

14. The supervising officer carries out a detailed technical assessment and allocates marks in the three areas. The total marks available range from 0 to 100. Thus, the combined applicant and officer rating will be between 0 and 150.
15. Contractors who get a rating of 69 points or less are removed from the list. Those who get 70 to 109 points continue to be listed and those demonstrating consistently high standards of 110 points or more are eligible to tender for co-ordinated block improvement schemes and other special projects as they arise.
16. In addition to this assessment, particular regard is paid to contractors' adherence to Health and Safety matters. Any contractor failing to comply with them will be removed from the list immediately.
17. The list is updated using the assessment criteria listed above daily.
18. If a contractor is removed from the list they cannot re-apply for registration for a minimum of 12 months. After this they are subject to normal application procedures.
19. If a contractor does not carry out any work within an assessment period they will remain on the list as previously categorised.

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Beacon Council

This guide is one of a series produced by Wigan Council to aid dissemination of good practice in Housing Renewal, under the Beacon Council Scheme for 2004/05.

AM/04/07



Building the **future** together



Housing Renewal

Contractors Registration Scheme



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Contractors Registration Scheme



Wigan Council's Private Sector Housing Section set-up a Contractors Registration Scheme in 1994, in order to prevent cowboy builders from carrying out grant assisted work. A customised database to record contractors' details and performance was later developed to administer the scheme.

Full details of how the scheme operates are given below:

1. A contractor wishing to be on the Section's Registered Contractors List must first join the Council's Approved List. This involves completion of a comprehensive application form and providing supporting evidence on a number of issues.
2. A supplementary application is then made to be included on the Registered Contractors List.
3. All registered contractors must be able to provide a comprehensive contractors guarantee.
4. The names and addresses of three recently completed jobs and two performance referees are required. These are used to assess a contractor's abilities and suitability for inclusion on the list. Any comments, complaints and actions arising from previously completed work are also taken into account.
5. References are taken up at our discretion. All comments or complaints from former employers are considered in strictest confidence. Site visits may be arranged to confirm details.
6. If a contractor is found to be unsuitable, they are told as soon as possible. Full details of the reasons behind the refusal will not be given, bearing in mind the need to protect the confidentiality of a former employer's comments.
7. Any contractor who is considered unsuitable must wait at least 12 months before they can re-apply.
8. Contractors are assured that all applications are given equal consideration. Decisions are taken using the same method of assessment in each case. No decisions are made on an ad-hoc or individual basis.
9. When a contractor is considered suitable for inclusion on the list, they are notified of this and are requested to pay the registration fee, currently £50 plus VAT.
10. On receipt of the fee, the contractor is placed on the list. In addition, the contractor is provided with a copy of the Council's Master Specification for Housing Assistance Works and an information pack explaining the housing assistance system. Copies of the Master Specification can be purchased for a fee but this will not warrant inclusion on the list.
11. The list is updated daily and is sent to every housing assistance applicant. Applicants can only seek estimates from registered contractors or members of the DPEI's Quality Scheme.
12. A process of continual assessment is operated to monitor the performance of registered contractors. Any contractor failing to maintain a good standard is removed from the list.
13. The assessment is carried out by both the housing assistance applicant and by the supervising officer. A simple assessment sheet is provided to the applicant allowing them to assess their contractor in three areas: organisation, communication and standard of work. The total marks available range from 0 to 50.