

**Report of Adults and Health Commissioning**

**Report to Director of Resources and Housing**

**Date: 20 February 2018**

**Subject: Request to seek approval from the Director of Resources and Housing to utilise a 6 month contract extension with RD Willis for the Supply and Management of Furnished Temporary Accommodation Service in accordance with Contracts Procedure Rules 21.1**

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 the Adults and Health Commissioning Team on behalf of Resources & Housing, Adults & Health and Children's Services.
2. Placements to temporary accommodation within this contract for homeless households are made by Resources and Housing via the Leeds Housing Options service, Children's Services and Adults & Health.
3. RD Willis Properties currently provide 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 expired on 30 September 2017 and has been in place since 1 April 2017. The contract included the option of 3 x 6 month extensions. The first of these 6 month extensions was approved and implemented on 1 October 2017. This first 6 month extension is due to expire on 31 March 2018. Approval is

sought to extend the RD Willis contract using the second of the 3 x 6 month extensions.

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 Resources and Housing is recommended to;

- Approve the request to apply Contracts Procedure Rule 21.1 for a 6 month contract extension with RD Willis for the Supply and Management of Furnished Temporary Accommodation Service from 1 April 2018.

### **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.

### **2. Background Information**

- 2.1 The current contract has been in place with RD Willis since 1 April 2017. The contract expired on 30 September 2017 but the first of three 6 month extensions was implemented on 1 October 2017 to run to 31 March 2018. The service currently provides a minimum guarantee of 21 units of accommodation for use cross directorate by Resources 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 Officers within the Adults & Health Commissioning team completed a strategic review of the majority of adult commissioned services in 2015. The outcome of the review was the implementation of a new Visiting Support service and an Intensive and Dispersed Accommodation Service which commenced on 1 April 2017 and 1 July 2017 respectively.
- 2.4 The strategic review of housing related support services identified a number of services which, due to the specific needs of the client group and risk management issues, recommended they should be retained with new contracts which commenced 1 April 2017. The contract with RD Willis was identified as a retained service.
- 2.5 RD Willis provides a supply of furnished temporary accommodation to the council in a cross directorate contract with a minimum guarantee of 21 properties. Leeds Housing Options utilise this contract to provide emergency accommodation for people who are homeless and seeking assistance under legislative requirements in priority need. The service also helps support the 'no second night out' agenda enabling the Council to meet its statutory requirements.
- 2.6 The current 6 month extension expires 31 March 2018. The terms of the framework contract extension is 3 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 recent HRS model.

### **3. Main Issues**

- 3.1 The Adults & Health Commissioning team have recently undertaken work to implement the outcomes of the wider housing related support review. Approval to award the extension for this contract will ensure a period of stability for vulnerable clients, continuity of service and reduce the risk of disruption to the service during the early stages of implementation for the newly procured accommodation service which commenced on 1 July 2017. The HRS services have required a period of time to embed to assess the impact on demand for support and accommodation.
- 3.2 Following recent consultations with the directorate services utilising this contract, this report seeks to maintain the minimum guarantee at 21 units. Consultation will continue to take place over the next 6 months to ensure that the current arrangements remain fit-for-purpose.
- 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, performance and operational meetings between the Council and RD Willis.
- 3.5 Feedback from the directorates utilising this contract (re performance) has been positive. 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 directorate 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 (EIA) 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 recommendations in this report relates to service continuity and will not impact negatively on service users, staff and stakeholders. The screening tool is attached as a background document for information.

## **6. Council Policies and City Priorities**

- 6.1 Leeds City Council's 'Homelessness Strategy 2016-19' has a Vision statement 'to create opportunities and choice to enable people to stay in their own homes or to find alternative quality housing options as to minimise homelessness in the city'. Leeds City Council and its partners will work closely with the Leeds Housing Options Service and focus on the key priorities within the strategy; to minimise the need for temporary accommodation and deliver a modernised programme of housing related support.
- 6.2 The Housing Related Support Programme directly contributes to the delivery of key outcomes within the 'Best Council Plan 2015-20', which strives for Leeds to be a city where citizens are 'earning, learning, safe, healthy and engaged'.

## **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 second 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 decision to extend the contract is a Significant Operational Decision which is not subject to call-in. The report does not contain any exempt or confidential information under the Access to Information Rules.
- 8.2 CPRs 21.1 permits the extension of a contract where it is in accordance with the contract terms, is made before the expiry date of the contract and will deliver Best Value. Due to the matters set out in this report at sections 3 and 7, it is considered that these requirements have been met.

## **9 Risk Management**

- 9.1 This second 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 Leeds 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 The contract will continue to be performance managed by officers in Adults and Health 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 second 6 month extension is put in place with RD Willis Properties to ensure continuity of services and allow further assessments to be undertaken in line with the recently procured HRS services to determine the future need and use of the service.

## **11 Recommendations**

- 11.1 The Director of Housing and Resources is recommended to;
- Approve the request to apply Contracts Procedure Rule 21.1 for a 6 month contract extension with RD Willis Properties for the Supply and Management of Furnished Temporary Accommodation Service from 1 April 2018.

## **12 Background Documents<sup>1</sup>**

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

---

<sup>1</sup> 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.