

10 July 2013		ITEM: 19 01104231
cabinet		
Procurement of Housing Adaptation Contract.		
Report of: Councillor Val Morris-Cook, Portfolio-Holder for Housing		
Wards and communities affected: all	Key Decision: key	
Accountable Head of Service: Richard Parkin, Head of Housing		
Accountable Director: Barbara Brownlee, Director of Housing		
This report is public		
Purpose of Report: To seek approval from Cabinet to enter into a procurement exercise for the Housing Adaptation Contract to include: installation of level access showers, ramps and minor adaptation works within both council and privately owned housing stock. The current contracts expire September 2013.		

## **EXECUTIVE SUMMARY**

The purpose of this report is to outline the approach and seek approval for the procurement of a housing adaptation contract, to provide and install major and minor adaptation works, in both Council and privately owned dwellings.

The contract is to ensure that Thurrock Council have a housing installation service in place, to support those vulnerable residents with high priority disability needs. For private residents the contract contributes to meeting its statutory obligation of administering the Government's Disabled Facilities Grants

### **1. RECOMMENDATIONS:**

- 1.1 Approve commencement of the tendering process for works associated with the Housing Adaptation Contract in accordance with EU procurement procedures for a term of 3 years.**
- 1.2 Approve delegation to award to the Director of Housing in consultation with Portfolio Holder for Housing to enter into and award any agreements and any other documents necessary for the Services, in pursuant to the delivery of the Housing Adaptation Contract.**

## **2. INTRODUCTION AND BACKGROUND:**

- 2.1 The housing adaptation contract will provide a borough-wide installation service, for those housing adaptation works as recommended by the relevant professional i.e. occupational therapist.
- 2.2 Those residents, who have been assessed by the occupational therapist, as requiring housing adaptations, are formally referred to the housing adaptation service, recommending works are installed. The housing adaptation service will first review these formal recommendations to determine that the works are both reasonable and practicable and then arrange to manage the installation process, using three approved contractors.
- 2.3 For eligible council tenants, housing adaptation works are funded by an identified housing revenue account budget. For eligible private residents both government and capital funding is used to administer the Government prescribed Disabled Facilities Grant funding.
- 2.4 Previous contractual arrangements have been in place since 2001 and working arrangements with approved contractors are well established. The success of this contract approach, using 3 approved contractors is evidenced from surveys carried out on all clients. To date, 93% of clients are recorded as satisfied with contractor performance.
- 2.5 The procurement of approved adaptation contracts is recognised as good practice and Thurrock is leading in supporting the development of new South Essex procurement arrangements, through the Essex Housing Officers working group.

## **3. ISSUES, OPTIONS AND ANALYSIS OF OPTIONS:**

- 3.1.1 Approval is now being sought to proceed to procure an OJEU complaint framework, to support the supply of housing adaptations, to include the installation of approximately 290 major adaptation installation work and 330 minor works per year. Total work orders to contractors are dependent on adaptation budgets meeting the local demand.
- 3.2 The framework will be procured in a way that allows the authority to call in distinct specialist services and will need to be robust around the time taken to install the recommended works. A Commissioning Report B is attached for approval as Appendix 1.
- 3.1.2 The overall budget value for this contract is £3,900,000 over 3 years. The value of this contract and the works themselves are to be divided equally between 3 approved contractors.
- 3.4 An appraisal of the existing housing adaptation contract requirements have been carried out in partnership with the User Led Organisation, Thurrock Coalition and alternative national London Housing Corporation (LHC) frameworks considered against local requirements.

- 3.5 The current LHC framework was not considered fit for purpose and would not meet the local need to call off a limited number of specialist contractors and works would be delayed using the process of mini-competitions. In partnership with procurement services a decision has been made to run our own tender exercise, which will be subject to the full OJEU process.

#### **4. REASONS FOR RECOMMENDATION:**

- 4.1 To ensure that the housing adaptation contract for the installation of major and minor adaptation works borough wide, are procured in compliance with the Council's constitution.
- 4.2 To secure improved value for housing services and works
- 4.3 To mitigate risks to the Council, ensuring compliance with best practice in this area through a controlled programme of provision and installation of adaptation works on behalf of eligible tenants and private residents.
- 4.4 The continue to improve the accessibility of both the private and public stock and will help resident's mange more easily at home, reducing the impact on social care and health services

#### **5. CONSULTATION (including Overview and Scrutiny, if applicable)**

- 5.1 The current and new contract process has been consulted with the User Led Organisation, Thurrock Coalition, who have informed and agreed on the process. Thurrock Coalition is to remain an integral part of the review and evaluation of future tender submissions.

#### **6. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT**

- 6.1 To: Build pride, responsibility and respect to create safe communities. In particular this programme proposes to safeguard the vulnerable.
- 6.2 The adoption of the recommendations will contribute to the Housing Transformation Programme priorities of improving the resident experience and working in partnership with relevant services and contractors to reduce housing adaptation waiting times for residents.

#### **7. IMPLICATIONS**

##### **7.1 Financial**

Implications verified by: **Mike Jones**  
Telephone and email: **01375 652772**  
**mxjones@thurrock.gov.uk**

Provision of £1.3 million, per annum, is currently within the Council budget s for the provision of housing adaptations relating to the proposed contract.

The funding is split between the Housing Revenue Account and Capital programme for the total for adaptation contracts.

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## 7.2 **Legal**

Implications verified by: **Geoffrey Berriman**  
Telephone and email: **01375 65 2938**  
**Geoffrey.berriman@bdtlegal.org.uk**

The works described in this report are classified as works under Schedule 2 of the Public Contracts Regulations 2006 (as amended), are over the EU threshold value (or are likely to be) and will therefore attract the provisions of the EU procurement regulations and be subject to full EU—wide tendering as well as triggering the Council’s own requirements for competitive tendering.

The Council will need to ensure that a compliant tendering process is conducted that complies with the Public Contract Regulations 2006 (as amended), the EU regulations and the Council’s constitution.

Legal Services, working with the Council’s procurement officers will provide ongoing advice and assistance in relation to these legislative requirements.

## 7.3 **Diversity and Equality**

Implications verified by: **Samson DAlyn**  
Telephone and email: **01375 652472**  
**SAlyn@thurrock.gov.uk**

The Housing Adaptation Contract will continue to commit to providing services to diverse communities as well as those exhibiting a range of vulnerabilities, and will therefore ensure that any accessibility arrangements, are tailored in respect of the needs of individual tenants.

## 7.4 **Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental**

Crime and Disorder Implications: This report has considered Section 17 of the Act and the duty it imposes and there are no implications arising from it.

**BACKGROUND PAPERS USED IN PREPARING THIS REPORT (include their location and identify whether any are exempt or protected by copyright):**

- JCT Measured Term Contract for the provision of facilities for the disabled
- Housing Adaptation Service local databases

**APPENDICES TO THIS REPORT:**

- Appendix A – Form B Commissioning Report Contract Ref: PS/2013/514

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