

Cabinet Meeting		Agenda Item: 7
Meeting Date	13 April 2022	
Report Title	Extension of Staying Put Framework	
Cabinet Member	Cllr. Ben Martin, Cabinet Member for Housing	
SMT Lead	Emma Wiggins, Director Regeneration and neighbourhoods.	
Head of Service	Charlotte Hudson Head of Housing and Community Services.	
Lead Officer	Susan Hughes	
Key Decision	Yes	
Classification	Open	
Recommendations	1. Cabinet approves the extension of the contractor framework for Staying Put started April 2020 for an additional 2 years until April 2024.	

1 Purpose of Report and Executive Summary

- 1.1 The current framework contract expires on 29 April 2022. In 2020 the Staying put team carried out a one stage tender process based on the most economically advantageous tender (MEAT) which was evaluated on 40% price and 60% quality. This started April 2020 for 2 years with an option to extend for additional 2 years.
- 1.2 This report summarises the procurement process and the benefits of this framework and seeks Cabinet approval of the recommended contractors to be extended for a further 2 years.

2 Background

- 2.1 Staying Put is the Council's in-house Home Improvement Agency, which provides adaptations and repairs within the homes of elderly and vulnerable residents across the Borough. The service manages a Contractor Framework for the delivery of works funded primarily through Disabled Facilities Grants (DFGs). The current Framework started in April 2020 and consists of 16 contractors as 2 have been taken off the list due to not meeting the quality standards required.
- 2.2 The Framework operates as a preferred suppliers list for physical works carried out in people's private homes. Works undertaken through the Framework are DFG adaptations to properties, such as the installation of flush-floor showers, work to

prevent falls, such as the installation of grab rails, work to enable people to be discharged from hospital; such as moving bedrooms downstairs; and other minor works and adaptations to a property, such as installing wheelchair ramps or clearing rooms where hoarding has been taking place to allow a person to live safely. The Council undertook a procurement exercise for a new framework agreement in April 2020 for a 2 plus 2 years to enable us to continue if this system was working well which it is.

- 2.3 Funding for works under the Contractor Framework is secured through Swale's Disabled Facilities Grant (DFG). DFG's can be used for home adaptations, home repair works and for work associated with hospital discharges and falls prevention namely works that fall within the Housing Assistance Policy.
- 2.4 In addition, rates for individual types of works are fixed under the Framework Agreement, meaning that the Council knows the costs of works for the lifetime of Agreement and that they are competitive, providing better value for money for the customer and taxpayers. If the Council were to seek quotes for each item of individual work, there would be less control over costs
- 2.5 16 of the 18 contractors are still on the list and the list is working well. Therefore, it is proposed to continue this contract for a further 2 years. Some works may be small like galvanised rails and some larger like flush floor showers and extensions. 9 of the companies are local to Swale. All 9 local builders are in the top 10. We will continue to use the top scoring 10 contractors and if any contractor is taken off or decides to stop working with us, we will then use the next contractor from the waiting list.
- 2.6 The following is the list of builders that are still on the list.

Placing on list	Propose to use from April 2020		Waiting list
1	JD Systems	11	Advance Building and Maintenance Services
2	Hubbard and Houghton	12	DBM Properties Limited
3	Daytrad	13	MCL Mechanical Houlding Limited
4	Gregory Kent Limited	14	Tailored Maintenance and Home Improvements
5	Acorn Maintenance Services Limited	15	Metro Rod

Placing on list	Propose to use from April 2020		Waiting list
6	Astral Limited	16	Perfect Homes Limited
7	South East Builders		
8	Willow Tree Homes Solutions		
9	Evolve Mas UK Limited		
10	Wynsdale (for clearing only)		

3 Proposals

- 3.1 Cabinet approves to extend the contractor framework for Staying Put started April 2020 for an additional 2 years until April 2024, with the remaining 16 contractors on the current framework,

4 Alternative Options

- 4.1 If extension of this Framework Agreement is not put in place, works would need to be procured using the Council's Contract Standing Orders approach to procurement, i.e. a new tender process would have to be undertaken.

5 Consultation Undertaken or Proposed

- 5.1 Customer satisfaction surveys are carried out following works being undertaken. Customer feedback from previous clients was used to inform the specification used during the procurement exercise.

6 Implications

Issue	Implications
Corporate Plan	Appointing contractors that meet a good quality standard and provide good value for money is supporting the priorities within the emerging corporate plan. Appointing contractors that meet a good quality standard and provide good value for money is supporting the priorities within the corporate plan as works in Priority 1 1.2 and Priority 3 3.1 and 3.2.

Issue	Implications
Financial, Resource and Property	<p>Works undertaken as part of the Contractor Framework Agreement are provided under the Disabled Facilities Grant (DFG). This has been growing over the years due an increased Grant budget.</p> <p>Anticipated annual spend on the framework contract will be £1,000,000 per year. The value of the extension for the next two years is therefore, estimated as £2,000,000</p>
Legal, Statutory and Procurement	<p>The nature of the works carried out under this agreement fall under the Public Contracts Regulations, constituting Works within the meaning of the Regulations.</p> <p>The total value of contract works over a 2-year period has been estimated at £2,000,000.</p> <p>In consideration to the Public Services (Social Value) Act 2012 a percentage of the scoring was contributed to social value. This encouraged contractors to use local employees and some gave examples of things they have done to support the local community with a few saying they support work experience places.</p>
Crime and Disorder	None identified at this stage
Environment and Sustainability	None identified at this stage
Health and Wellbeing	<p>The works carried out under the Framework will have a positive impact on the health and wellbeing of elderly and disabled residents across Swale. Works undertaken will provide adaptations and home improvements that will make residents' homes safer and help them to live in their own homes for longer rather than either staying in hospital or moving into residential care.</p>
Risk Management and Health and Safety	<p>The management of financial and operational risks, including health and safety, were considered as part of the Council's agreed procurement processes. Successful organisations will be required to ensure that they comply with minimum health and safety standards and adhere to the Council's Health and Safety policy. Responsibility for health and safety of contractors will remain with the contractor organisation.</p>

Issue	Implications
Equality and Diversity	<p>The new Framework will actively support elderly and disabled residents within Swale, by helping them to live in their own homes for longer.</p> <p>As part of the procurement exercise, bidders were asked to confirm their commitment to comply with the Equalities Act 2010 around discrimination. They were also checked to ensure that they have not been found guilty of any unlawful discrimination or been subject to a formal investigation by the Commission for Equality and Human Rights (CEHR) within the proceeding three years.</p> <p>These proposals do not envisage any change in the level of service provision to residents with particular protected characteristics (age, disability) and therefore does not require a formal impact assessment.</p>
Privacy and Data Protection	<p>Information from customers is held on the Foundations database. All personal information held as part of the DFG application process or Staying Put casework is protected from unauthorised access or disclosure as per council policy.</p>

7 Appendices

None

8 Background Documents

[Cabinet meeting report 12 Feb 2020](#)

[minutes from 12 Feb 2020 cabinet meeting](#)