


**NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER**

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, J-P Champion, as Strong Leader, delegate the decision to award the contract for the Housing Register, Housing Advice and Homelessness Contract to the Cabinet Member/~~Officer~~ detailed below:

Cabinet Member/~~Officer~~ Councillor Anne Hingley

Dated: 8<sup>th</sup> July 2013  
Signed:   
Leader of the Council

**FORM 2**

**NOTICE OF DECISION OF CABINET MEMBER**

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated by the Leader I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Re-tendering the Housing Register, Housing Advice and Homelessness Service	To award the housing register, housing advice and homelessness contract to Community Housing Group following the tendering process and evaluation agreed on 26/02/2013.	To comply with legislation / standing orders following the tendering of the service.	03/07/2013

**I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.**

Dated:

Signed:

*Arae Hingley*  
 16.17.13  
 J.A. HINGLEY  
 Cabinet Member

Councillor:

## **Retendering the Housing Register, Housing Advice and Homeless Service 26/02/2013**

### **Introduction**

The Council have a legal duty to provide a housing register, housing advice and homelessness service to residents of Wyre Forest. This service can be contracted out under the *Local Authorities (Contracting Out of Allocation of Housing and Homelessness Functions) Order 1996* (SI 1996 No. 3215) and Wyre Forest have done this since 2000. This service has now been retendered and the officer seeks approval to award the contract.

### **Background**

The Council took the decision to retender the contract through an open and competitive process in February of this year. The evaluation criteria was agreed at this stage and is included again at appendix one. A timetable was previously included with Evaluation and stand still period to be completed by July and award of tender to be concluded by August. The new contract would commence April 2014.

The Council currently contracts out functions under Part VI and VII Housing Act 1996 (as amended by Homelessness Act 2002) to Community Housing Group. This service was first contracted to Community Housing Group in 2000, at the point of stock transfer and since then has been directly negotiated with CHG in 2005 and 2008. In 2010/11 a review of the contract was undertaken, at the mid-point and it was agreed to extend the contract until March 2014 to enable a full retendering process to be undertaken.

The current cost of the service is £350,000 per annum and this covers the majority of costs associated with the Housing Register, Housing Advice and Homelessness with some exceptions, most notably the cost of providing temporary accommodation which is met by a separate budget held with the Strategic Housing Services Team.

Although four expressions of interest were received at the deadline for the tender documents, only one organisation submitted a full tender. This was Community Housing Group.

### **Key issues**

The specification has been refreshed to meet good practise and the current legal requirements and will include some further opportunities to drive down costs, particularly around the ongoing use of B&B..

In addition to considering awarding this contract to a third party, the officers did suggest in the previous report that we could also consider bringing the service back in-house if there were no tenders received or the price was deemed too high. However the cost from CHG does make a saving (at a minimum) of £200k over the 5 years of the contract and demonstrates a restructuring along the lines of any the Council would do if the service was in-house so it is unlikely that any further significant savings could be made.

The new specification also included an alternative service where the contractor bore the costs of B&B but again the price for this element of the service is deemed above what the Council is currently paying and therefore it isn't cost effective to contract out this part of the service as well.

### **Conclusion**

The current Housing Register Housing Advice and Homelessness service has now been tendered and only CHG have bid for the work.

Overall the new contract (over five years) does represent a saving for the Council it is therefore proposed that award the contract and commence negotiations..

## Appendix One: Evaluation Criteria

All submissions will be evaluated on the quality criteria listed below. All Tenders will be evaluated on a 50/50 split in favour of value for money and price over quality. The quality criteria and weightings are as follows;

Criteria	Weighting
<b>Value for money / Price</b> <ul style="list-style-type: none"> <li>• Whole life costs and annual costs</li> <li>• Transparency of pricing schedule including clear charging for each element of the service in accordance with pricing schedule</li> <li>• Proposals for dealing with any changes to the pricing assumptions</li> <li>• Any proposed enhancements with costs separately identified</li> <li>• Overall value for money including any value added elements</li> </ul>	50%
<b>Quality</b> <ul style="list-style-type: none"> <li>• Overall approach proposed for delivery of the service, including methods of working to provide the requirements in accordance with the contract and a copy of proposed staffing structure</li> <li>• Specific information around the services shown on Method Statement B</li> <li>• Evidence of previous experience in delivering similar services to a Local Authority with a similar urban / rural context</li> </ul>	35%
<b>Innovation and Added Value</b> Evidence is required of service enhancements delivering added value to customers and the council, including; <ul style="list-style-type: none"> <li>• Proposals for enhancements and details of their added value</li> <li>• Proposals for evolving the contract over the contract period to increase efficiency and effectiveness</li> </ul>	10%
<b>Culture</b> Tenders will be evaluated as to the proposed approach to working in partnership with the Council including; Demonstration of a commitment to understanding the Council's style, culture and approach, including an understanding of the role of elected members	5%
<b>Method Statement B</b>	
Section	Possible Questions
Use of Temporary Accommodation	Under Part VII of the Housing Act 1996 as amended by the Homelessness Act 2002, where it is believed that a household is eligible, homeless and in priority need, there is a duty to provide accommodation during investigation. Please expand on how you would meet this duty

	as part of the contract in a cost effective, paying particular attention to how you would avoid the use of Bed and Breakfast through utilising other forms of housing tenure?
Homeless Prevention	Please provide information on how your service would prevent homelessness in the Wyre Forest District in the long term (e.g. at least six months)?
Partnership working	There is an expectation that the successful provider works in partnership with the Council and other Services to achieve the best outcomes for people. Please give details of how your service would do this, giving examples of previous experience.
Advice to people seeking housing advice and tackling failure demand	It is important that people seeking housing options and advice are dealt with efficiently and people are assisted to find a solution to their housing problem as quickly as possible. Please give details on the process you would undertake with someone approaching for housing options and advice to ensure they understood and acted upon advice given the first time thereby reducing the number of times they come back for assistance.
Rough Sleeping/No Second Night Out	Tackling rough sleeping is an important goal for WFDC. Please provide details on how you would assist in meeting the No Second Night Agenda.

### Score Matrix

0 = Fail	Fails to provide any information
1 = Fails most and meets some	Provides limited or unclear information
2 = Meets most and fails some	Provides details for most elements and or some unclear information
3 = Meets all	Provides clear details for all elements of the service
4 = Meets all and exceeds some	Provides comprehensive and clear details for all elements