

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	1839
Author:	Alan Lowen
Department:	Children and Families
Contact:	Alan Lowen (Job Title: Lead Commissioning Manager, Email: alan.lowen@nottinghamcity.gov.uk, Phone: 01158763571)
Subject:	Commissioning of the Home Safety and Improvement Service
Total Value:	£401,000 (Type: Capital and Revenue)
Decision Being Taken:	<ol style="list-style-type: none">1. To approve the commissioning of a Home Safety and Improvement (HSI) service to be provided for three years from 1st July 2015 and the total spend of £360,000 associated with this decision (see appendix 1).2. To delegate authority to the Strategic Director of Early Intervention for the award of a contract at a value of up to £120,000 per annum for a period of three years to deliver the HSI service in accordance with the outcome of a competitive tender process, and to delegate authority to the Head of Quality and Efficiency to sign contracts arising from the tender process once the outcome has been agreed.3. To approve dispensation from contract procedure rules 5.1.1 under financial regulation 3.29 in order to extend the contract for the Home Improvement Agency (HIA) service delivered by Age UK for a period of up to 3 months, to allow the uninterrupted delivery of support whilst the tender for the HSI service and subsequent steps to prepare the service for delivery are concluded, and to approve the total expenditure of £41,000 associated with this decision (see appendix 2).4. To approve the virement of £76,000 from the capital programme Regional Housing Group (Equity Loan Scheme) to the budget for Decent Homes Assistance for Vulnerable Home Owners to contribute a total of £60,000 towards funding the commissioning of the new HSI service (see recommendations 1 and 2) and a total of £16,000 the extension to the current HIA service (see recommendation 3).

Reasons for the Decision(s)

Age UK is currently contracted to deliver an HIA service commissioned by Nottingham City Council to help vulnerable home owners aged 60+ to live safely and independently within their own homes. The service works by providing tailored information, guidance and support to citizens to help them to access improvements needed to reduce their risk of avoidable injury, ill health or loss of independence caused by the living environment within their home. The service also offers assistance to help citizens access funding for works needed to improve the repair of their home (for the purpose of improving home safety) and to organise and oversee works delivered by contractors where this is required.

The contract with Age UK for the provision of the HIA service is due to expire on 31st March 2015. Approval to commission a Home Safety and Improvement (HSI) service is therefore requested in order to continue to use funding available to the Council to help vulnerable citizens to reduce their risk of harm caused by hazards within their home. The HSI service is to be commissioned in accordance with a specification based on the existing HIA service, but with additional responsibilities for the service to also deliver support to citizens who are vulnerable for reasons other than old age (e.g. vulnerability due to a disability) and to prioritise support for citizens at greatest risk of avoidable harm.

The procurement of this service in accordance with the outcome of a competitive tender is recommended in order to secure best value for Nottingham's citizens. The commissioning of the new service from the 1st July 2015 and the extension of the current contract with Age UK for the existing HIA service from 1st April 2015 to 30th June 2015 are therefore proposed in order to allow sufficient time for the conclusion of this tender and the steps subsequently needed to prepare the new service for delivery. A timeline for this activity is available in appendix 3.

Briefing notes documents:

Appendix 2 - Contract Extension to HIA.doc, Appendix 3 - Procurement Timeline.doc, Appendix 1 - Procurement of HSI Service.doc

Other Options Considered:

Not to extend the contract for the current HIA service from 1st April 2015 to the 30th June 2015. The tender for the new HSI service will not have been completed in order to allow this service to commence on the 1st April 2015. This option would therefore result in a gap in service with a consequent risk of increased injury, ill health or loss of independence experienced by vulnerable citizens, and the associated risk of an increased call on reactive or more intensive services (e.g. social care) provided by the Council. Procurement advice has been sought on the period of extension required.

Not to commission the HSI service. This option is not recommended on the basis that non-delivery of the service is likely to incur a prolongment of the risks outlined in the paragraph above.

Background Papers:

Published Works:

Affected Wards: Citywide

Colleague / Councillor Interests:

Dispensation from Financial Regulations: Yes

Consultations: Date: 05/02/2015

Ward Councillors: David Liversidge

Councillor Liversidge agreed to the proposals.

Date: 22/01/2015

Other City Council Bodies: Nottingham Health and Housing Partnership Board Meeting

The Partnership Board was updated on preparations to commission the new Home Safety and Improvement Service and fed into the development of the specification for this service.

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: The specifications for both the HIA service and the proposed HSI service include responsibilities to make checks as to the security of the home and to offer assistance to vulnerable home owners to help make their homes secure.

Equality: Please login to the system to view the EIA document: Appendix 4 - Equalities Impact Assessment.doc

Social Value Considerations: The service is expected to add social value by engaging with Nottingham City Council's Employer Hub in relation to employment or apprenticeship opportunities where possible.

Regard for NHS Constitution: Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date:

13/02/2015

Advice Sought:

Legal, Finance, Procurement, Equality and Diversity

Legal Advice:

This report raises no significant legal issues. The commissioning of the proposed service will be undertaken in full compliance with procurement rules. A dispensation from CPR 5.1.1 is required under financial regulation 3.29 (operational issues) to allow a short extension to the existing contract to ensure continuity of service pending completion of the tender exercise.

Advice provided by Sarah O'Bradaigh (senior solicitor) on 30/01/2015.

Finance Advice:

The total funding required for this decision is £401k for both the extension of the existing HIA contract (£41,000) and commissioning of the new HSI contract (£360,000).

To fund this £76,000 needs to be transferred from the General Fund Capital Programme, Housing (private sector). The programme includes a grant from the Regional Housing Group (RHG) in which there is sufficient balance remaining to fund this transfer and the use of funding is consistent with the original purpose of the grant.

Advice provided by Julie Dorrington (Finance Analyst) on 26/01/2015.

The proposed profile of spend is shown in Table 1 attached.

The current budget is £0.100 and is held within cost centre N-F-0713-000-562-0.

Previously the budget for this service was £0.164m per annum. A Big Ticket saving was approved in the 2014/15 Medium Term Financial Plan (MTFP) to reduce the budget to £0.100, delivering a saving of £0.064 per annum.

This proposal seeks dispensation from Contract Procedure rules (5.1.1) in accordance with Financial Regulation 3.29, and is appropriate in these circumstances.

Advice provided by Dee Fretwell (Finance Analyst) on 29/01/2015.

Advice documents: Home Safety & Improvement Service Finance Comments.xls

Procurement Advice:

The proposed procurement of a Home Safety and Improvement (HSI) service will be undertaken by the Procurement Team through a process compliant with the Council's Financial Regulations and EU and UK Procurement Regulations. This will ensure best value for money is secured for the Council and citizens. The proposed extension of the current contract with Age UK for a 3 month period to 30th June 2015 will enable continuity of service provision pending completion of the tender and the transition to the new contract. Therefore dispensation from Contract Procedure Rules (5.1.1) for operational reasons is supported from a procurement perspective. The commissioning and tendering activity should proceed with accordance with the planned timescales to avoid the need for further contract extension.

Advice provided by Jo Pettifor (Strategic Procurement Manager) on 26/01/2015.

**Equality and Diversity
Advice:**

It is welcome that a broadening criteria will ensure that a wider range of groups as defined by the Equality Act will benefit thus meeting the Public Sector Equality Duty of ensuring equality of opportunity. It is important however that any broadening shouldn't adversely impact groups likely to be equally affected, and that a review process is embedded into any contract that identifies inequality and remedial action is taken as a result.

Advice provided by Adisa Djan (Equalities and Diversity Consultant) on 26/01/2015.

Signatures

Alex Norris (PH Adults, Commissioning and Health)
SIGNED and Dated: 05/02/2015
Alison Michalska (Corporate Director for Children and Adults)
SIGNED and Dated: 05/02/2015
Geoff Walker (Acting Head of Strategic Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 02/02/2015
Chief Financial Officer's Comments:

Appendix 1: Commissioning of Home Safety and Improvement (HSI) Service – Financial Implications

Table 1: Amount budgeted per annum for proposed HSI service

Service name	Budgeted value per annum (£)				Contract start date	Period of award	Maximum value of contract for period of award (£)
	2015/16	2016/17	2017/18	2018/19			
Home Safety and Improvement Service	90,082	120,000	120,000	29,918	1 st July 2015	3 years	360,000

Table 2: Proposed funding of service

Budget	Budgeted contribution per annum (£)				Total commitment (£)
	2015/16	2016/17	2017/18	2018/19	
Housing Related Support	75,068	100,000	100,000	24,932	300,000
Decent Homes Assistance for Vulnerable Home Owners	15,014	20,000	20,000	4,986	60,000
TOTAL	90,082	120,000	120,000	29,918	360,000

Appendix 2: Proposed Extension to HIA Contract and Associated Expenditure

Table 1: Extension to HIA contract and cost

Service name	Organisation providing service	Current cost per annum (£)	Period of extension requested	Maximum value of contract extension (£)
Home Improvement Agency	Age UK	164,000	1 st April – 30 th June 2015	40,888
TOTAL		164,000		40,888

Table 2: Proposed funding of extension

Budget	Budgeted contribution for period of extension (£)
Housing Related Support	24,932
Decent Homes Assistance for Vulnerable Home Owners	15,956
TOTAL	40,888

QUALITY AND COMMISSIONING – STRATEGIC PROCUREMENT

Home Safety and Improvement Service

Tentative Procurement Timetable

Key date	Activity	Responsible Lead Officer / Section	Risks / Dependencies
29th January 2015	Collect TUPE data for existing relevant services Deadline requested by 22 nd September (TUPE information to be returned by 26th September 2014)	Procurement	Commissioning providing details of services to be included
By 29th January 2015	Approval by Delegated Decision to proceed with procurement and request delegated authority to award the contract	Commissioning	Delay in approval of DDM
By 29th January 2015	Develop, consult on and finalise service specification	Commissioning / Operational	Delay in finalising service specification
By 6th February 2015	Draft tender (one stage) and contract Documentation and consult with Legal re: relevant contract Ensure that TUPE information is collated prior to Invitation to tender	Procurement / Commissioning / operational / Legal	Delay in consulting with Legal
9th February 2015 – 23rd March 2015	Invitation to tender out – 6 weeks OJEU Deadline for return 23rd March 2015 @ 12 noon	Procurement	Approval to funding Evaluation of qualification questionnaire / finalised spec and invitation to tender documents. Receipt of draft contract from Legal.
23rd March 2015 – 2nd April 2015	Evaluate tenders and hold moderation meeting	All	Dependent upon the capacity of Finance to mark the finance section of tenders. Dependent upon how many tenders submitted.
w/c 7th April 2015	Tender clarifications as appropriate	Procurement / Commissioning / operational	

Appendix 3

<p>w/c 13th April 2015</p>	<p>Award contract – once approved by Director of Q & C</p> <p>Mandatory standstill period 10 days</p>	<p>Procurement</p>	<p>If delegated decision was awarded at DDM, approval of award required on completion of tender to be given by Director of Q & C.</p>
<p>27th April – end of June 2015</p>	<p>Contract negotiations. TUPE process commences</p>	<p>Procurement</p>	<p>Negotiations and TUPE not completed before service commencement date.</p>
<p>1st July 2015</p>	<p>Contract commences</p>	<p>Procurement</p>	

Appendix 4: Equality Impact Assessment Form

Title of EIA / DDM: Commissioning of Home Safety and Improvement Service
Department: Early Intervention
Service Area: Commissioning and Insight
Author (assigned to Covalent): Alan Lowen

Name of Author: Alan Lowen
Director: Candida Brudenell
Strategic Budget EIA

Brief description of proposal / policy / service being assessed:

The commissioning of a Home Safety and Improvement (HSI) Service is proposed in order to replace the current Home Improvement Agency Service (HIA) commissioned by Nottingham City Council (due to expire 31st March 2015),

The core role of both services is to check the safety of the living environment (i.e. fabric and repair of buildings, security, warmth, occurrence of damp, etc and the presence of any other hazards) at home for vulnerable home owners, and to provide advice and support so that improvements can be made so as to reduce the corresponding risks of ill health, injury or loss of independence.

The new HSI service is to be commissioned with the additional responsibilities for the service to manage priority of access, with the aim of maximising the effectiveness of the service in working to prevent avoidable injury, ill health or loss of independence. The new service is also to be required to deliver support to citizens who are vulnerable for reasons in addition to old age (e.g. disability, physical or mental ill health) where this is required. This represents a broadening of the eligibility from that currently in place for the HIA service, which is currently only available to citizens aged 60+.

The new HSI service is to be tendered at a lower annual value than (and approximately $\frac{3}{4}$ of) the value of the current HIA service owing to pressure on NCC budgets resulting from reductions in funding from central government and the increased demand for care and support services for children and vulnerable adults that the Council has committed to provide. The new HSI service is to be required to manage the delivery of support effectively in order to ensure that people who face the greatest risk and who are least likely to be able to reduce these risks without assistance are prioritised.

If agreed, the HSI service is to be delivered from 1st July 2015 in order to allow sufficient time for the conclusion of a competitive tender to select a provider to deliver the service and for the subsequent steps needed to prepare the service for delivery.

A three month extension to the contract for the current HIA service (from 1st April 2015 to 30th June 2015) is proposed in order to prevent a period of non-delivery of support while this process takes place.

Information used to analyse the effects on equality:

Consideration given to analysis presented in the Nottingham City JSNA chapters on Housing and Excess Winter Deaths.

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<p>The proposed broadening of the eligibility for access to the service (i.e. beyond citizens aged 60+) will allow support to be delivered to citizens who may be at equal or greater risk of injury, ill health or loss of independence arising from hazards within the living environment with their home. This means that citizens with physical or sensory impairments, poor mental or physical health, or those with other with other vulnerabilities that put them at increased risk will be able to access support from July 2015 onwards.</p> <p>This arrangement and the loss of some funding (compared with the value of the current HIA service) may also mean that some older citizens will be less likely to be able to access the HSI service or are likely to receive less support from this service (once it is introduced) than through the HIA service currently being delivered.</p>	<p>The new HIA service is to be provided in accordance with the outcome of a competitive tender that will seek to maximise the benefits for citizens from the budget available to the Council to deliver this service. The tender will also require prospective providers to demonstrate how they will respond to the need for support among Nottingham's diverse population, including how they will prioritise support for those citizens most at risk from hazards within their own homes.</p> <p>The responsibility for the new HSI to effectively prioritise the delivery of assistance is expected to ensure that citizens access the support they require (and within a time) that is in line with their level of risk of harm, and with consideration given to their likely ability to manage these risks independently from (or with less support provided by) the service.</p>
Men	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy / Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths / beliefs and those with none	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other: <ul style="list-style-type: none"> vulnerable adults citizens with physical or sensory impairments citizens with poor mental or physical health 	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

The performance of the service is to be monitored by NCC throughout the delivery of the contract in line with a framework to be agreed

with input from the provider selected to deliver the HIS service and other stakeholders.

The impact of the HSI service (with consideration to changes made through this decision) will be subject to frequent review (at 6 month intervals as a minimum) by the Housing and Health Partnership Board throughout the delivery of the contract.

Approved by (manager signature):

Antony Dixon

antony.dixon@nottinghamcity.gov.uk

0115 876 4591

21st January 2015

Date sent to equality team for publishing:

23rd January 2015

Send document or link to:

equalityanddiversityteam@nottinghamcity.gov.uk

APPENDIX 5 - Finance Advice Table

TABLE 1
Profile of spend

<u>2015/16</u>		<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>TOTAL</u>
<u>Apr 15 - June 15</u>	<u>July 15 - March 16</u>				
<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>
0.041	0.090	0.120	0.120	0.030	0.401