

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

Report to Director of Environment and Housing

Date: August 2016

Subject: Request 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 a 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 currently provides a total of 21 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 2016. 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. The requirement for units has been reviewed by all Directorates and it is recommended that the minimum guarantee remain at 21 units for the next six months.

Recommendations

The Director of Environment and Housing is recommended to;

- Approve the request to apply Contracts 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 2016.

1. Purpose of this Report

The purpose of this report is to seek approval to extend the current provision with RD Willis Properties for a period of 6 months to ensure continuity for clients whilst the outcomes of the housing related support review are implemented.

2. Background Information

- 2.1 The current contract has been in place with RD Willis since the 1st April 2015. The contract is due to expire on the 30th September 2016. The service currently provides a minimum guarantee of 21 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 implementing the outcomes of the housing related support review which commenced in January 2015. 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 and some key outcomes implemented.
- 2.4 The current contract term expires on 30th September 2016. The terms of the framework contract is 4 x 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 and the implementation of the new model.
- 2.5 Approval to vary the minimum guarantee from 27 to 21 units was granted in April 2016 due to a decrease in the number of placements made to RD Willis. The variation was agreed by all directorates using the contract and the decision to reduce the minimum guarantee represented best value for money.

3. Main Issues

- 3.1 The Strategy and Commissioning Team are currently undertaking work to implement the outcomes of the wider housing related support review. Approval of the extension for this contract will ensure continuity of service for those people requiring access to emergency accommodation with support to find longer term housing solutions during the implementation. This extension allows for the

outcomes of the review to be implemented in a phased approach. Further work will be undertaken prior to the expiry of this extension which will be on the 31st March 2017 to determine the future need of this service.

- 3.2 Following consultation with the services utilising this contract this report seeks to maintain the minimum guarantee at 21 units.
- 3.3 The minimum guarantee relates to the number of units the provider will guarantee available to the council for which they get a guaranteed income. The units supplied will include self –contained and shared properties.
- 3.4 Supply and demand will be managed through regular communication and operational meetings between the Council and RD Willis.
- 3.5 Feedback from the services utilising this contract regarding the performance has been positive by all directorates. The provider has shown flexibility in providing accommodation to those in need.
- 3.6 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 All key stakeholders have been consulted with and agree to extend the contract and maintain the minimum guarantee at 21 units, which they feel is the best way forward and represents best value for money.

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 key outcomes within the Best Council Plan 2015-20, specifically the 2016/17 objective of *'supporting communities and raising aspirations'*.
- 6.2 The Homelessness Strategy (2016-18) has been reviewed and maintains the ongoing commitment 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 available within the respective Directorate's budgets. 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 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 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.
- 8.2 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 homeless adults and families. Decommissioning the service would leave vulnerable homeless people without the support and accommodation required to help achieve independent living and for the Council to meet its statutory duties.
- 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 temporary accommodation. 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, but a need is still evident.
- 9.3 Risks associated with the housing related support review have been identified, reviewed and managed through a risk register which is tracked by the project team working on the review.
- 9.4 The contract will continue to be performance managed by officers in Strategy and Commissioning.

10 Conclusions

- 10.1 The Housing Related Support Review has highlighted an ongoing 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. 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 further work to be undertaken to determine the future need and use of the service.

11 Recommendations

11.1 The Director of Environment and Housing is recommended to;

- Approve the request to apply Contracts 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 2016.

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.