

	<b>Officer Key Decision</b>
	<b>Report from the Corporate Director of Resident Services</b>
	<b>Lead Cabinet Member for Housing, Homelessness &amp; Renters' Security</b>
<b>APPROVAL TO AWARD CONTRACT FOR THE SINGLE HOMELESS PREVENTION SERVICE IN ACCORDANCE WITH PARAGRAPH 13 OF PART 3 OF THE CONSTITUTION</b>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key
<b>Part Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Appendix 2 is exempt from publication in that it contains exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information"
<b>List of Appendices:</b>	1. Tender evaluation grid 2. Social value commitments (exempt) 3. EQIA
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Laurence Coaker Head of Housing Needs Laurence.Coaker@brent.gov.uk

## 1.0 Executive Summary

- 1.1. This report concerns approval to award contract for the Single Homeless Prevention Service to relieve and prevent homelessness for single people and couples without children, with low to medium support needs who do not meet the Priority Need threshold. This report requests individual Cabinet Member approval to award a contract to Pan London Single Homelessness Prevention Service Limited (PLSHPS) for the provision of a Single Homeless Prevention Service for four (4) years from 1 November 2023 to 31 October 2027 in accordance with paragraph 13 of Part 3 of the Constitution

## 2.0 Recommendation(s)

That the Cabinet Member for Housing, Homelessness & Renters' Security having consulted with the Leader:

- 2.1 Approves award of contract to Pan London Single Homelessness Prevention Service Limited for the provision of a Single Homeless Prevention Service for period 1 November 2023 to 31 October 2027 in accordance with paragraph 13 of Part 3 of the Constitution.

### **3.0 Detail**

#### **Contribution to Borough Plan Priorities & Strategic Context**

- 3.1 This contract will contribute to 4 of the priorities in the borough plan through social value, namely:

- Best Start in Life
- Prosperity and Stability in Brent
- A Cleaner, Greener Future
- Thriving Communities

- 3.2 See Appendix 2 for specific social value commitments.

#### **Background**

- 3.3 The Single Homeless Prevention Service (SHPS) is an outcomes based, payments by results service to relieve and prevent homelessness for single people and couples without children, with low to medium support needs as well as working in the longer term to sustain them in accommodation. To maximise long term housing sustainment, the service improves clients' wider personal circumstances, ranging from mental health, employment, family relationships and access to support services, including alcohol or substance abuse.
- 3.4 Since the implementation of The Homelessness Reduction Act 2017 (the 2017 Act), in April 2018, there has been an increase in demand from single homeless people. The demand has risen significantly since April 2022, with an average of 119 applications per week, which again rose to an average of 141 applications per week, over January to March 2023. The service allows the Council to fulfil its statutory duties for a key group of single people who have significant support needs, but a level of vulnerability insufficient to be placed into emergency temporary accommodation.
- 3.5 This contract will enhance the support and assistance available to singles and couples without children.
- 3.6 The Housing Needs Service has also amended how it deals with applications from singles and couples without children. The new model focuses on a face to face drop-in service which is delivered from a Council owned building in Harlesden; partner agencies add significant value through colocation in the building and allow for a more efficient and holistic approach to addressing a person's housing needs by access to employment and skills support, financial inclusion services, and services around mental health and substance addiction.

- 3.7 The Single Homeless Prevention Service will be an integral part of this service delivery and Officers anticipate the new model will serve to transform and strengthen the Council's approach to single homeless people in the borough.

### **Tender Process**

- 3.8 The new contract will be let under the Council's contract terms and conditions for a four year period.
- 3.9 The required service was categorised under Schedule 3 of the Public Contracts Regulations 2015 and the value of the service exceeded the higher threshold of £663,540, the Council advertised the opportunity on the Find a Tender service, the London Tenders Portal and Contracts Finder on 18 July 2023. Bidders were provided with a specification and details of the tender approach and were invited to complete a selection questionnaire, quality, social value and pricing proposals using the Council's Electronic Tendering Facility. One contractor subsequently submitted a bid and passed the selection questionnaire, seven opted out of the opportunity and the remaining 31 suppliers who expressed an interest on the portal did not highlight their reasons for not submitting a tender response.
- 3.10 The tendering instructions stated that the contract would be awarded on the basis of the most economically advantageous offer to the Council and that in evaluating tenders, the Council would have regard to the following:

<b>Criteria</b>	<b>Weighting</b>
Service delivery	15%
Maximising the service offer	2.5%
Accommodation and prevention	7.5%
Diversity	4%
Quality management	2.5%
Mobilisation	7%
Workforce	4%
Risks	2.5%
Quality assurance	2.5%
Evidence collection	2.5%
Social value	10%
Price	40%
<b>Total</b>	<b>100%</b>

### **Evaluation process**

- 3.11 The initial Quality section of the tender evaluation was carried out by a panel of officers from Housing Needs and moderated by Procurement.
- 3.12 All tenders had to be submitted electronically no later than 21 August 2023, 1pm and one valid tender was received. Each member of the evaluation panel

read the tender and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the tender.

- 3.13 The panel met on 26 September 2023 for a moderation and the submission was marked by the whole panel against the award criteria to reach a consensus score.
- 3.14 The bid received was of good quality therefore despite the lack of comparison bids, Officers recommend the award of the contract to Pan London Single Homelessness Prevention Service Limited (PLSHPS).
- 3.15 The contract will commence on 1 November 2023 subject to approval of the recommendation to award and the Council's observation of the requirements of the call-in period noted in paragraph 6.3 below.
- 3.16 The individual Cabinet Member is asked to give approval to these proposals as set out in the Recommendations and in accordance with the Constitution.

#### **4.0 Stakeholder and ward member consultation and engagement**

- 4.1 The individual Cabinet member has consulted the Leader in respect of this contract.

#### **5.0 Financial Considerations**

- 5.1 The contract value from 1 November 2023 to 31 Oct 2027 is £2.1m. In comparison to the previous contract, this is a £500k increase over the 4 years. This will be paid from the Housing Needs General Fund budget. There will be no grant subsidy, as seen in previous years, and the additional cost will be absorbed in the budget. This has also been noted as a risk in the Medium Term Financial strategy.
- 5.2 A financial assessment has been completed to show that PLSHPS limited are financially viable. Also, a letter from the fund lawyers of PLSHPS' has been received, that shows the successful bidder has access to the required working capital for the project.
- 5.3 As this is an outcome based contract, the provider will only be paid once results are shown to have relieved and prevented homelessness for single people and couples without children, as well as provided low to medium support needs, in addition to working in the longer term to sustain them in accommodation.

#### **6.0 Legal Considerations**

- 6.1 The estimated value of this contract over its lifetime, £2.1m, is in excess of the Public Contracts Regulations, PCR 2015 threshold for Services and the award of the contract is therefore governed by the Public Contracts Regulations, 2015. The award is also subject to the Council's own Standing Orders in respect of High Value Contracts and Financial Regulations.

- 6.2 Individual Cabinet Members have delegated authority, in consultation with the Leader, to award High Value Contracts in accordance with paragraph 13 of Part 3 of the Constitution.
- 6.3 Mandatory standstill period does not apply in this case as officers have advised that there was only one tenderer for the service. In accordance with Standing Order 107 (c), the letter of acceptance of tender must be communicated to the successful tenderer as soon as possible subject to 5 days call-in period (SO14(d))
- 6.4 The contract is classed as a Key Decision due to the estimated value. As such, it will need to be entered on the Forward Plan at least 28 days prior to the decision of the Cabinet Member, with the report published on the internet at least 5 days prior to the decision being made.
- 6.5 Immediately following the Cabinet Member making the decision to award the contract, Officers will need to complete an Individual Member Decision Form and submit it to Executive and Member Services.
- 6.6 Any other legal implications relevant to the contract to include TUPE and human rights matters. Officers have advised that there are no TUPE implications as the successful tenderer is also the incumbent provider for the service.
- 6.7 There are unlikely to be any human rights implications for the Council as a result of entering into the contract.

## **7.0 Equality, Diversity & Inclusion (EDI) Considerations**

- 7.1 The public sector equality duty, as set out in section 149 of the Equality Act 2010, requires the Council, when exercising its functions, to have “due regard” to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a “protected characteristic” and those who do not share that protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 7.2 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.
- 7.3 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary. The individual cabinet member is referred to the contents of this

report for information, in particular the Equality Analysis at Appendix 3 of the report.

## **8.0 Climate Change and Environmental Considerations**

8.1 PLSHPS will deliver a programme focusing on reduction of waste sent to landfill and increase recycling rates. See Appendix 2 for specific social value commitments.

## **9.0 Human Resources/Property Considerations (if appropriate)**

9.1 N/A

## **10.0 Communication Considerations**

10.1 N/A

**Report sign off:**

**Peter Gadsdon**  
Corporate Director of Resident Services