

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 07 November 2023

TITLE	Framework contract for Temporary Accommodation		
Ward(s)	City wide		
Author: Paul Sylvester	Job title: Head of Housing Options		
Cabinet lead: Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homes	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: <ol style="list-style-type: none">To seek approval to enter a 3-year contract with Click Travel including one optional 12-month extension.To seek approval to spend up to a total of £1.38m on the proposed contract.			
Evidence Base: Homelessness pressures in Bristol <ol style="list-style-type: none">Bristol has experienced rising rates of homelessness. Since the pandemic we have seen a 25% increase in households (average of 510 households a month) approaching Bristol City Council because of homelessness related issues. The number of households in temporary accommodation (TA) is 87% higher than before the pandemic.As of 31st August 2023, there were 1348 households in TA, increasing from 1273 as at 31st March 2023.During the pandemic and “Everyone in” the number of single people accommodated increased significantly. Family homelessness has increased since the end of lockdowns and protections like the eviction ban. The cost of living crisis and continuing challenges around affordability of both home ownership and private renting are contributing to high levels of homelessness presentations. Temporary Accommodation programme <ol style="list-style-type: none">Through the Council’s Temporary Accommodation programme, we are focussed on reducing the cost of TA to the authority, by reducing our reliance on expensive privately managed TA. We are re-commissioning our emergency accommodation framework to reduce costs, increasing the amount of TA provided by BCC and are working with Registered provider partners to increase the supply of supported accommodation.Other live programmes such as the government funded Rough Sleeping Accommodation Programme and the Single Homelessness Accommodation Programme are actively working to increase the supply of supported housing in Bristol, which will directly reduce homelessness and rough sleeping.			

6. We are committed to reducing the Council's use of hotels as TA for clients.
7. BCC currently needs to secure hotel accommodation, as a last resort for clients who are homeless, when there are no other suitable alternatives. This includes clients who are being supported by BCC services including Housing Options, Estates, Adult Social Care (ASC) and Childrens services.

Click travel.

8. Click Travel is an online portal which BCC use to make payments to book hotels. BCC currently has a contract with Click Travel currently in place which ends in March 2024, but this needs to be extended by both length of time and approved spend. The on-line portal is free to use and a 5% discount on hotel prices is applied. Click Travel invoice monthly for total spend in that month.
9. Click Travel are on the NEPO507 Framework Contract for the provision of Travel Management Services.
10. The proposed 3-year contract would start in November 2023 and end in November 2026 with the option of one 12-month extension with a total contract value of £1.38m.

Expenditure on hotels

Table 1 - BCC spend on hotel placements since start of Click Travel contract in April 2023.

	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>Totals per service</i>
<i>Housing Options</i>	£ -	£ 10,598	£ 26,762	£ 47,203	£ 79,020	£ 163,584
<i>ASC, Children's services, and others</i>	£ 17,054	£ 16,852	£ 17,190	£ 15,101	£ 19,610	£ 85,806

11. Our use of hotels has increased in the last few months as more clients have become homeless. The estimated spend in September is comparable to August.
12. We expect the number of placements in hotels to remain at current levels whilst we work on the implementation of the new Temporary Accommodation framework. We expect the majority of these issues to be resolved after six months and expect to see a steady decline in the use of hotels after that. By the third year we expect there to be a steady amount of placements, equivalent to about 2 at any one time, across all departments including Housing Options, Adult Social Care, Children's services and Estates. Estimated spend on hotels for each year of the contract is below.

Table 2 – Estimated hotel expenditure per year

Contract year	Estimated spend
1	£975K
2	£285K
3	£60K
1 year extension	£60K
Total	£1.38m

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Cabinet Member / Officer Recommendations:

That cabinet:

1. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to extend the contract(s) with Click Travel to secure hotel accommodation for clients who are homeless for 3 + 1 years at a cost of up to £1.38m as outlined in this report.
2. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

Corporate Strategy alignment:

1. The Bristol City Council Corporate Strategy 2022- 2027 Theme 5, Our Homes and Communities Priorities has a priority on reducing and preventing homelessness

City Benefits:

1. The proposal will assist people who are rough sleeping and recovering from rough sleeping to access safe accommodation, improving their health and reducing the physical and mental health impact of homelessness.
2. The hotel accommodation will support the reduction of rough sleeping in the city and will prevent people from having to spend time on the streets.

Consultation Details:

N/A

Background Documents:

[Bristol City Council Corporate Strategy 2022- 2027](#)

Revenue Cost	£1.38m	Source of Revenue Funding	Interim and Supported Accommodation budget
Capital Cost	£0	Source of Capital Funding	Not applicable
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: Utilising hotel accommodation is a key tool to tackling homelessness in Bristol and the ability to achieve 5% savings against hotel room rates contributes to easing current budgetary pressures.

Costs of the contract are to be met from current budgetary provisions.

Finance Business Partner: Martin Johnson – Interim Finance Manager Housing & Landlord Services 30 October 2023

2. Legal Advice: The extension of the contract must be in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with the contractual arrangements for the extension.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 30 October 2023

3. Implications on IT: I can see no implications on IT in regard to this activity

IT Team Leader: Alex Simpson – Lead Enterprise Architect 29 September 2023
4. HR Advice: There are no HR implications evident
HR Partner: Celia Williams HR Business Partner – Growth and Regeneration 19 th October 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	19 Oct 2023
Cabinet Member sign-off	Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance Cllr Renhard, Cabinet Member Housing Delivery and Homes	2 Oct 2023 25 Oct 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	30 Oct 2023

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 – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO