

**POLICY & RESOURCES
COMMITTEE**

Agenda Item 89

Brighton & Hove City Council

Subject: Procurement of Temporary Accommodation - Framework Agreements and Approved list of Providers

Date of Meeting: 29TH November 2012

Report of: Strategic Director of Place

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Key Decision: Yes Forward Plan No.

Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The council has a large leasing programme to accommodate statutory homeless households to whom it has a housing duty, and also for providing accommodation for Adult Social Care and Children's Services. The Council is also working jointly with the two universities in the City under Head Leasing to provide for student accommodation.
- 1.2 The demand for accommodation is anticipated to increase substantially over the next few years as a result of the welfare reforms, the economy and the housing market, as the cost of renting privately are increasing at approximately 7%pa, making it more difficult for households on lower incomes to secure accommodation for themselves.
- 1.3 In order to meet this level of demand and ensure we have obtained value for money, we are looking to approach procurement by developing Framework Agreements under EU regulations, where required. This will qualify potential providers in advance and we can then call them off the Framework to provide accommodation as/if demand increases, without the need to re-tender each time.
- 1.4 To address the demands for accommodation over the next 4 years, taking into account the various contracts that are also due to expire and the needs of potential providers, it is agreed that the sensible approach is to have separate Framework Agreements to cover:-

- i) B&B type accommodation
- ii) leased accommodation where the management of it will also be undertaken by the provider on behalf of the council.
- iii) approved list of providers of blocks of leased accommodation that can be managed by the council.

2. RECOMMENDATION

- 2.1 That delegated authority be granted to the Strategic Director of Place in consultation with the Director of finance to set up:
 - i) a framework agreement for the provision of B&B type accommodation, for a duration of four years.
 - ii) a framework agreement for the provision of managed leased accommodation, for a duration of up to four years and
 - iii) an approved list of providers of blocks of leased accommodation that can be managed by the council, for a duration of up to four years .
- 2.2 That delegated authority be granted to the Strategic Director of Place to call off from those framework agreements and the approved list in order to award contracts as required following the recommendations of the evaluation panel and the results of the tendering process.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1.1 B&B Type accommodation.

In summer 2013, the current contracts that we have with our B&B providers are due to expire. This is an opportunity for us to re-set the standards of accommodation and what our expectations are of the providers in terms of management. B&B type accommodation is emergency accommodation which generally consists of a lockable bedroom. It may have en suite bathroom facilities or there may be shared facilities. There may be basic cooking facilities. Meals are not provided. The Framework Agreement will give the Council the opportunity to consolidate these requirements, through one formal procurement activity, and benefit the Council by providing a simpler mechanism for meeting future needs for this type of accommodation. If we didn't have a Framework Agreement for this activity, then we would have to undertake a formal tendering exercise. A Framework Agreement enables us to call off , through a pre agreed process, a qualified provider from the providers on the framework to provide additional accommodation up to the value of the overall Framework.

- 3.1.2 Leased accommodation that would be managed on behalf of the council.
We came across the advantages of a Framework Agreement in October 2010. This enabled the council to achieve benefits in terms of costs and value without having to go through our own tendering exercise. The properties have been leased by the landlord to the council with a third party Orchard and Shipman providing acquisitions and housing management role. This provides landlords with an alternative to the council as their management agent and creates a more diverse and competitive market place within which the council can still achieve its objectives of housing vulnerable homeless families.
- 3.1.3 Approved list of providers of blocks of leased accommodation that can be managed by the council.
In 2015 our 10 year contracts with KEM and Sanctuary Housing Association come to an end under which they have provided significant units of accommodation in blocks. This potential to lease a block to us rather than individual units within a block, enabled those providers to secure funding at competitive rates and hence provide cost effective accommodation. Those contracts are coming up for expiry and so we need to qualify a list of potential providers to re-provide. In addition we have been approached by several developers who own large amounts of accommodation that could be accessed. The advantages of us being able to lease a block rather than individual flats also means that we can take on the management of the common areas that would otherwise sit outside of the agreement and creates difficulties over responsibilities for cleaning and maintenance.
- 3.2 A full list of expiring contracts across the three distinct accommodation and associated service provisions are contained in Appendix 1. In the past we have embarked on numerous tendering exercises to procure these units. The consolidate approach of the proposed framework agreements and approved list is intended to meet the shortfall in demand that the individual leasing route cannot provide for. Appendix 2 contains the Demand profile for the next 4 years. This is based on demand as at 01.04.12 and projected forward at the rate that homeless acceptances are forecast at. Appendix 3 contains the supply profile to meet demand together with projected costs.
- 3.3 We have also been in talks with neighbouring authorities as the boundaries in which to obtain accommodation are blurring due to difficulties in supply and changes to welfare benefits. One of the advantages of Framework Agreements is that we can qualify providers to meet the accommodation needs of other local authorities if they quantify the amount they may wish to call off the Framework at the beginning, so that we can build this in. This means that they would not have to undertake a separate tendering exercise but can call off the providers we have qualified up to the value they have asked for. They would enter into contracts of their own with the provider. This creates efficiencies across councils by avoiding duplication in tendering and it may attract a broader range of providers who are interested in working across boundaries. Lewes District Council, Mid Sussex District Council and Adur and Worthing Councils have all

expressed an interest in being involved in the Framework Agreement. Details of their precise needs for accommodation and how they would draw down from the Framework will be discussed and agreed with them.

- 3.4 Framework Agreements and an approved list of providers for blocks of flats are therefore viewed as the most efficient and effective method of procuring temporary accommodation. The maximum length of time of a Framework is 4 years and it's proposed to enter into framework agreements for this maximum period.
- 3.5 Leases will include adequate break clauses to protect the Council's interest and the Council would not take on any responsibility for major repairs to property structure, exterior or installations. The Council's Head of Law will continue to be closely consulted on the leases in order to ensure the Council's position is properly protected particularly in relation to potential liabilities such as claims for dilapidations/disrepair and rent issues arising during the lease or at lease end.
- 3.6 Previous agreements with housing providers have increased the Council's ability to provide accommodation eg. KEM Properties Ltd have delivered 140 units of emergency accommodation leading to a significant decrease in the number of people living in expensive Bed & Breakfast Accommodation and Sanctuary Housing Association have delivered 37 houses of good quality accommodation.
- 3.7 It is anticipated that initiatives to prevent homelessness will help manage the growth in demand that the council is experiencing due to the current economic climate. Factors such as the high cost housing market, restrictions on mortgage lending and uncertainty in the employment market, as well as the continuing need to meet statutory obligations under the Housing Act, Children Act, and NHS and Community Care Act will continue to put pressure on the council's ability to deliver sufficient temporary accommodation.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 None. Provision of Temporary Accommodation for homeless households is a statutory duty. There will be tendering exercises to qualify potential providers.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The 2012/13 gross budget for Temporary Accommodation and Allocations is £11.983 million and is offset by an income budget (mainly housing benefit) of £11.003 million. This budget is used to acquire accommodation including spot leases and emergency accommodation.

It is anticipated that the Framework Agreement will provide cost effective accommodation and will support the management of expected demand and existing contracts that are due to expiry within the 4 year period. The associated costs of establishing the Framework Agreement will be met from existing resources.

The maximum value for each of the 3 Framework Agreements range from £23.485m to £25.730m over the 4 year period. This is based on 750 properties assuming 414 new properties/units to cover demand and 336 properties/units for those contracts that expiry within the 4 year period. A further 410 properties/units are expected to be acquired through individual leases outside of the Framework Agreement (as detailed in Appendix 2). The Framework Agreement is calculated at a maximum value over the 4 year period and can be called off subject to adequate budget resources and authorisation. Monitoring of the values called off against the Framework Agreement will be completed by the Temporary Accommodation team and reflected in budget monitoring. The values anticipated for 2013/14 will be reflected in the budget strategy.

Finance Officer Consulted: Anne Silley Date:22/10/12

Legal Implications:

5.2 The Council has a statutory obligation to provide accommodation to statutory homeless households.

The frameworks will enable the Council to have sufficient and appropriate properties in place under separate lots to discharge its legal obligations.

The frameworks are being let in accordance with the applicable EU Regulations and the Council's Contract Standing Orders.

Letting of these frameworks will not incur any recurring expenses as the Council would not be bound to use these frameworks and any financial liability shall arise only on award of a specific contract.

The award of frameworks agreements shall enable the Council to meet its housing/accommodation needs in a legally compliant manner

Lawyer Consulted: Oliver Dixon Date: 22/10/12

Equalities Implications:

5.3 Equalities Impact Assessment is attached in Appendix 4 and will be reviewed when we call off to let contracts.

Sustainability Implications:

- 5.4 This proposal will support the commissioning of accommodation locally and working in partnership with the private sector to provide good quality accommodation to meet the corporate needs of the Council. Furthermore it will enable the accommodation needs of our partner councils to also meet their accommodation requirements without the need for them tendering separately. This should encourage a wider range of providers to come forward. This will enable people to become settled.

Crime & Disorder Implications:

- 5.5 None.

Risk and Opportunity Management Implications:

- 5.6 The proposal will contribute to the council's strategic priorities of obtaining better use of public money and contribute towards reducing inequality by providing good quality accommodation suitable for meeting households' needs. Working across geographical boundaries may encourage more providers and hence improve competition. There is a risk that we won't attract any new providers but that would be a greater risk if we were just tendering for one service.

Corporate / Citywide Implications:

- 5.7 We are anticipating an increase in homelessness over the next few years as a result of the economy, housing market and welfare reforms. We have a statutory duty to provide accommodation for those qualifying homeless households and so will need to procure additional accommodation to meet this increasing demand and as it is becoming more difficult to access the private rented market.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The alternative would be to tender separately for each type of accommodation when a) current contracts expire and b) to obtain additional types of accommodation. This would mean that if demand then increases we would have to re-tender again. In addition neighbouring councils would also have to tender for temporary accommodation that they needed and hence it wouldn't be as efficient.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The recommendations have been made so that we can procure accommodation in a more planned and efficient way that will also benefit our partner neighbouring councils.

SUPPORTING DOCUMENTATION

Appendices:

1. Contracts due to expire within the Framework/Approved list period
2. Demand profile
3. Temporary Accommodation supply profile Business Plan
4. Timeline
5. Equality Impact Assessment

Documents in Members' Rooms

1. None

Background Documents - None

APPENDIX 1: List of expiring contracts

Address of Units	No of Units	Expiry Date
Cinderella	11	14/10/2012
The Heathers	18	31/07/2013
Percival Terrace, 3-5	53	25/08/2013
Grand Parade, 17-19	35	16/09/2013
Brunswick Place, 68	18	28/09/2013
Windsor Court	50	29/09/2013
26 Chatsworth Road	9	19/01/2014
Olympus House	38	31/01/2015
16-17 St Georges Place	6	30/09/2015
61 St Aubyns	10	21/10/2015
SHA 10 Yr	39	02/11/2015
40 Brunswick Place	10	21/08/2016
50 Brunswick Place	10	30/10/2016
41 Eaton Place	12	01/07/2019

APPENDIX 2 – Demand profile

This shows the shortfall in supply for each of the 4 financial years and also a further split for the reason i.e. Contract Expiry or New Demand.

Financial Year	Description	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
2013/14	Contract Expiry	261	0	0	0	0	261
	New Demand	86	65	37	11	1	200
	Individual Leases Acquisitions	-64	-53	-29	-8	-1	-154
	Units Required through Framework	284	12	9	4	0	308
2014/15	Contract Expiry	0	0	0	0	0	0
	New Demand	80	73	33	10	1	197
	Individual Leases Acquisitions	-20	-71	-33	-7	-1	-131
	Units Required through Framework	61	2	1	4	0	67
2015/16	Contract Expiry	16	15	21	3	0	55
	New Demand	106	84	37	11	1	239
	Individual Leases Acquisitions	-11	-75	-24	-8	-1	-118
	Units Required through Framework	112	24	35	7	0	177
2016/17	Contract Expiry	20	0	0	0	0	20
	New Demand	162	71	40	12	1	286
	Individual Leases Acquisitions	-11	-65	-24	-7	-1	-107
	Units Required through Framework	172	6	17	6	0	200
Grand Total		627	44	60	19	0	750

Key to table: -

Contract Expiry = those contracts identified with end dates over the next 4 years

New Demand = based on recent trends of increasing acceptances of homeless.

Individual Leases = this is the number of properties that the Acquisitions Team can acquire each year through individual leases, therefore not going through the framework.

This shows that we are anticipate acquiring 750 units against the Framework, (414 new units & 336 for contracts due to expiry) on top of the individual leases of 410 meaning that we will have an additional 824 (414 new units + 410 individual leases) units/properties over the 4 year framework agreement.

APPENDIX 3- Supply profile and Business plan

Supply Profile - This shows the current supply profile (2012/13 Projection) with the anticipated growth in demand / reduction for contract that expiry for each of the 4 financial years.

Framework Agreement	Supplier	Property Size / Name	2012/13 (Projection)	2013/14	2014/15	2015/16	2016/17	
Individual Agreements Not included in Framework but required to calculate the shortfall in supply	PSL	1 Beds	189	199	208	218	227	
		2 Beds	292	316	340	364	388	
		3 Beds	200	220	239	259	278	
		4 Beds	49	56	62	69	75	
		5 Beds	8	9	10	11	12	
	PSL Total			738	799	859	920	980
	KEM 3yr Managed Leases	1 Beds	41	42	43	44	45	
		2 Beds	42	46	50	54	58	
		3 Beds	12	15	18	21	24	
		4 Beds	17	18	18	19	19	
	KEM 3 Yr Managed Lease			112	121	129	138	146
	BHSCH	1 Beds	137	190	199	199	199	
		2 Beds	91	116	159	206	243	
		3 Beds	34	40	50	51	52	
		4 Beds	5	5	5	5	5	
	BHSCH Total			267	351	413	461	499
	Individual Agreements Total			1,117	1,271	1,401	1,519	1,625
Fully Managed Service	Orchard & Shipman	1 Beds	17	17	17	17	17	
		2 Beds	41	41	41	41	41	
		3 Beds	19	19	19	19	19	
		4 Beds	15	15	15	15	15	
	Orchard & Shipman			92	92	92	92	92
	SHA	2 Beds	15	15	15	0	0	
		3 Beds	21	21	21	0	0	
		4 Beds	3	3	3	0	0	
	SHA			39	39	39	0	0
	Windsor Court	1 Beds	50	0	0	0	0	
	Windsor Court			50	0	0	0	0
	Kem Block Booked	1 Beds	21	21	21	21	21	
		2 Beds	37	37	37	37	37	
		3 Beds	9	9	9	9	9	
KEM Block Booked			67	67	67	67	67	
Fully Managed Service Total			248	198	198	159	159	
Emergency Accommodation (Bed & Breakfast - Part Managed Service)	Block Leases	Brunswick Place, 68	18	0	0	0	0	
		Grand Parade, 17-19	35	0	0	0	0	
		Percival Terrace, 3-5	53	0	0	0	0	
		The Heathers	18	0	0	0	0	
		Cinderella	11	0	0	0	0	
		Olympus House	38	0	0	0	0	
	Block Leases Total			173	0	0	0	0
	Spot Purchase	1 Beds	40	0	0	0	0	
B&B Spot Purchase			40	0	0	0	0	
Emergency Accommodation Total			213	0	0	0	0	
Accommodation Only	KEM 10 Yr Leases	41 Eaton Place	12	12	12	12	12	
		61 St Aubyns	10	10	10	0	0	
		40 Brunswick Place	10	10	10	10	0	
		50 Brunswick Place	10	10	10	10	0	
		26 Chatsworth Road	9	0	0	0	0	
		16-17 St Georges Place	6	6	6	0	0	
KEM 10 Yr Leases Total			57	48	48	32	12	
Accommodation ONLY Total			57	48	48	32	12	
Total Supply	1 Bed	685	517	536	531	521		
	2 Beds	518	571	642	702	767		
	3 Beds	295	324	356	359	382		
	4 Beds	89	97	103	108	114		
	5 Beds	8	9	10	11	12		
Total Supply			1,595	1,517	1,647	1,710	1,796	

Business plan - This shows the maximum value for each of the 3 Framework Agreements.

Description	Financial Year	1 Bed (£'000)	2 Bed (£'000)	3 Bed (£'000)	4 Bed (£'000)	5 Bed (£'000)	Total (£'000)
Fully Managed Service, or	2013/14	1,565	181	145	65	0	1,956
	2014/15	4,372	226	164	138	0	4,900
	2015/16	6,037	505	608	248	0	7,398
	2016/17	8,982	813	1,251	430	0	11,476
Fully Managed Service Framework Maximum Cost		20,956	1,725	2,167	881	0	25,730
Emergency Accommodation, or	2013/14	1,419	258	274	151	0	2,102
	2014/15	3,703	301	291	301	0	4,596
	2015/16	4,779	629	1,008	506	0	6,922
	2016/17	6,645	947	1,938	818	0	10,348
Emergency Accommodation Framework Maximum Cost		16,546	2,136	3,511	1,776	0	23,968
Accommodation Only	2013/14	1,390	253	269	148	0	2,060
	2014/15	3,628	295	285	295	0	4,504
	2015/16	4,683	616	988	495	0	6,782
	2016/17	6,511	928	1,898	802	0	10,139
Accommodation Only Framework Maximum Cost		16,212	2,093	3,440	1,740	0	23,485

Example: If all of the 750 properties were acquired under the Accommodation Only Framework Agreement then the maximum that can be called against the Agreement is £23.485m, where as, if the Fully Managed Service Framework was used instead then the maximum that can be called against the Agreement is £25.730m

APPENDIX 4: TIMELINE

1. Fully Managed Service

Specification drafted	22.10.2012
Place Advert	06.12.12
Closing date	30.01.13
Evaluation	Feb 2013
OJEU award notice	13.05.13
Contract start	May 2013

2. Emergency B&B type accommodation

Specification drafted	Jan 2012
Place advert	25.01.13
Closing date	22.03.13
Evaluation	April/May 2013
OJEU award notice	30.06.13
Contract start	04.07.13

3. Accommodation only (blocks)

Specification drafted	April 2013
Place advert	20.05.13
Closing date	18.06.13
Evaluation	July 2013
Contract start	20.09.13

APPENDIX 5 – EQUALITY IMPACT ASSESSMENT

1. Front sheet

Title of EIA	Temporary Accommodation Providers List & Frameworks	Ref No.	
Delivery / Resource / Finance Unit or Intelligent Commissioning name	Housing Commissioning		
Aim of policy or scope of service	<ul style="list-style-type: none"> • To provide more temporary accommodation to house vulnerable homeless households • This is a statutory service, funded through Housing Benefit in a service area experiencing demand growth. • The new properties will benefit vulnerable people, avoiding unnecessary nightly booked hotel accommodation and saving the council the extra expense of this. • The contract will achieve longer term, settled accommodation, more suited to the household's needs. • The current contract for provision of this accommodation will end in 2013 		

2. Record of data/engagement; impacts identified; and potential actions to meet the Duties.

	Data ¹ that you have	Community engagement exercises or mechanisms ²	Impacts identified from analysis (actual and potential) ³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
<p>Community Cohesion (what must happen in all communities to enable different groups of people to get on well together.)</p>	<p>PI's showing increasing number of service users and homeless people. Accommodating vulnerable homeless people means less rough sleeping, fewer anti-social problems and increased safety for vulnerable people and communities.</p>	<p>This is a statutory service and must be provided. Providers will work closely with the Community safety team.</p> <p>Neighbours forums and one off meetings Service users groups</p>	<p>Emergency and temp. accommodation provides marginalised and vulnerable groups with suitable, safe accommodation.</p> <p>There is the potential risk of disturbance to neighbours if the location of new blocks or groups of properties is not considered adequately</p> <p>Properties should be acquired throughout the city promoting mixed communities</p> <p>ASB officers will help to</p>	<p>Assess the impact of blocks or groups of temporary accommodation on the local community, in which the properties are located prior to acquisition, to seek to minimise their impact upon the neighbourhood</p> <p>Prior to acquisition, to identify if there are other blocks or groups of properties in the area where their occupants may have a detrimental effect on the wellbeing of the Council's service users</p>

¹ 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

² These may be ongoing links that you have with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

³ If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.

	Data¹ that you have	Community engagement exercises or mechanisms²	Impacts identified from analysis (actual and potential)³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
			<p>mediate in the event of any complaints from the community based on behaviour of tenants.</p> <p>Neighbours and communities may be unhappy with the location of Framework properties</p>	<p>The location of potential properties to be assessed to ensure that areas in which the properties are located retain a mix of housing</p> <p>Set up liaison and complaints processes for neighbours of Framework properties</p>
Age (people of all ages)	<p>Temporary Accommodation will provide housing for younger people, older people, children and other groups for whom there is a statutory obligation.</p>	<p>Service users groups</p> <p>Service users completion of equalities monitoring form</p>	<p>The Framework will need accommodation suppliers to provide a range of accommodation suitable for all ages</p> <p>The framework will need to provide specialised units for younger people and those with specific identified needs</p>	<p>Accommodation suppliers to seek to procure properties suitable for all ages</p> <p>Accommodation suppliers will have to evidence their compliance with Age equality legislation.</p>

	Data ¹ that you have	Community engagement exercises or mechanisms ²	Impacts identified from analysis (actual and potential) ³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
Disability (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities ¹)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation. This will include people with disabilities who would be considered vulnerable and in need of housing.	Service users groups Service users completion of equalities monitoring form	The Framework will need to provide more accommodation that is or can be adapted for disabled people The framework will need to provide accommodation in locations that are suitable for service users with disabilities Ensuring those with specific identified needs are supported	Accommodation suppliers to identify and seek properties, which can be adapted to suit specific service users disability needs Accommodation suppliers to identify and seek properties, which are in locations that are appropriate for specific service users disability needs Accommodation suppliers will have staff trained and committed to ensuring equality for disabled customers.
Gender reassignment (a transsexual person is someone who proposes to, starts or has completed a process to change his or her	Providing Temporary Accommodation which caters for people from all backgrounds in line with Homelessness legislation	Equalities monitoring forms provide details of service users particular needs and status.	Service users need safe and secure accommodation with direct access to support services	Accommodation suppliers may be requested to provide accommodation that is safe and secure

¹ The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

	Data¹ that you have	Community engagement exercises or mechanisms²	Impacts identified from analysis (actual and potential)³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
gender. A person does <u>not</u> need to be under medical supervision to be protected)	this includes vulnerable groups such as the gender reassignment community		Ensuring those with specific identified needs are supported	accommodation with direct access to support services Accommodation suppliers will have to evidence their compliance with Gender reassignment equality legislation
Pregnancy and maternity (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)	Providing Temporary Accommodation which caters for people from all backgrounds in line with Homelessness legislation particularly pregnant and nursing mothers to ensure the safety and security of both parent and child.	Equalities monitoring forms provide details of the status of women who are vulnerable through pregnancy or maternity periods. This enables the council to ensure that the woman's statutory needs are being met.		The framework will aim to provide accommodation that enables all service users to have fair and equal access to services. Allocation policies ensure that pregnant women and nursing mothers are prioritised for suitable accommodation Accommodation suppliers will have to evidence their compliance with pregnancy and maternity equality legislation

	Data¹ that you have	Community engagement exercises or mechanisms²	Impacts identified from analysis (actual and potential)³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
Race (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation regardless of race, ethnicity, nationality or colour.	Equalities monitoring forms provide details of tenants which are used to monitor race, ethnicity, nationality and colour and ensure fairness of practice..	Tenants will be allocated to properties ensuring that known ASB/Racial aggravation hotspot areas are avoided	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.</p> <p>Specialist Temporary Accommodation ASB officer will casework with families if discriminations occurs and re-house them if required</p> <p>Accommodation suppliers will have to evidence their compliance with Age equality legislation</p>
Religion or belief (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation and regardless of belief system.	Equalities monitoring forms provide details of tenant's requirements in this respect.	Where necessary, tenants will be allocated to properties ensuring that known ASB areas are avoided	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services</p> <p>ASB officer can casework with families if discriminations occurs and re-house them if required</p>

	Data¹ that you have	Community engagement exercises or mechanisms²	Impacts identified from analysis (actual and potential)³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
				Accommodation suppliers will have to evidence their compliance with equality legislation regarding religion/belief.
Sex (both men and women are covered under the Act)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation	Equalities monitoring forms provide details of tenant's sex.	Housing allocations will be appropriate to individuals' requirements in terms of sex e.g. We have temporary accommodation units which are single sex units.	The framework will aim to provide accommodation that enables all service users to have fair and equal access to services. Accommodation suppliers will have to evidence their compliance with equality legislation regarding sex.
Sexual orientation (the Act protects bisexual, gay, heterosexual and lesbian people)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation including those from the LGBT community	Equalities monitoring forms provide details of tenant's orientation.	Service users will be allocated to properties ensuring that known ASB areas are avoided.	The framework will aim to provide accommodation that enables all service users to have fair and equal access to services. ASB officer can casework with families if discriminations occurs and re-house them if

	Data ¹ that you have	Community engagement exercises or mechanisms ²	Impacts identified from analysis (actual and potential) ³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
				<p>required</p> <p>Accommodation suppliers will have to evidence their compliance with equality legislation regarding sexual orientation.</p>
<p>Marriage and civil partnership (only in relation to due regard to the need to eliminate discrimination)</p>	<p>Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation</p>	<p>Equalities monitoring forms provide details of tenant's marital and partnership status.</p>	<p>People from all backgrounds will have access to properties to suit to their particular needs.</p>	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.</p> <p>Accommodation suppliers will have to evidence their compliance with equality legislation regarding marriage and civil partnership status.</p>

	Data¹ that you have	Community engagement exercises or mechanisms²	Impacts identified from analysis (actual and potential)³	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
<p>Other relevant groups eg: Carers, people experiencing domestic violence, substance misusers, homeless people, looked after children etc</p>	<p>Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation particularly vulnerable groups.</p>	<p>Equalities monitoring forms provide details of tenant's particular needs and status. This information is used to ensure the most suitable property available is offered to them.</p>	<p>The framework will help to free up the move-on pathway enabling homeless people to receive the support they need</p>	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.</p> <p>Accommodation suppliers will have to evidence their compliance with equality legislation regarding other relevant groups and evidence what appropriate training has been provided.</p>

3. Prioritised Actions: NB: you should also highlight here if there is potential for cumulative impact across the service or for a specific group.

Action	Timeframe	Lead officer	Evidence of progress	Success measure
Increase the number of framework properties that are suitable or can be adapted for disabled service users	From summer 2013	Acquisitions Manager	A reduction in the number of disabled people are living in unsuitable temporary accommodation or specialist hotel rooms	All disabled people are living in suitable temporary accommodation
Increase the number of framework properties in locations suitable for disabled service users	From summer 2013	Acquisitions Manager	A reduction in the number of disabled people are living in unsuitable temporary accommodation or specialist hotel rooms	All disabled people are living in suitable temporary accommodation
Increase the number of Framework properties that can be used for service users of all ages and families of all sizes	From summer 2013	Acquisitions Manager	Decrease number of nightly booked hotels used for temporary accommodation	All service users are living in temporary accommodation suitable for their needs
Prior to acquisition assess the impact of Framework properties and their occupants (particularly blocks or groups of properties) upon the local community	From summer 2013	Acquisitions Manager	Reduction in the number on neighbours complaints	Minimal or no neighbours complaints
Prior to acquisition assess the impact of anti-social behaviour from existing residents on vulnerable service users in Framework properties	From summer 2013	Acquisitions Manager	Reduction in the numbers of service user complaints of ASB	Minimal or no service user complaints of ASB
Increase the number of safe and secure properties available to vulnerable service users	From summer 2013	Acquisitions Manager	Increased well being of vulnerable service users	
Set minimum standards of management for all accommodation suppliers	April 2013	Acquisitions Manager	Improved management standards, reduction in complaints from service users	All Framework accommodation suppliers adhere to the minimum management standards

Set minimum standards for all properties acquired under the Framework agreement	April 2013	Acquisitions Manager	Improved property standards, less complaints from service users	All properties are maintained to the minimum standard
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Signing of EIA:-

Lead Equality Impact Assessment Officer:

Date:

Head of Service Delivery Unit

Date:

Lead Commissioner (if required):

Date:

Communities and Equality Team

Date:

NB: Actions must now be transferred to service or business plans

You must also complete and submit a summary of the EIA in the Publication Template (see below)

4. Attach data and/or engagement lists as appendices.

Title (of data or engagement)	Date	Main findings	Gaps in data	Contact

**Equalities Impact Assessment
Publication Template**

Name of review:	Procurement of Temporary Accommodation - Framework Agreements and Approved List of Providers
Period of review:	January – August 2012
Date review signed off by Head of Unit / Lead Commissioner:	
Scope of the review:	<p>This Equalities Impact Assessment has been made in relationship to the structured means of procuring temporary accommodation over the next four years using a Framework agreement. This Framework agreement is in addition to the ongoing programme of leasing individual properties.</p> <p>The Council has a large leasing programme to accommodate statutory homeless families, to whom is has a duty of care, and to provide accommodation For Adult Social Care, children's services and the two universities in the City.</p> <p>The demand for temporary accommodation is anticipated to increase substantially over the next few years and from 2013 current contracts on properties will start to end. In order to address the projected shortfall, to meet the level of demand and to ensure we get value for money we are seeking to qualify temporary accommodation suppliers in advance of using their services. We will do this by setting up a Framework agreement to which accommodation suppliers are invited, approved and signed up to. This will allow us to ask accommodation suppliers to provide us with additional</p>

	<p>accommodation as contracts end and as demand increases, without the need to re-tender.</p> <p>To address the varying demands for accommodation over the next four years it is proposed that there are separate Framework Agreements to cover the three areas where temporary accommodation will be required.</p> <p>These three areas are:-</p> <ul style="list-style-type: none"> • Emergency accommodation • Leased accommodation where the properties are managed by the supplier on behalf of the Council • Blocks of leased accommodation managed by the Council
Review team:	Sylvia Peckham, John, Maguire, Martin McCurdy; Luke Taylor
Relevant data and research:	<p>Temporary Accommodation Strategy</p> <p>Provider List and Managed properties reports</p> <p>Service user feedback data by equalities streams</p> <p>Staff consultation</p>

<p>Consultation: indicate who was consulted and how they were consulted</p>	<p>Consultation with was carried out with service users, potential emergency accommodation suppliers and current temporary accommodation providers.</p> <p>Service user information is obtained from their equalities monitoring forms and regular service user communications</p> <p>Potential emergency accommodation providers were consulted through a pre-tender approval process</p> <p>Current temporary accommodation providers have been consulted through regular liaison meeting and communications</p>
<p>Assessment of impact, outcomes and key follow-up actions:</p>	<p>The assessment of the 'Procurement of Temporary Accommodation - Framework Agreements and Approved List of Providers' is looked at in terms of its impact upon the on the differing groups within the diverse community within our accommodation. The Priority Equality strands are;</p> <ul style="list-style-type: none"> • Age • Disability • Ethnicity • Gender (including transgender) • Religion of Belief • Sexual orientation <p>In addition to the above this structured means of acquiring temporary accommodation is directly aimed at some of the most socially excluded groups that are found within the Social Exclusion Key Groups, namely:</p> <ul style="list-style-type: none"> • Homeless people • Unemployed people • People employed on a part time, temporary or casual basis

- People with mental health needs
- People with substance misuse issues
- People with HIV
- Refugees and Asylum seekers
- Ex-offenders and people with unrelated convictions

The Temporary Accommodation service deals with service users who come from the six equality strands and the eight social exclusion groups mentioned above. The aim of the Framework agreement is to provide good quality temporary accommodation to service users that meet their needs, requirements and expectations.

This Equalities Impact Assessment is designed to highlight the issues affecting any of the priority equality groups, or social excluding groups and ensure that, within the bounds of legislation and the availability of properties, these issues can be addressed.

As the property market in the South East continues to remain strong the acquisition of temporary accommodation will continue to be largely supply led. Thus, it is anticipated that the use of the Framework Agreement for the acquisition of properties is unlikely to have an adverse impact upon service users. However, within the Framework Agreement structure and the specification for the accommodation providers there is the opportunity to have a positive impact on the temporary accommodation that is available for service users.

The following key actions are intended to be embodied in the specification for the accommodation providers and in the instruction to suppliers:-

- Suppliers to seek and identify properties that have level access or are suitable for adaptations so that temporary accommodation can provide homes to service used in wheel chairs and/or those who have a disability and have difficulty in negotiating steps and stairs

	<ul style="list-style-type: none"> • Prior to acquisition, suppliers and temporary accommodation to assess the impact of blocks or groups of temporary accommodation on the local community to seek to minimise their impact upon the neighbourhood. • Prior to acquisition, suppliers and temporary accommodation to identify if there are other blocks or groups of properties in the area where their occupants may have a detrimental effect on the wellbeing of the Council's service users • Suppliers to ensure all properties acquired under the Framework agreement are of a minimum physical standard to protect the health and wellbeing of the Council's service users • Suppliers to seek to acquire a variety of types and sizes of properties that provide accommodation suitable for all ages and all sizes of family • Suppliers and temporary accommodation to seek to acquire properties under the Framework agreement that give the Council value for money • Suppliers to avoid acquiring properties in areas known to have ASB racial aggravation issues • Temporary Accommodation to monitor potential properties through the pipeline to ensure that areas retain a mix of housing promoting community cohesion • Set standards of management will be required for all accommodation suppliers who have 'signed up' to the Framework agreement.
<p>Name and contact details of lead officer responsible for follow-up action:</p>	<p>Martin McCurdy – Acquisitions Manager Tel: 01273 293786 Mobile: 07825 862501 Email; martin.mccurdy@brighton-hove.gov.uk</p>

**For further information
on the assessment
contact:**

Martin McCurdy

