

Report of Strategy and Commissioning, Office of the Director of Public Health

Report to Director of Environment and Housing

Date: 17th August 2015

Subject: Approval to apply Contract Procedure Rule 21 to enter into the contract extension with RD Willis for the Supply and Management of Furnished Temporary Accommodation Service.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of Main Issues

1. Leeds City Council has a framework contract for the supply and management of furnished temporary accommodation service with RD Willis properties. It is part of the programme of Housing Related Support commissioned by Strategy and Commissioning, Public Health on behalf of Environment and Housing, Children's services and Adult Social Care.
2. Placements to temporary accommodation within this contract for homeless households are made by Environment and Housing via the Leeds Housing Options service, Children's Services and Adult Social Care.
3. RD Willis Properties provides a total of 27 units of accommodation to ensure the council is able to provide interim accommodation to homeless households seeking assistance under homeless legislation. Accommodation is provided in self-contained dispersed community based properties.
4. The contract for this service is due to expire on the 30th September 2015 with the option of a further 6 month extension. The service has been in place since 1st April 2015. Approval is sought to extend the RD Willis contract using the 6 month extension available.

5. All three directorates have been consulted and agree to keep the number of units at 27 for this 6 month extension period.

Recommendations

The Director of Environment and Housing is recommended to approve the request to apply Contract Procedure Rule 21 for a 6 month contract extension with RD Willis for the Supply and Management of Furnished Temporary Accommodation Service from the 1st October 2015.

1. Purpose of this Report

Purpose of this report is to request that the Supply and Management of Furnished Temporary Accommodation Service is continued through a 6 month extension to the existing contract.

2. Background Information

- 2.1 A contract has been in place with RD Willis for the Supply and Management of Furnished Temporary Accommodation since the 1st April 2015. The Contract is due to expire on the 30th September 2015. The Service provides a minimum guarantee of 27 units of accommodation for use cross directorate by Environment and Housing, Adult Social Care and Children's Services.
- 2.2 The minimum guarantee relates to the number of units the provider guarantees to make available to the council for which they will get a guaranteed income.
- 2.3 The Strategy and Commissioning team are currently undertaking a review of all Housing Related Support Services. A new contract was put in place with RD Willis on the 1st April 2015 to ensure that service provision is maintained whilst the review is undertaken.
- 2.4 This Framework Contract for Supply and Management of Furnished Temporary Accommodation Services commenced on 1st April 2015 and expires on 30th September 2015. The terms of the framework contract is 4x 6 month, to allow the directorates using the framework to respond in a timely manner to any changes in future demand and to ensure value for money should the demand decrease. There are still uncertainties which remain regarding the impact upon the demand for temporary accommodation due to welfare reform.
- 2.5 The terms of the framework contract were varied from 21 to 27 units on the 1st June 2015 in response to LEAP (Leeds Emergency Accommodation Provision) a service provided by Leeds Federated Housing giving six months' notice to terminate the contract they have with Leeds City Council, due to expire on the 30th September 2015.
- 2.6 The LEAP service provided the Local Authority with 50 units of emergency accommodation for homeless households. It was agreed in consultation with Leeds Housing Options that the minimum guarantee of units with RD Willis should be increased to ensure that the service is able to respond to the numbers requiring temporary accommodation.

3. Main Issues

- 3.1** Approval of the extension for this contract will ensure continuity of service to those people requiring access to emergency accommodation with support to find longer term housing solutions.
- 3.2** Feedback from the services utilising this contract regarding the performance of the contract has been positive by all directorates using the provider. The provider has shown flexibility in providing accommodation to those in need.
- 3.3** At present the Council still requires access to Temporary Accommodation. Whilst services do not anticipate any further increases in the number requiring temporary accommodation, there are a number of uncertainties relating to the impact of welfare change and the economic situation which make it difficult to assess the possible impact on homelessness and demand. Strategy and Commissioning team propose to undertake a continuous review of the situation.
- 3.4** In advance of each extension period the amount of properties will be determined and the minimum guarantee set with agreement from all 3 directorates. This allows for a timely response to any fluctuations in need and demand and ensures value for money.
- 3.5** Following consultation with the services utilising this contract, this report seeks to maintain the contractual minimum guarantee number of units at 27. The units supplied will include self- contained and shared properties. The minimum guarantee relates to the number of units the provider will guarantee available to the council for which they will get a guaranteed income. This is not a maximum number and the provider is expected to supply properties above this level should demand rise and should properties be available.
- 3.6** Supply and demand will be managed through regular communication and operational meetings between the Council and RD Willis.
- 3.7** A further review will be undertaken prior to the expiry of this extension which will be 31st March 2016. A further six month extension period will be available at this time.
- 3.8** Performance has been monitored and managed by the Contracts and Commissioning Officers within the Strategy and Commissioning team. This includes contract management meetings with the provider to discuss service delivery and review performance. Feedback received has been positive with all key directorates pleased with the performance and flexibility by the provider.
- 3.9** There are no issues of contract compliance or complaints about the service.

4. Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1** Consultation has been undertaken with all services utilising and involved in the delivery of the contract including procurement, legal and the provider.

4.1.2 Consultation has taken place with all directorates using this contract. All key stakeholders agree to keep the minimum guarantee at 27 units which they feel is the best way forward

5. Equality and Diversity/ Cohesion and Integration

5.1 An Equality Impact Assessment screening tool has been undertaken in relation to this recommendation. The screening tool indicates that a full EIA does not need to be undertaken. The screening tool is attached as a background document for information.

6. Council Policies and City Priorities

6.1 The Housing Related Support Programme directly contributes to the delivery of the Vision for Leeds 2011-2015 to the best city in the UK and will contribute to the delivery of the priorities set out in the City Priority Plan 2011-2015. The service will especially contribute to the Health and Wellbeing Leeds City Priority Plan 2011 to 2015 to ensure that people *are 'supported to live safely in their own homes'*.

6.2 The service contributes directly to the priorities set out in the homelessness strategy 2012-2015 in particular to deliver a modern programme of temporary accommodation through the provision of self- contained and dispersed accommodation.

7. Resources and Value for Money

7.1 As this is an extension to an existing contract there is financial provision within the Environment and Housing commissioning budget for Housing Related Support services managed by Strategy and Commissioning, Office of the Director of Public Health. The majority of the cost of the contract is covered by Housing Benefit as payment for rent.

7.2 This contract specifies a minimum guarantee of 27 units for which the provider will receive income from the council. Beyond this guarantee the provision of additional units will be based upon demand. The provision of a 6 month extension and the option to extend for further 6 month period allows the Council to respond in a timely manner to changes in demand and ensure value for money should the demand change.

8. Legal Implications, Access to Information and Call in

8.1 The recommendation within this report is in accordance with contract procedure rules 21.1 and there is provision remaining for two further 6 month extensions within the original contract.

8.2 This report does not contain any exempt or confidential information

8.3 This is a significant operation decision and is not subject to call in.

9. Risk Management

- 9.1** The 6 month extension period is required to enable continuation of the services provided by RD Willis. It provides a key part of the Housing Related Support Service for Homelessness adults and families. Decommissioning the service would leave vulnerable homeless people without the support and accommodation required to help achieve independent living.
- 9.2** There are a number of uncertainties relating to the impact of welfare change and the economic situation which makes it difficult to assess the possible impact on homelessness and demand for TA. An increased focus within commissioned services and Housing Options on prevention work, early intervention and alternative longer term solutions is reducing the need to access temporary accommodation.
- 9.3** The contract will continue to be performance managed by officers in strategy and commissioning.

10. Conclusions

- 10.1** Whilst the number of overall placements made into temporary accommodation is reducing there is still on-going need for the provision of this service. At present there are a number of uncertainties which could impact upon the demand for temporary accommodation which makes it difficult to plan for the longer term.
- 10.2** In order to allow flexibility it is recommended that this short term extension is put in place with RD Willis properties to ensure continuity of services and allow for continuous review.

11. Recommendations Leads on from the Conclusions

- 11.1** The Director of Environment and Housing is recommended to approve the request to apply Contract Procedure Rule 21 for a 6 month contract extension with RD Willis for the Supply and Management of Furnished Temporary Accommodation Services with effect from the 1st October 2015.

12. Background Documents¹

- 12.1** Equality, Diversity, Cohesion and Integration screening document

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.