

Meeting Date	11 th March 2015
Report Title	Staying Put Contractor Framework
Cabinet Member	Cllr Wright, Cabinet Member for Housing Cllr Dewar-Whalley, Cabinet Member for Finance
SMT Lead	Pete Raine, Director of Regeneration
Head of Service	Amber Christou, Head of Housing and Health
Lead Officer	Amber Christou
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	Cabinet agrees to enter into a new three and a half year Contractor Framework Agreement for Staying Put, starting in April 2015.

1 Purpose of Report and Executive Summary

- 1.1 This report seeks approval to enter into a new three and a half year Contractor Framework Agreement for the Staying Put service, starting in April 2015.

2 Background

- 2.1 Staying Put is the Council's in-house Home Improvement Agency, which provides adaptations and repairs within the homes of elderly and vulnerable residents across the Borough. The service manages a Contractor Framework for the delivery of works funded primarily through Disabled Facilities Grants (DFGs). The current Framework started in October 2011 and consists of 17 contractors.
- 2.2 The Framework operates as a preferred supplier list for physical works carried out in people's private homes. Works undertaken through the Framework include major adaptations to properties, such as the installation of flush-floor showers; work to prevent falls, such as the installation of grab rails; work to enable people to be discharged from hospital; such as moving bedrooms downstairs; and other minor works and adaptations to a property, such as installing wheelchair ramps or clearing rooms where hoarding has been taking place.
- 2.3 Works undertaken are funded through a variety of sources, including DFGs, home repair loans, funding provided by Swale Clinical Commissioning Group and residents directly funding works themselves.
- 2.4 The value of the current Framework Agreement is an estimated £350,000 per annum. The value and types of works undertaken through the Framework over the last 3 years is set out below:

	DFG works	Hospital discharge and prevention	Repairs/loans/private	TOTAL
2011/12	350,000	26,927	11,304	376,927
2012/13	400,000	12,554	55,243	467,797
2013/14	416,980	37,738	97,655	552,373
TOTAL	£1,166,980	£77,219	£164,202	£1,397,097

- 2.5 The current Framework value was set based on the estimated level of DFG works to be carried out through the Framework. Since then, there has been a growth in other works undertaken, such as smaller repairs and adaptations. The new Framework Agreement will reflect this and be advertised with an approximate value of £500,000 per annum. The total value of the Framework over the life of the contract will be £1,750,000.

3 Proposal

- 3.1 The Council has undertaken a procurement exercise for a new Framework Agreement, starting in April 2015. The length of time for the Framework is three and a half years, to bring it in line with expected future external funding from both KCC and other sources such as health, which tends to run from September – September.
- 3.2 The value of the new Framework is estimated at £500,000 per annum. The Framework was advertised on the same terms as the existing Framework, with no guarantee of income for the contractors.
- 3.3 The new Framework contains explicit reference to other works beyond those funded by DFGs, and is divided into three lots:
- Lot 1: DFG physical works – i.e. shower room conversions, external ramping;
 - Lot 2: Hospital discharge works – i.e. lowering doorsteps for wheelchair access, bringing bedrooms downstairs. This is urgent work that will need to be completed to strict timescales; and
 - Lot 3: Repairs – any other repairs to homes.
- 3.4 There was a positive response to the procurement exercise. 24 initial Expressions of Interest were received, resulting in 13 final contractors being selected to go onto the new Framework across the 3 different lots. The majority of the contractors are local to Swale and SMEs. A breakdown of the contractors by lot is set out below:

	Total No. of Contractors	Percentage who are local	Percentage who are SMEs
Lot 1- DFG works	12	75%	92%
Lot 2 – Hospital discharge works	7	70%	86%
Lot 3 – Repairs	13	70%	92%

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4 Alternative Options

- 4.1 A new Framework Agreement is not put in place and any works would need to be procured using the Council's Standing Orders approach to procurement, ie quotes would need to be sought for each work undertaken, which would be time-consuming and potentially more costly. Each year, around 150 jobs are put through the Framework Agreement; seeking quotes for each of these would be a time-consuming process, which could potentially incur delays for the customer.
- 4.2 In addition, rates for individual types of works are fixed under the Framework Agreement, meaning that the Council knows the costs of works for the lifetime of Agreement and that they are competitive, providing better value for money for the customer and taxpayers. If the Council were to seek quotes for each individual work, there would be less control over costs.

5 Consultation Undertaken or Proposed

- 5.1 Customer satisfaction surveys are carried out following works being undertaken. Customer feedback from previous clients was used to inform the specification used during the procurement exercise.

6 Implications

Issue	Implications
Corporate Plan	The new Framework supports the Corporate Priorities of Embracing Localism and Open for Business by providing opportunities for local small businesses. It also supports the Corporate Priority of Healthy Environment by contributing to the local health agenda and minimising any potential negative impact of private housing on health.
Financial, Resource and Property	The value of the new Framework will be £1,750,000. If no external funding is received from KCC, core costs of the service would need to be funded from earmarked reserves.
Legal and Statutory	The nature of the works carried out under this agreement fall under the activities listed in Schedule 2 of the Public Contracts Regulations 2006, constituting Works within the meaning of the 2006 Regulations. The total value of works over a four year period has been estimated at £1,750,000.
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health and Wellbeing	The works carried out under the Framework will have a positive impact on the health and wellbeing of elderly and disabled residents across Swale. Works undertaken will provide adaptations and home improvements that will make residents' homes safer and help them

	to live in their own homes for longer rather than either staying in hospital or moving into residential care.
Risk Management and Health and Safety	The management of financial and operational risks, including health and safety, were considered as part of the Council's agreed procurement processes. Successful organisations will be required to ensure that they comply with minimum health and safety standards and adhere to the Council's Health and Safety policy. Responsibility for health and safety of contractors will remain with the contractor organisation.
Equality and Diversity	<p>The new Framework will actively support elderly and disabled residents within Swale, by helping them to live in their own homes for longer.</p> <p>As part of the procurement exercise, bidders were asked to confirm their commitment to comply with the Equalities Act 2010 around discrimination. They were also checked to ensure that they have not been found guilty of any unlawful discrimination or been subject to a formal investigation by the CEHR within the proceeding 3 years.</p> <p>These proposals do not envisage any change in the level of service provision to residents with particular protected characteristics (age, disability) and therefore does not require a formal impact assessment.</p>

7 Appendices

None

8 Background Papers

None