

Report of Head of Operations, Leeds Building Services

Report to Director of Resources and Housing

Date: 19th July 2019

Subject: Authority to extend contract for responsive repairs to controlled door entry/access systems for Housing Leeds' properties

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

1. Main issues

- Leeds Building Services (LBS) currently has a contract in place for the responsive repairs to controlled door entry/access systems which started on the 18th February 2019 and expires on 17th August 2019, with an option to extend for 6 months. This was awarded through approval of a waiver of CPR 9.2 dated 15th February 2018 to direct award a contract to Careline Security Ltd t/a Mayfair Security. This report seeks approval to utilise the available extension period and extend the contract by 6 months to start from 18th August 2019 and end on the 17th February 2020.
- This contract is for responsive repairs activity and resulting remedial and associated works in relation to communal and standalone controlled door entry / access systems for Housing Leeds'. This also includes the repairs and maintenance of any intercoms with built in cameras. Such access systems have a critical role in maintaining safe, secure and appropriate access and exit to council domestic properties for their users and residents, both on a day to day basis and in relation to emergencies such as a fire.
- The original waiver report stated an estimated total spend of £500,000 per annum if the optional extension period was taken up, therefore this extension period equates to an estimated spend of £250,000 over 6 months.
- Should the extension not be approved, this will result in the Council being in breach of its own Contract Procedure Rules and the Council will incur non-contract spend,

as the repairs to the door entry/access systems will still be required in order to keep our residents secure within their homes.

2. Best Council Plan Implications

- Housing – Ensuring we have housing of the right quality which is kept secure.
- Safe Strong Communities - Keeping people safe from harm, and protecting the most vulnerable by keeping our residents safe.

3. Resource Implications

- LBS have confirmed they have the expertise to manage this contract but will need to evaluate resource requirements following the latest recruitment of LBS operatives to assess whether they can deliver more of this service directly. Therefore work will continue to be sub-contracted to Careline Security t/a Mayfair Security if authority to proceed with this recommendation is approved.
- The service will operate on the agreed tender prices with clear costs and ways of working laid out during the direct award process.

Recommendations

- a) In accordance with the Council's Contract Procedure Rule 21.1, this report requests the Director of Resources and Housing to approve the extension of the existing responsive repairs to controlled door entry/access systems contract with Careline Security t/a Mayfair Security for a period of 6 months commencing from the 18th August 2019 to the 17th February 2020 at a cost of £250,000, bringing the total contract value to £500,000.

1. Purpose of this report

- 1.1 This report is to inform the Director of Resources and Housing of the requirement to extend the contract for Responsive Repairs to Controlled Door Entry/Access Systems for Housing Leeds' Properties.

2. Background information

- 2.1 LBS are currently in contract with Careline Security Ltd t/a Mayfair Security for the responsive repairs to controlled door entry/access systems for Housing Leeds' properties. This contract started on the 18th February 2019 for an initial period of 6 months, with an optional extension of 6 months.
- 2.2 Leeds City Council has a duty to maintain the quality and safety of Council homes for residents, and as such the Council need to be able to promptly repair any controlled door entry/access systems to ensure residents are able to come and go in buildings and prevent access by others.
- 2.3 The contract is for responsive repairs activity and resulting remedial and associated works in relation to communal and standalone controlled door entry/access systems for Housing Leeds' properties. This also includes the repairs and maintenance of any intercoms with built in cameras.
- 2.4 Such access systems have a critical role in maintaining safe, secure and appropriate access and exit to Council domestic properties for their users and residents, both on a day to day basis and in relation to emergencies such as a fire. Without this service the Council would be at significant risk.

3. Main issues

- 3.1 The initial contract period expires on the 17th August 2019 and LBS are seeking approval to utilise the 6 months optional extension, in accordance with CPR 21.1.
- 3.2 During discussions, LBS have confirmed that the current contract is working very well, they have a healthy working relationship with Careline Security Ltd t/a Mayfair Security and they're happy to continue using them. Whilst this contract has been in place, LBS has been undertaking a procurement exercise to procure a longer term contract. This procurement exercise is still on going and is planned to complete in February 2020 therefore approving and utilising this 6 months extension is key to ensure that the Council remains compliant, whilst allowing time to undertake the procurement of a longer term contract.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation has taken place with LBS, Senior Management Team and procurement officers and are all in agreement with the recommendations in this report.

4.2 Equality and diversity / cohesion and integration (EDCI)

- 4.2.1 An EDCI screening document has been completed and there are no negative concerns.

4.3 Council policies and the Best Council Plan

- 4.3.1 The service contributes to providing good quality affordable homes, ensuring appropriate controlled entry/access systems are maintained, this links to the city priority of meeting housing needs and ensuring residents feel safe in their homes.

Climate Emergency

- 4.3.2 The Council declared a Climate Emergency for the City on the 27th March 2019 and one element is to reduce carbon emissions. With a responsive repairs contract it is difficult to predict future system breakdowns, therefore journeys cannot be planned to reduce carbon emissions. However, if systems require a second visit to install parts to fix the system failure, these visits will be planned to ensure repairs within the same areas of the city are conducted on the same day. This will attempt to reduce the impact on each area and help to reduce the frequent travelling across the city.

4.4 Resources, procurement and value for money

- 4.4.1 The proposed extension to this contract will maintain an efficient method of procuring this essential service and is expected to offer value for money over what would be achieved through disaggregating the total spend and utilising the quotation process in accordance with CPRs for every new requirement. This would not be an efficient use of our resources and would not be operationally practical.

4.5 Legal implications, access to information, and call-in

- 4.5.1 This is a Significant Operational Decision which is not subject to call-in and there are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 4.5.2 We will conduct due diligence checks again to ensure Careline Security t/a Mayfair Security remain financially sound.
- 4.5.3 Whilst there are no legal implications in taking up the extension (assuming it is to be taken up in line with the terms of the framework agreement), in making their final decision, the Director of Resources and Housing should note the above comments and be satisfied that the course of action chosen represents best value for the Council.

4.6 Risk management

- 4.6.1 The existing contractor is currently performing well and is meeting all contract Key Performance Indicators as confirmed by the service leads and therefore the risk in extending the contract is low.
- 4.6.2 If this extension isn't approved, this service will no longer be contractually compliant and therefore incur high levels of non-contract spend which may put the Council at risk of challenge from other contractors.

5. Conclusions

- 5.1 The extension of this contract will provide us time to complete the competitive procurement exercise referred to in the original waiver report to establish a longer term contract and to fully test the market place to identify the best value for money solution. Extension of this contract will also ensure we remain contractually compliant and ensure that the service remains uninterrupted.

6. Recommendations

- 6.1 In accordance with the Council's Contract Procedure Rule 21.1, this report requests the Director of Resources and Housing to approve the extension of the existing responsive repairs to controlled door entry/access systems contract with Careline Security Ltd t/a Mayfair Security for a period of 6 months commencing from the 18th August 2019 to the 17th February 2020 at a cost of £250,000, bringing the total contract value to £500,000

7. Background documents¹

- 7.1 Equality, Diversity, Cohesion and Integration Screening

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.