

ADULT SOCIAL CARE AND HEALTH CABINET MEMBER MEETING

Agenda Item 40

Brighton & Hove City Council

Subject:	Framework agreement for provision of minor adaptations works to the homes of disabled people in the owner occupied and privately rented sectors		
Date of Meeting:	10th January 2011		
Report of:	Lead Commissioner – Denise D’Souza		
Contact Officer:	Name:	Helena Grace	Tel: 295328
	E-mail:	Helena.Grace@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No. ASC19625.	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

This report seeks approval for the creation of a framework agreement for minor adaptations works to the homes of disabled people, primarily in the owner occupied and privately rented sectors, but also (to a lesser degree) in the public sector. Minor adaptations works are structural and electrical works up to £1000. These works are currently undertaken for Adult Social Care by 4 separate contractors.

A framework agreement will rationalise current arrangements. In addition, it will allow Brighton and Hove City Council to achieve better value for money by offering potential contractors an agreement with increased value which should in turn provide the Council with the advantages of economies of scale. A framework agreement will help to ensure work is ordered and carried out quickly by avoiding the need to obtain a range of quotes for each job. A framework agreement will also ensure that the work is undertaken by specialist contractors who are experienced in the installation of minor adaptations and are sensitive to the needs of disabled people. The value of the framework agreement over 3 years is calculated to be £1.1 million.

2. RECOMMENDATIONS:

That the Cabinet Member:

- 2.1 Approves the procurement of a new framework agreement for minor adaptations works to the homes of disabled people, in the owner occupied, privately rented and public sectors for a term of three years subject to annual review within the term.
- 2.2 Authorises the Lead Commissioner to enter into the framework agreement with contractors following a compliant procurement process.
- 2.3 Authorises the Lead Commissioner of Adult Social Care Delivery Unit to take all steps necessary or incidental to the implementation of recommendations 2.1. and 2.2 and including the awarding of the framework agreement.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Minor adaptations works are provided via the Integrated Community Equipment Service (ICES) on behalf of Adult Social Care (ASC) and Housing. Minor adaptations works in the owner occupied and privately rented sectors are funded by Adult Social Care. ICES administer and hold this budget. ICES also order and process minor adaptations works in the public sector on behalf of the Housing Adaptations Service (HAS. This is then recharged to the Housing Revenue Account Budget with a 10% administration fee. Competent assessors in Adult Social Care, Children’s Services, Health and Housing prescribe from these budgets.

3.2 The minor adaptations works contract in the owner occupied and privately rented sectors was managed and administered within Adult Social Care until March 2004 when it transferred to ICES. Minor adaptations works in the public sector were provided by the HAS.

In 2005 ICES negotiated an arrangement with HAS which allowed ICES to use contractors under HAS’s major and minor adaptations framework agreement, to deliver minor adaptations in the private and owner occupied sectors..

When HAS re procured their new framework agreement earlier this year, the terms of the contract did not extend to the use by ICES (in terms of the ICES specification and value) of HAS’s contractors for delivering minor adaptations in owner occupied and privately rented properties. However ICES continue to access the services of contractors within the HAS framework agreement on a temporary basis, pending the outcome of the current retender.

ICES is also currently processing minor adaptations works in the public sector on behalf of HAS.

3.3 The intended range of work covered by the framework agreement will include but not be limited to:

External galvanised rails	Manual window openers
Internal rails over 600mm	Lever taps
Ramps	Door entry/intercom
Alterations to steps	Raise or provide extra electrical socket
Enlarge door openings	Reinforce wall for rail

3.4 The framework agreement will allow ICES to order the above standard items at competitively tendered prices using an agreed schedule of rates. This eliminates the need to tender each item of work thereby reducing bureaucracy and delays and ensuring a high quality of service.

3.5 The framework agreement will also provide an ongoing relationship with the chosen contractors which will help to ensure a consistent quality of work and knowledge of the needs of the service user group.

3.6 A consistent relationship with the contractors is particularly important when minor adaptations works are provided via the fast track ‘Access Point’ mediated self assessment system. Contractors on the framework agreement will be required to undertake an element of further assessment and under the framework agreement they will be required to undertake in-house training in order to ensure they have the specialist knowledge and skills required. It is essential to have a relatively stable work force so that this level of competency can be maintained and monitored throughout the life of the framework agreement.

- 3.7 Cost effectiveness within the framework agreement means competitive pricing but also quality of service. The pricing is agreed for the 3 year term. However by using a framework structure an element of competition is retained to secure each job which leads contractors to drive up quality standards.
- 3.8. Frequent review meetings with contractors also help to ensure that services are continually improved. All installations will be under a warranty and failure to promptly resolve defects will affect future orders again ensuring the highest levels of quality for minor adaptations works.

4. CONSULTATION

- 4.1 A report in the minor adaptations budget was presented to the ASC Departmental Management Team and the ASC General Managers business meeting in October 2010. The Management teams supported the need to retender the contracts to achieve best value in the current economic climate.
- 4.2 ICES and housing senior managers have been consulted and representatives from these departments are fully engaged in the retendering process.
- 4.3 Further consultation with local residents may be required, following the one year contract review, to establish levels of service user satisfaction. Groups such as the Tenants Disability Network and the Brighton and Hove Federation of Disabled People would be consulted.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The 2010-2011 ASC budget for minor adaptations in owner occupier and privately rented properties is £319,000

£199,000 – annual revenue contribution to capital from the Adult Social Care budget
£120,000 – allocation from the Department of Health Capital funding *

* The capital funding available for 2011/12 onwards has not been confirmed at the time of writing this report.

The proposed framework agreement will allow the necessary flexibility in controlling level of spend on Minor Adaptations within the resources available.

The Housing Revenue Account Disabled Adaption budget funds approximately £80,000 per annum for minor adaptations to council dwellings.

Finance Officer Consulted: Name: Mike Bentley Date: 01/12/10

Legal Implications:

- 5.2 The value of the work to be procured under the framework agreement (£1.1M over three years) is below the EU Directive's threshold for 'works' contracts so the Directive and the corresponding UK Public Contracts Regulations do not apply in full to the procurement of the framework agreement.

However, the Council's Standing Orders ('CSO') for contracts over £75,000 do apply and should be complied with in relation to the procurement of the framework agreement. Under CSO 3.1, the letting of contracts valued in excess of £500,000 may only be authorised by the relevant cabinet member, which in this instance is the Cabinet Member for Adult Social

Care and Health. The Local Authority has a duty to the public purse and the Framework Agreement proposed promotes value for money.

There are no specific Human Rights Act implications arising from this report.

Lawyer Consulted *Name: Isabella Hallsworth* *Date: 02/12/10 and Sandra O'Brien*
20/12/2010

Equalities Implications:

- 5.3 Adaptations promote equality by helping to ensure that disabled people and the elderly frail are empowered to access their homes and local communities.
- 5.4 The provision of minor adaptations work supports Brighton and Hove City Council in delivering on the personalisation agenda on behalf of its residents. National research demonstrates that most service users would choose the one-off provision of reabling equipment or adaptations, which supports their continued independence, rather than the more costly and ongoing intervention of a care package (Better Outcomes, Lower Costs ODI/University of Bristol, 2007)

Sustainability Implications:

- 5.5 Timely provision of minor adaptations works allows disabled people to maintain their independence and contributes towards the council's vision for sustainable communities

Crime & Disorder Implications:

- 5.6 No foreseeable implications

Risk and Opportunity Management Implications:

- 5.7 ICES carries out its duties with regard to minor adaptations under HSE Construction (Design and Management) 2007 regulations. All those expressing an interest in this contract will be required to be members of CHAS (the Contractors Health and Safety Assessment Scheme) and/or SAFEContractor in order to be considered.
- 5.8 Health and Safety will be a standing agenda item for all contractor review meetings.

Corporate / Citywide Implications:

- 5.9 The following council priorities are directly supported by the approval of the proposed framework for minor adaptations works:

Reduce inequality by increasing opportunity - disabled people are empowered to live safely and independently in their own homes and supported to engage fully as citizens of Brighton and Hove by maintaining work, education and leisure activities in the local community.

Better use of public money - competitive tendering and a framework for contractors ensures cost effectiveness: the procurement of best value services and high quality standards.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 **Continue existing arrangement:** not recommended as this should only be a temporary arrangement and it is not protected by a formal agreement. As such it does not offer the benefits outlined above.

- 6.2 **Retender individual jobs with range of contractors:** Not recommended as this would not provide economies of scale or consistent relationship with providers.
- 6.3 **Use of existing HAS Framework Agreement** - terms of the current HAS contract do not extend to works in owner occupier or privately rented sectors.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Ensure best value for minor adaptations works to the homes of disabled people, primarily in the owner occupied and privately rented sectors but also (to a lesser degree) in the public sector through competitive tendering process and economies of scale.
- 7.2 Ensure ongoing high quality of works through competitive framework with a range of contractors.
- 7.3 Ensure timely, efficient service in the provision of minor adaptations to Brighton and Hove City Council residents.

SUPPORTING DOCUMENTATION

Appendices:

- 1. None

Documents in Members' Rooms

- 1. None

Background Documents

- 1. None

