

REPORT TO: STRATEGY & RESOURCE COMMITTEE

Date: 7th October 2019

**TOPIC: WAIVER TO CONTRACT PROCEDURE RULES FOR
THE APPOINTMENT OF A CONSULTANT FOR
RESEARCH**

**REPORT BY: JAIMIE JEYES, AFFORDABLE HOUSING SERVICE
LEAD**

1 INTRODUCTION

- 1.1 A bid to the LGA Housing Advisers Programme 2019/20 was submitted Thursday 19th September for the next stage of work into the opportunity of establishing a Local Housing Company and the potential use of empty homes.
- 1.2 If successful, it would be more efficient in terms of both money, quality and time to employ the same consultancy organisation who carried out the initial phase one research in North Devon after a successful bid in 2018/19.

2 RECOMMENDATIONS

- 2.1 That Members waive the Contract Procedural Rules and appoint Altair to carry out phase 2 of our research into a Local Housing Company.
- 2.2 This decision is subject to NDC's bid to the LGA Housing Advisers Programme 2019/20 being successful.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The work is over the limit of £40,000 so is a Committee Decision.
- 3.2 Appointment of the same consultant as the phase one work will be more efficient in terms of both money, quality and time
- 3.3 The removal of a tender requirement will ensure there are no delays: The timeline of 9 month's work is very tight - the LGA deadline is 31st July 2020 for completion of the project.

4 REPORT

- 4.1 The NDC bid to this year's LGA Housing Advisers Programme requested £50,000 for the associated consultancy work and at the time of writing this paper the decision is unknown. The deadline for decisions is 4th October.
- 4.2 Approximate costs have been established at £58,000, which exceeds the available funding of £50,000 per project. This covers:
 - 4.2.1 Establishing an empty homes programme
 - 4.2.2 Detailed work into the opportunity of setting up a Local Housing Company in North Devon (at which point a paper would be presented to Committee before Officers would move to the final step)
 - 4.2.3 Project management of setting up the Local Housing Company and getting it "ready to go". (with the caveat in 4.2.2 above of Committee approval)
- 4.3 Altair Ltd was procured by LGA for our successful 2018/19 bid to look into the principles of setting up a Local Housing Company for the provision of supported affordable housing for vulnerable members of our communities. The final report was published in June 2019.
- 4.4 SMT considered the report and supported the next bid. They also recommended a report be presented to the Strategy & Resource Committee (which is to be presented on 7th October in Part A and Part B).
- 4.5 Officers would like to request a waiver from the Contract Procedural Rules to appoint Altair to carry out the next phase of work due to:
 - 4.5.1 The consistency of using the same consultant to further the research already carried out in phase 1 of the bid.
 - 4.5.2 To achieve value for money as there are likely to be economies of scale from using the same consultant for both pieces of work; we will aim to get the work done within the bid ceiling of £50,000 by removing duplicate research that has already been carried out within the phase one work.
 - 4.5.3 Altair understand the North Devon area market and are also experts in their field around Local Housing Companies (selected by LGA for this work nationally).
 - 4.5.4 They are a one-stop shop. Finding expertise in each area (finance, tax, legal, housing market etc) would mean multiple contracts with multiple organisations and finding someone to bring all the work together and find the most appropriate links.
 - 4.5.5 Any procurement exercise will also add additional delays into the project. It is urgent because the LGA deadline is 31st July 2020 for completion of the project and the timeline of 9 months' work is very tight.

5 RESOURCE IMPLICATIONS

5.1 None, this will be funded by the LGA Housing Advisers Programme 2019/20 if NDC is successful.

6 EQUALITIES ASSESSMENT

6.1 N/A.

7 CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Part 3, Annex 1.1	Delegated

8 STATEMENT OF CONFIDENTIALITY

8.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

9 BACKGROUND PAPERS

9.1 The following background papers were used in the preparation of this report:

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The background papers are available for inspection and kept by the author of the report.

10 STATEMENT OF INTERNAL ADVICE

10.1 The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

Author: Jaimie Jeyes, Service Lead Affordable Housing
Date: 25.09.2019
Reference: June 2019 S&R Cttee – Waiver – LGA HAP bid 19-20