

Report to	Cabinet	Item
	14 March 2018	
Report of	Head of neighbourhood housing services	18
Subject	Award of contract for temporary accommodation for homeless households	

Key decision

Purpose

To consider the result of the recent procurement process for the provision of temporary accommodation to those households which the council holds a duty to accommodate under Part VII of the Housing Act.

Recommendation

To approve the award of the contract to Norwich Accommodation Ltd (Petit Port).

Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing.

Financial implications

The award of a three year contract to provide temporary accommodation up to a total tendered cost of £160,000 per annum, which is included in current budgets and financial forecasts.

Ward/s: All Wards

Cabinet member: Councillor Harris - deputy leader and social housing

Contact officers

Chris Haystead – housing options manager 01603 212936

Gilly Newton – contracts officer 01603 212169

Background documents

None

Report

Background

1. Part VII of the Housing Act determines that any household that makes a homelessness application to the city council and has a potential priority need should be placed in suitable temporary accommodation pending a final assessment of whether they are to be permanently rehoused.
2. The contract covered in this report relates to the provision of this accommodation.
3. Over the past year the council has provided temporary accommodation to over 200 households in line with its statutory duty. While single clients are relatively well catered for, the council faces a greater challenge in accommodating the 60 or so families per annum that it has a duty to accommodate and as such a focus of the tender was the provision of family sized rooms in the local area.
4. Implementation of the Homeless Reduction Act (April 2018) will see a projected 30% increase in approaches to this council from clients facing homelessness. There is therefore a strong possibility that the need for suitable temporary accommodation will increase.

Tender process

5. The contracts were advertised on the council's e-tendering portal and Contracts Finder.
6. Suppliers were asked to submit details of their organisation in terms of how they could meet the councils minimum requirements as detailed in the Invitation to Tender and associated documents. For example: private space, accessibility, property standards, health and safety, equality and diversity and risk. These aspects were then evaluated to ensure that suppliers met the council's minimum requirements.
7. The tender return date was 26 November 2017.

Tender evaluation

8. The tender responses were evaluated based on the criteria set out below in order of priority:

i. Quality of service	50%
ii. Properties meeting specification assessed via site visits.	50%

9. Tenders were received from two providers, these were:

- Norwich Accommodation Ltd (Petit Port)
- Theori Housing Management Services, London

10. The quality of one of the bids was excellent which evidenced that they are an experienced provider with well-managed accommodation for families within the Norwich area. The second bid did not meet the minimum criteria, having no accommodation available in Norfolk. This bid was considered non-compliant to the conditions of the tender.
11. The highest scoring and only qualifying tender was submitted by Petit Port. The Petit Port is one of the council's current providers, with whom there is a strong long-term working relationship.
12. Petit Port's management have shown that they are responsive to our clients' needs and are able to take a flexible approach when required. In addition, the council's experience from use of Petit Port is that the standard of the accommodation is high in comparison to other similar providers.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	14.03.18
Director / Head of service	Lee Robson
Report subject:	Award of contract for temporary accommodation for homeless households
Date assessed:	27.02.18

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	X	<input type="checkbox"/>	The tender process ensures that the Council achieves the best value for money at that particular time.
Other departments and services e.g. office facilities, customer contact	X	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	X	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	X	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	X	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input type="checkbox"/>	X	<input type="checkbox"/>	The tender criteria ensures that the provider agrees to meet their safeguarding responsibilities
<u>S17 crime and disorder act 1998</u>	X	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	X	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	X	<input type="checkbox"/>	Good quality, local accommodation is an important factor in ensuring the health and well-being of vulnerable clients

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	X	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	X	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	X	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	X	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	X	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	X	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	X	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	X	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	X	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	X	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

Neutral

Issues