

Decision Maker: EXECUTIVE

Date: For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on Tuesday 21st March 2017

Decision Type: Non-Urgent Executive Key

Title: CONTRACT AWARD FOR STATUTORY HOMELESSNESS REVIEWS PART 1 (PUBLIC) INFORMATION

Contact Officer: Tracey Wilson, Compliance & Development Manager
Tel: 020 8313 4098 Email: tracey.wilson@bromley.gov.uk

Chief Officer: Sara Bowrey, Director of Housing
Tel: 020 8313 4013 Email: sara.bowrey@bromley.gov.uk

Ward: Borough-wide

1. Reason for report

- 1.1 This document is a summary to Part 2 'Statutory Homelessness Reviews – Contract Award' to be considered by the Council's Executive on 22 March 2017 with pre-decision scrutiny by the Care Services Policy Development and Scrutiny Committee on 21 March 2017
- 1.2 This summary provides an overview of the tendering process for the Statutory Homelessness Reviews Service in accordance with the Council's financial and contractual procedure rules.
-

2. RECOMMENDATIONS

2.1 Care Services Policy & Development Scrutiny Committee is asked to note and comment on the contents of this report prior to Council's Executive being asked to:

- i) Note this summary when considering the recommendations in the Part 2 report

Impact on Vulnerable Adults and Children

1. Summary of Impact: Support under this contract will enable vulnerable adults and children to ensure that they are able to access and understand the review process in the event that a negative homeless decision is made. Particular provisions are included within the contract ensure that vulnerable adults and families are supported through the reviews process to ensure that they are able to actively engage in the process and make all necessary submissions.
-

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Supporting Independence
-

Financial

1. Cost of proposal: Estimated cost maximum £60,000.00 (5 years)
 2. Ongoing costs: N/A. £
 3. Budget head/performance centre: 746000 Budget
 4. Total current budget for this head: £16,000
 5. Source of funding: core revenue budget
-

Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory requirement.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Bromley currently receives approximately 1200 applications per year from people seeking assistance under the homelessness legislation. In all cases applicants have a right to request a statutory review of any decision made in respect of their homelessness application. Bromley currently receives on average 130 homelessness reviews per year across all types of decisions. The number of homeless approaches is starting to rise and is likely to increase further once the proposals in the current Homeless Reduction Bill come into force.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments: None

3. BACKGROUND

- 3.1 Homeless Households have a statutory right to a review of decisions made by the Council in respect of applications for accommodation and accommodation offered under the provisions of part VII of the Housing Act 2002 (as amended by the Homelessness Act 2012). The process for conducting such reviews is set out in the legislation under s202, part VII of the Housing Act 2002 and requires that reviews are conducted by someone independent of the original decision and sufficiently senior to the person making the original decision.
- 3.2 Legal Advice confirms that the decision to contract out the statutory homelessness reviews function must be agreed by Executive in order to comply with the Homelessness legislation and accompanying statutory order in relation to the reviews function. Report CS17045 (18th October 2016) refers and approved this decision.
- 3.3 The number of homeless applications to the service remained fairly steady since the earlier increases in 2011 and this can be attributed to the emphasis on homeless prevention. Whilst the numbers have remained static the profile of cases has changed quite dramatically as a result of welfare reform and the single highest reason for homeless is now eviction from the private sector.
- 3.4 Recent legislation and case law findings have led to a significant increase on the current number of reviews having to be undertaken and there is not sufficient capacity in-house to meet the current level of statutory review investigations. As such, there has been an increased reliance on independent reviews to provide sufficient capacity to fulfil the Council's statutory review obligations.

4. THE TENDER PROCESS

- 4.1 In accordance with the Council's financial and contract procedure rules, a Request for Quotations was published on 20 January 2017 using ProContract, the Council's electronic tendering system. Three bids were received and verified on Friday 17 January 2017.
- 4.2 The tender prices were evaluated based on the Chartered Institute of Public Finance & Accountancy (CIPFA) Evaluation Model, which calculates an overall mean price value from all the prices received. Individual scores are then allocated for each 1% the bidder's tender value is above or below the mean price.
- 4.3 The tender submissions were evaluated on a 60% price and 40% quality split. The evaluation of the 40% quality scoring was undertaken against the following criteria, rated as shown.

1	Track record (Experience and Expertise)	20%
2	Service Outcomes	20%
3	Data Protection	20%
4	Enabling Service User Involvement	15%
5	Reporting Procedures	15%
6	Training	10%

- 4.4 The overall weightings for this tender evaluation were set to identify the Most Economically Advantageous Tender (MEAT) and deliver the best possible combination of whole-life cost and quality to meet the Council's requirements.
- 4.5 The evaluation was undertaken by members of the Housing Department and final scores were agreed at a consensus meeting attended by members of the Procurement Team.

- 4.6 The results of the evaluation process are shown in the Part 2 report which also contains the detailed scoring, and a recommendation to award the contract for Statutory Homelessness Reviews Service is included in the Part 2 report.

5. POLICY IMPLICATIONS

- 5.1 The Statutory Homelessness Reviews Service meets the Council's objectives within 'Building a Better Bromley' for a Supporting Independence.

6. FINANCIAL IMPLICATIONS

- 6.1 The proposal set out in this report is consistent with current policy and is in line with the proposal for the Council's Housing budget for 2017/18.

- 6.2 The financial implications of this contract award are included in the Part 2 report.

7. LEGAL IMPLICATIONS

- 7.1 The legal implications of this contract award are included in the Part 2 report.

Non-Applicable Sections:	Personnel Implications.
Background Documents: (Access via Contact Officer)	Report CS17045 Gate Report for the Provision of Statutory Homelessness Reviews