

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 03 July 2018

TITLE	Procurement of Household Goods and Emergency Payment suppliers in respect of the Local Crisis and Prevention Fund (LCPF)		
Ward(s)	All		
Author: Matthew Kendall	Job title: Benefits Technical Manager		
Cabinet lead: Cllr Cheney	Executive Director lead: Denise Murray		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report: Approval to go out to full tender for replacement household goods (£500k p.a.) and emergency payments (£200k p.a.) contracts			
<p>Evidence Base: LCPF administers applications from c8000 low income households in crisis/emergency need, requiring either household good(s) and/or short term one off emergency payments. Both are paid as a grant and assist successful applicants to move from often expensive temporary or supported accommodation in to more secure, but unfurnished, secure tenancies and/or with food and fuel poverty via a supermarket voucher that can also be used at PayPoint terminals.</p> <p>Both of the existing LCPF contracts (household goods and emergency payments) expired at the end of April 2018 and were subsequently granted a further 6 month 'waiver' until the end of September 2018 in order to find a fully compliant replacement contract on-going.</p> <p>LCPF is working with Procurement and other related specialist services in order to successfully carry out this tender process, in order for new effective and efficient supplier contracts to be fully in place by October 2018.</p> <p>The two proposed contract terms are for two and half years (Oct 2018 – March 2021) with possible two year extension (April 2021 – March 2023). The values are as below;</p> <ul style="list-style-type: none"> • Emergency Payments: £200k p.a x 2 ½ years = £500k with a possible £400k extension. • Household Goods: £500k p.a x 2 ½ years = £1.25m with a possible £1m extension <p>LCPF has already run two supplier information days and is in the final stages of completing the Information to Tender (ITT) and Specification documents. It is also working with Legal in order to finalise the terms and conditions.</p> <p>A high level procurement timetable is as below.</p>			
Activity	Deadline		
Tender Issued (ProContract)	20 th June 2018		
Clarification Deadline	14:00 12 th July 2018		
Tender Deadline	14:00 19 th July 2018		
Contract award and implementation commencement	w/c 20 th August 2018		
Contract starts	1 st October 2018 – 31 st March 2021		

Recommendations:

That Cabinet

1. Approve the recommissioning of the household goods and emergency payments services on the basis of 2.5 pps 2 years.
2. Delegates authority to the Executive Director for Resources in consultation with the Cabinet Member for Finance, Governance and Performance to procure and award the necessary contracts.

Corporate Strategy alignment:

‘Tackle food and fuel poverty’ –by assisting households with no/low income, in crisis, in a timely and efficient manner, by supplying either essential household goods and/or emergent payment grants and in accordance with the LCPF policy.

‘Reduce the overall level of homelessness and rough sleeping, with no-one needing to spend a ‘second night out’ – by increasing the speed of move on from homeless accommodation in to more secure and cheaper accommodation.

City Benefits:

The successful award of these contracts will the allow the suppliers, on behalf of Bristol City Council, to assist low income families with food and fuel poverty as well as more rapid move on, where inability to acquire furniture which would otherwise inhibit this.

The payment of emergency grants (with wrap around support) alongside the provision of essential furniture will have positive impacts on reducing inequality and improving health and sustainability.

Consultation Details:

Two supplier information days have been delivered to potential suppliers identified through soft market testing and the tender will take place via ProContract in the usual approved manner.

Revenue Cost	N/A	Source of Revenue Funding	N/A
Capital Cost	£ N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>		Income generation proposal <input type="checkbox"/>	
Ongoing cost <input type="checkbox"/>		Saving Proposal <input type="checkbox"/>	

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice:

This paper requests permission to tender for two new suppliers for household goods and for emergency payment ‘vouchers’ in respect of the Local Crisis and Prevention Fund. The current contracts expire at the end of April 2018 and have been granted a 6 month waiver to the end of September 2018 to allow for the opportunity to find fully compliant replacement contracts for the 2.5 years thereafter (Oct 2018-March 2021).

These two new contracts will constitute a combined c£700k p.a. spend over the 2.5 year period, thereby meeting the Council’s key decision criteria (>£500k) for approval by Mayor and Cabinet.

It is confirmed that Local Crisis and Prevention Fund approved budget for 18/19 is sufficient to meet the annual costs of these contracts.

Finance Business Partner: Jemma Prince – Finance Business Partner – 19/3/18

2. Legal Advice: These should be treated as 2 separate contracts and procurements, one for the provision of household goods and the other for the provision of emergency payment vouchers.

Both of these contracts are above the relevant threshold for goods and services and so should be procured via an EU compliant process in accordance with the Public Contract Regulations 2015, in addition to the Council own Procurement Rules.

Procurement and Legal advice should be sought to ensure a compliant process is undertaken and suitable contracts used.

Legal Team Leader: Eric Andrews Team Leader 22/3/18

3. Implications on ICT: None

ICT Team Leader: N/A		
4. HR Advice: No anticipated HR implications		
HR Partner: Celia Williams, HR Business Partner – 20/3/18		
EDM Sign-off	Denise Murray	28/3/18
Cabinet Member sign-off	Cllr Cheney	9/4/18
CLB Sign-off	Jacqui Jensen	17/4/18
For Key Decisions - Mayor's Office sign-off	Mayor's Office	4/6/18

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Combined Background papers	None
Appendix J – Exempt Information	NO
Appendix K – HR advice	NO
Appendix L – ICT	NO

Appendix E – Equalities screening / impact assessment of proposal

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)

Name of proposal	Procurement of Household Goods and Emergency Payment suppliers in respect of the Local Crisis and Prevention Fund (LCPF)
Directorate and Service Area	Neighbourhoods
Name of Lead Officer	Matthew Kendall

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

<p>1.1 What is the proposal?</p> <p>LCPF administers applications from c8000 low income households in crisis/emergency need, requiring either household good(s) and/or short term one off emergency payments. Both are paid as a grant and assist successful applicants to move from often expensive temporary or supported accommodation in to more secure, but unfurnished, secure tenancies and/or with food and fuel poverty via a supermarket voucher that can also be used at PayPoint terminals.</p> <p>Both of the existing LCPF contracts (household goods and emergency payments) expired at the end of April 2018 and were subsequently granted a further 6 month 'waiver' until the end of September 2018 in order to find a fully compliant replacement contract on-going.</p> <p>LCPF is working with Procurement and other related specialist services in order to successfully carry out this tender process, in order for new effective and efficient supplier contracts to be fully in place by October 2018.</p> <p>The two proposed contract terms are for two and half years (Oct 2018 – March 2021) with possible two year extension (April 2021 – March 2023). The values are as below;</p> <ul style="list-style-type: none"> • Emergency Payments: £200k p.a x 2 ½ years = £500k with a possible £400k extension. • Household Goods: £500k p.a x 2 ½ years = £1.25m with a possible £1m extension

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

<p>2.1 What data or evidence is there which tells us who is, or could be affected?</p> <p>A breakdown of current awards that the serviced by the contractors on behalf of LCPF are as below.</p> <p>Emergency Payments</p> <ul style="list-style-type: none"> • Gender <ul style="list-style-type: none"> ○ Male/Female = 48/52% • Age <ul style="list-style-type: none"> ○ under 25 = 15% ○ 25 – 34 = 32% ○ 35 – 44 = 27% ○ 45 – 54 = 19% ○ 55 – 64 = 7% ○ 65+ = 0%

- Household composition (percentages rounded)
 - Single = 58%
 - Single parents = 27%
 - Childless couples = 4%
 - Couples with children = 10%
- Ethnicity
 - White = 75%
 - Asian (or variation of) = 2%
 - Black (or variation of) = 11%
 - Mixed (or variation of) = 6%
 - Other = 6%

Household Goods

- Gender
 - Male/Female = 39/61%
- Age
 - under 25 = 19%
 - 25 – 34 = 35%
 - 35 – 44 = 24%
 - 45 – 54 = 14%
 - 55 – 64 = 6%
 - 65+ = 2%
- Ethnicity
 - White = 65%
 - Asian (or variation of) = 4%
 - Black (or variation of) = 16%
 - Mixed (or variation of) = 7%
 - Other = 8%
- Disability
 - Mental health = 13%
 - Learning difficulties = 2%
 - Physical = 21%
 - Long term health = 3%
 - Visual impairment = 1%
 - None = 60%

2.2 Who is missing? Are there any gaps in the data?

Yes, information around awards made to LGBT and Religious Beliefs is not collected/available.

2.3 How have we involved, or will we involve, communities and groups that could be affected?

The procurement approach will be circulated to relevant suppliers in the normal procurement compliant process via ProContract.

In addition these changes are advertised via a newsletter that circulates on a monthly and quarterly basis (dependent on the stakeholder) that informs relevant stakeholders of the up to date position and future developments of LCPF.

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?

We do not anticipate that the reprocurement process will have an adverse impacts on people with

proposed characteristics. Bristol City Council administers the application process and promotion of the LCPG and this is outside the scope of this recommissioning project.

Recipients of LCPG in Bristol are socio-economically advantaged and we know that some equalities groups are over-represented. 25% of recipients of emergency payments and 35% of household goods are non-White British compared to 16% for the Bristol population overall.

Recipients of emergency payment grants are often young and single people, including many with physical and mental health disabilities. Recipients of household goods awards are often females who may have large families, including a large number with additional protected characteristics including disability. This is also true of households leaving care and trying to sustain a tenancy.

3.2 Can these impacts be mitigated or justified? If so, how?

As this service requires working closely with citizens (including visiting their homes to deliver and install household goods) we need to ensure that the successful provider is able to work well with diverse and complex service users.

As part of the tender process will require potential providers to demonstrate that they will operate in accordance with the Equality Act 2010 and the s.149 Public Sector Equality Duty. We will also ask potential providers about their service delivery model, safeguarding policy etc.

3.3 Does the proposal create any benefits for people with protected characteristics?

Yes – continuation of the fund is reliant on finding new/continuation of suppliers.

3.4 Can they be maximised? If so, how?

Yes – see above

Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?

This EqIA has highlighted the need for us to use the re-procurement of this service to ensure that the supplier of Household Goods and Emergency Payments is competent to work with equalities groups



4.2 What actions have been identified going forward?

Ongoing monitoring of measures in section 4.3 below

4.3 How will the impact of your proposal and actions be measured moving forward?

Measure where any potential impact could be measured as below;

- Additional applications to LCPF
- Additional awards of Emergency Payments and/or Household Goods
- Additional calls/visits to the Benefits Service CSC/CSP
- Less calls/visits to the advice sector/charities/foodbanks

Service Director Sign-Off:  Patsy Mellor	Equalities Officer Sign Off:  Duncan Fleming
Date: 13/6/18	Date: 13/6/2018

Appendix F – Eco-impact screening/ impact assessment of proposal



Eco Impact Checklist

Title of report: Procurement of Household Goods and Emergency Payment suppliers in respect of the Local Crisis and Prevention Fund (LCPF)				
Report author: Matt Kendall				
Anticipated date of key decision: 3 rd July 2018				
Summary of proposals: The proposal is to tender for a replacement contract for emergency payments grants (in order to grant low income households with assistance to buy food or pay utility bills) and/or essential household goods (e.g. white goods and beds).				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	+ive	Include within the contract/ tenders that energy efficient appliances will be procured, ideally with A or above energy efficiency ratings.	
Production, recycling or disposal of waste	Yes	+ve	The procurement of the household goods contracts allows for new and or recycled/ graded household goods. Where old household goods will be disposed of ensure they are disposed of correctly according to WEEE waste regulations where applicable.	
The appearance of the city?	No			
Pollution to land, water, or air?	No			
Wildlife and habitats?	No			
Consulted with: Relevant procurement and legal needs as well as open day with potential suppliers.				

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

The impacts of this proposal are minimal.

The proposals however do include a proposed tender to include reused/recycled household goods, as well as new one to mitigate any environmental impact and an opportunity to purchase energy efficient appliances where possible.

Checklist completed by:

Name:	Matt Kendall
Dept.:	Benefits Service
Extension:	07775 538799
Date:	8 th June 2018
Verified by Environmental Performance Team	Nicola Hares