

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 1st 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, I, Cllr Marcus Hart, as Strong Leader, delegate the decision Re-commissioning the provision of emergency accommodation, as detailed in the Forward Plan to the Cabinet Member detailed below:

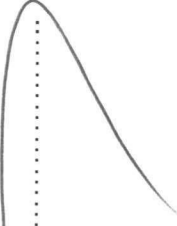
Cabinet Member for Housing Health and Well-being

19th February, 2019

Dated:



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 1st 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:

Subject	Decision	Reason for decision	Date for Decision to be taken
Recommissioning the provision of emergency accommodation	To approve the recommissioning of the emergency accommodation provision to meet the legal requirements of the Housing Act 1996.	To comply with the legal requirement to provide emergency and interim accommodation for those households who are deemed eligible, homeless and in priority need.	18 th February 2019

Dated: 18/2/2019
 Signed: 
 Member: Councillor...I...Hardiman

WYRE FOREST DISTRICT COUNCIL

Strong Leader Report

Procurement of emergency accommodation for homeless households

OPEN	
CORPORATE PLAN PRIORITY:	Support you to live in clean, green and safe communities.
DIRECTOR:	Mike Parker Corporate Director:Economic Prosperity and Place
CONTACT OFFICER:	Barbara Sarbinowska Principal Housing Strategy Officer
APPENDICES:	Appendix One: Minimum Standards Appendix Two: Providers Submission Appendix Three: Evaluation Criteria

1. PURPOSE

The purpose of the report is to agree to the procurement of emergency accommodation for accommodating homeless households under the duties enshrined within the Housing Act 1996, Part VII.

2. RECOMMENDATION

The Cabinet Member for Health, Wellbeing and Housing is asked to decide that:

- 2.1 The procurement exercise for the provision of emergency accommodation is undertaken following the process and utilising the evaluation criteria outlined in this report and
- 2.2 The decision to award the contract is delegated to the Corporate Director: Economic Prosperity and Place, in consultation with the Corporate Director: Resources and the Cabinet Member for Housing, Health and Wellbeing.

3. BACKGROUND

- 3.1 Wyre Forest District Council has a legal duty under Part VII of the Housing Act 1996 to provide temporary accommodation for certain homeless households whilst an application for housing is being assessed. The majority of this need is met by utilising the Council owned accommodation in New Street, Stourport on Severn. However when demand outstrips supply, out of hours placements are required or the household's needs cannot be met in New Street then the officers need to use other emergency accommodation provision.
- 3.2 The emergency accommodation service was previously tendered in September 2015 and the current service providers are based in Kidderminster and Droitwich. Both

service providers are inspected on a regular basis and are meeting the required standards.

- 3.3 The Council is facing unprecedented demands for emergency accommodation and has needed to rely on emergency accommodation far more than has been the case in previous years. Between April and December 2018 there was a 70% increase from the previous year, in emergency accommodation placements.
- 3.4 In April 2018 the Homelessness Reduction Act came into force and this requires Local Authorities to accommodate households it believes are eligible, homeless and in priority need for up to 56 days unless it is possible to discharge duties sooner so the length of stay for households has grown, impacting on turnover of accommodation..

4. **KEY ISSUES**

- 4.1 In the financial year 2017/18 the gross expenditure for the emergency accommodation provision was £84,482. The homeless households can make a claim for Housing Benefit (if eligible) but the Council doesn't receive 100% subsidy to cover any Housing Benefit paid out and therefore there is a cost associated with the provision of this type of emergency accommodation. In 2017/18 the shortfall in subsidy meant the cost of providing the emergency accommodation was £51,896.00. The expenditure has risen since 2015/16 and significantly so in 2018/19 due to demand.
- 4.2 The Council needs to be satisfied that, in meeting its legal duties to accommodate homeless households, it is obtaining good quality accommodation for the best price.
- 4.3 An invitation to tender will be distributed to all identified bed & breakfast establishments in the area as well as our current providers. The tender will be advertised on Contract Finder, Find it in Worcestershire and WFDC website
- 4.4 Tenders will be evaluated against criteria (Please see Appendix Three) and must meet the minimum threshold (Please see Appendix One). All tenders will be required to complete a pricing schedule (please see Appendix Two) and it is likely that several providers are selected. The Officers will ensure that when booking temporary accommodation for a homeless household they work to an agreed process, with the successful contractor who has demonstrated the best price and quality being the first to be offered the booking.
- 4.5 The Contractual arrangements between the Council and successful providers will be for two years with an option to extend by one year and the option to terminate upon six months notice.
- 4.6 Whilst the Council needs to undertake this exercise and will need to have such establishments available to support the delivery of its homelessness duty, it is the Council's intention to make further provision of its own accommodation, as it has at New Street, to better deliver the service and to reduce the costs of doing so.

5. **FINANCIAL IMPLICATIONS**

- 5.1 The demand and cost continues to grow as set out above. This is a demand-led service where there is a legal duty to provide emergency accommodation. Pending the Council establishing further accommodation of its own for homeless households, the tendering exercise will endeavour to secure a range of providers and ensure that

the Council achieves best value for money. The tendering process itself will be undertaken within existing budgets.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Housing Act 1996, Part VII places a duty on local housing authorities to secure permanent accommodation for unintentionally homeless people in priority need. 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.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An Equality Impact Assessment Screening has been undertaken and the procurement will have either a neutral or a positive affect on identified groups. For those vulnerable homeless households in priority need (including those with protected characteristics such as disability and those with children) there will be a positive affect as the accommodation must meet the minimum standards..

8. RISK MANAGEMENT

- 8.1 The Council will seek to ensure that it has sufficient supplies of emergency accommodation to meet demand through the retendering of this contract. This is required as the Council has a duty to provide emergency accommodation to certain homeless households under section 188, Part Seven, Housing Act 1996.
- 8.2 Within the tender documents all contractors are required to comply with the relevant legislation and provide the following documents to demonstrate compliance :-

- 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 or risk assessment for Legionella.
- Health and safety at work policy
- Equality / Diversity policy (or to sign up to the Councils)
- Complaints procedure
- Booking procedure including contact details
- Cancellation procedure including notice period required for cancellations

9. CONCLUSION

- 9.1 The provision of emergency accommodation service needs to be retendered to facilitate the Council in meeting its statutory duties. The invitation to tender will support the Council in identifying appropriate providers who can provide good quality accommodation that gives the best possible value for money.

10. CONSULTEES

10.1 Corporate Leadership Team

10.2 Sally Tallon - Legal Services

Appendix 1

Minimum Standards Required

Management Standards:-

Temporary Accommodation providers are expected to adhere to the following standards:

- Operators are required to ensure that the property complies with all the relevant statutory and regulatory requirements especially in relation to fire, gas, electrical and food safety.
- Where an improvement notice is served, the provider is expected to notify the Strategic Housing Services team at Wyre Forest District Council immediately of the works required and the time it will take to do the necessary works.
- A clear emergency evacuation plan should be in place and displayed in a prominent position, setting out the action upon hearing a fire alarm, escape points and fire assembly points.
- Residents should have access to their rooms at all times except when rooms are being cleaned. Provision should be made to accommodate residents at all times.
- Refuse and litter must be cleared away from the property and must be contained within a refuse container.
- All communal areas should be regularly inspected and cleaned.
- Appropriate officers of the authority should have access to visit occupiers and be able to interview them in the privacy of their rooms.
- A named manager with day to day responsibility should be contactable at all times.
- A notice must be clearly displayed giving the name, address and telephone number of how to contact the manager (if off site).
- Procedures should be in place, accessible to all, on how to deal with any complaints relating to harassment on racial, sexual or other discriminatory grounds by either residents or staff.
- There should be a clear complaints procedure, accessible to all, for the resolution of disputes between residents and staff.
- Providers are expected to comply with the Council's Equality Policy.

Room Standards

Providers are expected to adhere to the following standards:

- No persons of the opposite sex over the age of 11 should have to share a room unless they are both above the age of consent and partners.
- Families who have two children of different sex with the oldest being 10 or over will need two rooms. If possible the rooms should be interlocking.
- All rooms should have a minimum ceiling height of at least 7ft over not less than 75% of the room area.
- Kitchens, bathrooms, toilets, shower rooms and communal rooms are not suitable for sleeping accommodation.

- Rooms should be supplied with a fixed space heating appliance. This appliance must be capable of maintaining the room at a minimum temperature of 18c .
- All rooms should be non smoking.
- All electrical items should be P.A.T. tested and certificates should be provided to Strategic Housing Services at Wyre Forest District Council upon request.
- If the temporary accommodation does not have an RCD electrical circuit, they will be expected to provide customers with a surge protector extension lead for any personal electrical items that they may use within the room.
- All rooms should meet minimum space standards and only be used by the appropriate number of people for that size room Rooms used for accommodating homeless households should meet the following space standards:
- Where reasonable and practical the accommodation should be DDA compliant

	Separate kitchen, bathroom and lounge	Separate kitchen bathroom, no lounge	Rooms with kitchen facilities
Single Room	6.5m²	8m²	11m²
Double Room	10m²	12m²	14m²

Additional Children extra 3.25m² each up to and including 10 years old,
over 10 years old and additional 6.5m² each.

Bathroom Facilities

Providers are expected to adhere to the following standards where en-suite facilities are not provided within the room:

- One WC should be provided per 5 people irrespective of age. It should not be more than 1 floor distance away.
- A suitable wash hand basin with hot and cold water must be provided with every bedroom except where a suitable en-suite is provided.
- One bath or one shower should be provided for every 5 persons. These must be of reasonable distance – not more than 1 floor distance.

Appendix 2

Provider's submission

Please state number of rooms available and also number of rooms available that can accommodate cots if required in the table below.

Please submit prices as stated in the table below:

	Single	No.of Singles	Double	No.of Doubles	Family	No.of Family
		Of which the number of rooms able to accommodate a Cot		Of which the number of rooms able to accommodate a Cot		Of which the number of rooms able to accommodate a Cot
Cost of Room per night						
Cost of Room per week						
Cancellation Fee (if applicable)						

This pricing schedule submitted **MUST** be inserted at the front of your submission **Value Added Tax.**

The prices contained herein shall **exclude** Value Added Tax which shall be chargeable, where appropriate, in accordance with Government legislation.

The cost stated for breakfast must be included in the room rate (or per head rate) per night. The room rate (or per head rate) per night stated should also include any and all incidentals such as the cost of cleaning rooms and replacing bed linen at least once a week or when newly occupied.

Appendix Three

Evaluation Criteria

All submissions will be evaluated as to whether they meet the minimum standards in Appendix 1 and these will be the evaluation criteria.

The evaluation process will consider all relevant submitted evidence and written information provided by each Provider in relation to the specific requirements as set out within this ITT and the supporting documentation. The Council will also conduct a site visit which will form part of the evaluation. Any submissions that in the opinion of the Council do not meet the requirements set out in this ITT and/or the minimum standards may be rejected as non-compliant and will not be evaluated further.