades.
- (2) To approve the funding of these posts from existing Housing Revenue Account (HRA) budget

**Approved by Councillor Smith, Portfolio Holder for Housing**

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## IMPLICATION(S)

<b><u>Finance and Risk</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Details:</b>  The additional posts will be a cost to the HRA which will be funded by a reduction in the amount transferred to the HRA development reserve each year.  On behalf of the Section 151 Officer
<b><u>Legal (including Data Protection)</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Details:</b> As set out in the report, On behalf of the Solicitor to the Council  On behalf of the Solicitor to the Council
<b><u>Staffing</u></b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Details:</b>  On behalf of the Head of Paid Service
<b><u>Equality and Diversity, and Consultation</u></b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Details:</b>
<b><u>Environment</u></b> Yes <input type="checkbox"/> No <input type="checkbox"/> Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. <b>Details:</b>

## DECISION INFORMATION

<input checked="" type="checkbox"/> <b>Please indicate which threshold applies:</b>	
<b>Is the decision a Key Decision?</b> A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Revenue (a)</b> Results in the Council making Revenue Savings of £75,000 or more or <b>(b)</b> Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/>
<b>Capital (a)</b> Results in the Council making Capital Income of £150,000 or more or <b>(b)</b> Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>

**District Wards Significantly Affected:**

*(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)*

Please state below which wards are affected or tick **All** if all wards are affected:

All

**Is the decision subject to Call-In?**

*(Only Key Decisions are subject to Call-In)*

If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? *(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)*

Yes  No

Yes  No

**Consultation carried out:**

*(this is any consultation carried out prior to the report being presented for approval)*

Yes  No

Leader  Deputy Leader  Executive  SLT   
Relevant Service Manager  Members  Public   
Other

**Links to Council Ambition: Customers, Economy, Environment, Housing**

Housing - Building more, good quality, affordable housing, and being a decent landlord. Preventing and responding to homelessness through early intervention and personalised solutions.

Maintaining and improving property and housing management standards and ensuring that standards and living conditions in the district contribute towards better health outcomes for all

**Appendix No**

**Title**

**Background Papers**

*(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).*