

Short term provision of environmental works for Housing Advisory Panels (HAPs)

Date: 11 November 2021

Report of: Service Manager, Tenant Engagement

Report to: Chief Officer, Housing

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- Housing Leeds and its 11 Housing Advisory Panels (HAPs) fund in the region of 60-70 small environmental projects a year to an approximate value of £150,000. These are local, small value improvement projects that help improve the appearance and safety of local communities in response to tenant, ward member and local housing team feedback.
- In September 2021 Housing Leeds were informed that Parks and Countryside, who are the Internal Service Provider, were no longer able to accept work to deliver this activity.
- There are currently 12 projects that the HAP have agreed to fund to a value of £32,600 and a further 36 projects in development that would ordinarily have been delivered by Parks and Countryside. These works have a metal work component (i.e. handrails, fencing, barriers and gates) and is well suited to be carried out by Wrightways UK Ltd.
- To allow the service to undertake these works with as little delay as possible the service is seeking to waive Contract Procedure Rules 8.1 and 8.2 (the need for competition for any intermediate value procurement) and engage with Wrightways UK Ltd to deliver works up to the value of £100,000. Wrightways have successfully delivered a number of environmental projects of a similar nature for Leeds City Council previously.
- This is an interim solution to help deliver activity whilst we undertake consultation with other Internal Service Providers to establish if they can undertake this work in the medium term. If an agreement with any alternative ISP cannot be confirmed, a formal tender process will be undertaken and a preferred supplier(s) be confirmed. This is likely to be completed between February and April 2022
- Approval to engage with Wrightways UK Ltd directly enables Housing Leeds to undertake work in response to resident feedback and helping to support the council values of 'working with communities'. HAP funded environmental improvements help tenants and residents to 'be safe and feel safe' and 'live in good quality, affordable homes in clean and well cared for places', and therefore contribute to helping the Council achieve some of our key council outcomes.

Recommendations

- a) The Chief Officer Housing is recommended to approve the waiver of the following Contracts Procedure Rule(s) No 8.1 and 8.2 – Intermediate value procurements and award a contract to Wrightways UK Ltd to the sum of £100,000. The award of work to Wrightways UK Ltd shall commence from the date of the decision and expire on successful completion of a formal procurement exercise or when the value of work has reached £100,000.

Why is the proposal being put forward?

- 1 The proposal to engage with Wrightways UK Ltd directly is being made to ensure short term service continuity and the delivery of work ahead of implementing a longer-term arrangement following a competitive procurement process.
- 2 The proposal is a direct result of an Internal Service Provider, Parks and Countryside informing the service that they are unable to carry out work of this nature for the foreseeable future (at least the remainder for 21/22 and 22/23).
- 3 The proposal to engage Wrightways directly is for the delivery of environmental work including an element of metal works and metal fabrication.
- 4 In this instance, value for money would not be achieved by seeking three quotes in line with CPR 8.2 i.e. where there are a sufficient number of providers, at least three written tenders will be invited, due to the large number of different projects, their relatively low value and the volume of staff resource this exercised would require.
- 5 Leeds Building Services support the approach of engaging a contractor directly to meet the immediate business need. It has been agreed that consultation will take place with LBS once urgent business need has been met to see if a longer-term in-house arrangement can be established.
- 6 The council as a whole have used Wrightways UK Ltd to deliver activity of a similar nature previously and the service have been satisfied with the works delivered.
- 7 Should approval to award be confirmed, a purchase order will be raised using the council's FMS system and records created where applicable on the Council's YORtender and Contracts Finder.

What impact will this proposal have?

Wards affected:

Have ward members been consulted?

Yes

No

- 8 Failure to engage with Wrightways UK Ltd will cause delays to the work being undertaken, some of which has already been approved for funding by local HAPs.

What consultation and engagement has taken place?

- 9 Whilst each individual environmental project is the subject of consultation within the local HAP, by ward members and local staff and residents, no wider consultation is needed to inform the decision in this report. The focus is on ensuring service continuity, reducing any delay to activity and giving feedback to the HAPs that the work has been commissioned and completed.

What are the resource implications?

- 10 The cost of the appointing Wrightways UK Ltd up to the value of £100,000.00 is accounted for within existing HAP budgets for 2021/22.
- 11 Housing Leeds are able to utilise existing staffing resources to oversee the delivery of this work. These works, whilst modest, may also help reduce wider resource demands on local teams, for example, by reducing tenant complaints and giving a solution to a problem.

What are the legal implications?

- 12 The contents of this report are not subject to call in.
- 13 No information in this report is deemed to be exempt or confidential under the Access to Information Rules.

What are the key risks and how are they being managed?

- 14 Failure to have a short-term provider in place poses the following risks, which are being managed through seeking approval for Waiver of the Contract Procedure Rules to directly appoint Wrightways UK Ltd.
 - a) Delays to work taking place, some of which has already been approved for funding by local HAPs
 - b) Adverse feedback from tenants, residents, ward members and others as the local issues and problems that the work aims to address go unresolved for longer.
 - c) Reputational damage to the HAPs
- 15 A Privacy Risk Assessment screening has been completed and no risks have been identified as the contents of this report do not propose or require any use of personal information.
- 16 There is a risk of challenge from other suppliers as a result of the proposed Waiver for these works. This is managed through robust justification for this proposal and work to carry out a fully competitive process to ensure a long-term arrangement is being undertaken.
- 17 Financial due diligence will be carried out on Wrightways Ltd to ensure that they are financially stable enough to deliver the works under this contract, which will mitigate the risks associated with financial instability.

Does this proposal support the council's three Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

- 18 HAP funded activity supports all three key pillars above – delivering local projects in response to local tenant and resident feedback. The projects themselves help to improve the appearance and safety of neighbourhoods and therefore support the people's health and wellbeing. A number of projects also help the waste and recycling agenda's, thus making a contribution to the climate emergency.

Options, timescales and measuring success

What other options were considered?

- 19 Leeds Building Services support the approach to make a direct appointment with a contractor to help meet immediate service needs.
- 20 A review of existing contracts was undertaken to determine whether these works could be varied into an existing contract however there were no appropriate contracts available for this.

- 21 A competitive procurement was considered, however due to the resource implications of this and the timescales necessary to deliver these works, this was discounted as an option.
- 22 Wrightways UK Ltd provide the necessary work under the terms of an existing LCC contract to a good standard and due to the importance of providing a short-term solution to be able to deliver the HAP funded works, therefore this is deemed to be the most appropriate option.

How will success be measured?

- 23 Any work provided to Wrightways will be monitored by staff within the service to ensure all work has been completed in line with the project brief and quotation provided. Individual project evaluations are also completed and reported back to the HAPs, and where appropriate, a short summary of the work shared with local residents and on social media.

What is the timetable for implementation?

- 24 The service aims to engage Wrightways UK Ltd from the date of approval.

Appendices

- 25 Appendix 1 – Reasons for waiving CPRs

Background papers

- 26 None

Appendix 1

What is your reason for waiving CPRs?

There is a genuine, unforeseeable emergency meaning there is no time to go through a procurement process e.g. to deal with the consequences of extreme weather.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To purchase supplies or services on particularly advantageous terms due to liquidation/administration.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Requirement to put a contract in place with a current provider whilst a review of the services is completed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ran out of time to undertake a new procurement exercise	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other (please provide summary here)	<input type="checkbox"/> Yes	<input type="checkbox"/> No