

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

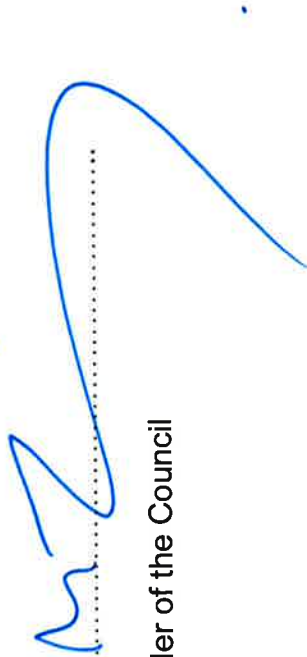
Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong 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 Marcus Hart, as Strong Leader, approve the procurement of temporary accommodation for single people or homeless households whilst an application is being assessed

Dated:

13<sup>th</sup> May, 2015.

Signed:.....



Leader of the Council

**FORM 2**

**NOTICE OF DECISION OF OFFICER**

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 I have made the following decision:

<b>Subject</b>	<b>Decision</b>	<b>Reason for decision</b>	<b>Date for Decision to be taken</b>
Contract for the provision of Temporary Accommodation	To approve procurement of temporary accommodation for single people or homeless households whilst an application for housing is being assessed.	To ensure best value for money	13/5/15

Dated: 13<sup>th</sup> May, 2015.  
Signed:   
Member: Cllr Marcus Hart, Leader of the Council

# WYRE FOREST DISTRICT COUNCIL

## CABINET MEMBER APPROVAL

### **Contract for the provision of Temporary Accommodation**

#### **1. PURPOSE OF REPORT**

- 1.1 To progress the procurement of temporary accommodation for single people or homeless households whilst an application for housing is being assessed.

#### **2. RECOMMENDATION**

**The Strong Leader is asked to DECIDE:** that a procurement exercise for the provision of temporary accommodation be undertaken to ensure that the most cost effective, highest possible quality and best value for money is obtained.

#### **3. BACKGROUND**

Wyre Forest District Council has a legal duty under Part VII of the Housing Act 1996 to provide temporary accommodation for single people or homeless households whilst an application for housing is being assessed.

This current service is predominantly being supplied by two bed & breakfast establishments in Kidderminster (The Lion and The Collingdale) and two out of area The Richmond ,Droitwich and Smithys Hotel, Birmingham.

The contract is for the provision of temporary accommodation for homeless persons and families. There will be a mix of both single people and families all of whom will be referred by authorised officers working for Wyre Forest Community Housing, to the successful contractor(s).

Only persons referred by The Council's Agent to The Successful Contractor are to be provided with temporary accommodation.

The Councils Agent will be instructed to ensure that when booking temporary accommodation for a homeless person or household they work from an agreed basis, this will involve a structured approach to making bookings, the successful contractor who demonstrated the best price and quality being the first to be offered the booking.

An invitation to tender will be distributed to all identified bed & breakfast establishments in our area as well as our current providers. The tender will also be advertised on via the web.

Tenders will be judged equally upon cost of provision and the quality of the establishment.

#### **4. FINANCIAL IMPLICATIONS**

The Council are required to cover all costs incurred from accommodating households in Bed & Breakfast accommodation via its Housing Benefit budget. In addition to this the Strategic Housing Services team also have a budget to cover any short falls that arise due to the cost of Bed & Breakfast accommodation costing more than the government set housing benefit thresholds.

In the financial year 2014/15 the gross expenditure for this provision was £45,332.38, housing benefit received was £38,389.55 with overpayments of £6737.24. Therefore, net expenditure for the Strategic Housing Service was £13,680.07.

The most recent figures issued by the Government show that the total number of homeless households in temporary accommodation (of all types, including B&B) stood at 60,940 at the end of September 2014. This is 6% higher than on the same date in 2013 and is the highest level recorded in the last five years.

The implications of this is that our expenditure will rise as homelessness increases and with this in mind this procurement exercise will ensure value for money is obtained.

#### **5. LEGAL AND POLICY IMPLICATIONS**

The Housing (Homeless Persons) Act 1977 placed a duty on local housing authorities to secure permanent accommodation for unintentionally homeless people in priority need. Authorities' duties towards homeless people are now contained in Part 7 of the 1996 Housing Act (as amended).

When a household makes an application to a local authority for assistance with homelessness the authority is under a duty to carry out inquiries in order to satisfy itself as to what level of duty is owed to a homeless applicant. If an authority has reason to believe that a homeless applicant has nowhere to stay and is in priority need, then there is an immediate duty to make suitable temporary accommodation available pending further inquiries.

#### **6. CONCLUSION**

It is recommended that the Strong Leader approve the invitation to tender in order to allow the best quality and value for money available for the provision of temporary accommodation.

#### **7. RISK MANAGEMENT**

Within the tender documents all contractors are required to provide the following documents:-

- An up to date fire risk assessment
- Current Gas Safety certificate (if applicable)
- Current Electrical Safety certificate for installation
- Current Food Hygiene Records
- Current test certificate for Legionella (if applicable)

If The Successful Contractors can not provide copies of the above, they must give permission for The Council to obtain copies from the relevant authorities. Any costs incurred by The Council obtaining this information will be reimbursed to The Council by The Successful Contractor.

The Successful Contractors are also expected to have a current health and safety at work policy, a clear complaints procedure and be willing to comply with The Council's equality and diversity policies. If providers do not have current policies, they must be willing to sign up to the Council's policies.

## **8. EQUALITY IMPACT NEEDS ASSESSMENT**

Appendix A

## **9. CONSULTEES**

## **10. BACKGROUND PAPERS**

*I hereby approve the above procurement*

*Signed*

*Date:*

*Cllr Hart  
Leader of the Council  
Wyre Forest District Council*

**Equality Impact Assessment- Screening**

The purpose of an Equality Impact Assessment is to ensure the Council:

- does not discriminate in the way it provides services and employment
- fulfils its duties as set out by the Equality Act 2010
- where possible, it does all it can to promote equality and good relations between different groups

Name of service / policy / project being assessed	Bed and Breakfast provision for homeless households	Is this a new or existing service / policy / project?	Existing
Directorate	Economic Prosperity and Place		
Officers responsible for: a) Service / policy / project b) Completing EIA	a. Barbara Sarbinowska, Principal Strategic Housing Officer b. Sally Horne, Principal Strategic Housing Officer		
Date	29.04.2015		
What is the purpose and expected outcomes?	To provide temporary accommodation to households who approach WFDC as homeless and who have no accommodation.		
Will there be any affect on other council procedures or strategies e.g. Corporate Plan or the council's workforce?	The use of B&B will have an impact upon the Worcestershire Homelessness Strategy and the WFDC Temporary Accommodation Use Policy.		
Are there any statutory requirements or implications?	WFDC has a statutory duty to provide interim accommodation to households who approach the authority as homeless and have no accommodation, whilst a homeless investigation is undertaken. Need to check this wording with Kate and the legislation that this stat responsibility falls under as I can't recall it.		
Are there any other organisations / bodies	The Community Housing Group who operate our homelessness service and the B&B		

involved?	providers.
Who are the main customer groups / stakeholders affected?	Anyone who approaches WFDC as homeless and is in need of emergency accommodation.
What information / statistics / evidence are you using?	P1E stats B&B usage stats

**What impact does the service / policy / project have on the nine protected characteristics as defined by the Equality Act 2010 – for definitions, please see overleaf.**

<b>1. Age</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>2. Disability</b>	<b>Negative</b> <u>Evidence:</u> None of the current suppliers have fully DDA compliant accommodation. Therefore, alternative accommodation is sought for people who require adapted accommodation.
<b>3. Gender Reassignment</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>4. Marriage and Civil Partnership</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>5. Pregnancy and Maternity</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>6. Race</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>7. Religion or belief</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact. B&B providers are required to provide a culturally sensitive service.
<b>8. Sex</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>9. Sexual orientation</b>	<b>Positive/Negative</b> <u>Evidence:</u> No impact
<b>Other</b> e.g. Deprivation, health inequalities, urban/rural divide, community safety.	



Conclusion	Is a full assessment required?	NO
Signed	Date	
Agreed	Date	
<b>A full EIA is required if the initial screening has identified the service / policy / project is going to have the potential to cause adverse impact or discriminate against different groups in the community or the council's workforce.</b>		

Prior to the Equality Act 2010, there were 3 separate public sector equality duties covering race, disability and gender. The Equality Act 2010 replaced these with a new single equality duty covering the following protected characteristics:

**Protected characteristics: definitions**

**Age** - where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

**Disability** - a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender reassignment** - The process of transitioning from one gender to another.

**Marriage and civil partnership** - marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

**Pregnancy and maternity** - pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Race** - It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

**Religion and belief** - religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism).

**Sex** - a man or a woman.

**Sexual orientation** - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.