

Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Helen Pighills
Key decision?	Yes
Date of decision (same as date form signed)	14 July 2023
Name and job title of officer requesting the decision	Phil Ealey Housing Needs Manager
Officer contact details	Tel: 07717 275498 Email: phil.ealey@southandvale.gov.uk
Decision	<p>To enter into two contracts with the new service provider Oxford City Council; Oxfordshire County Council and South Oxfordshire District Council to provide the Home Improvement Agency (HIA) service.</p> <p>The main contract is for three years with an option to extend by two years. The second contract is for six months and relates to a backlog of 81 cases left by the previous service provider.</p>
Reasons for decision	<p>The Housing Grants, Construction and Regeneration Act 1996 places a statutory duty upon local housing authorities to provide Disabled Facilities Grants (DFGs) for residential adaptations where the appropriate legislative conditions are met.</p> <p>The HIA service facilitates the delivery of disabled adaptations to allow residents in need of support to remain safely and independently in their own homes (The main types of adaptations funded by DFGs are stairlifts, level-access showers and access ramps).</p> <p>The main role of the HIA service provider is to provide technical expertise to design adaptations in the home; to engage an approved contractor, and to ensure the works are completed to a high standard.</p> <p>The procurement of the HIA service was led by Oxfordshire County Council. Oxfordshire County Council led on previous procurements of the service and have experience of the market.</p>

	<p>An open invitation to tender for the contract was issued by Oxfordshire County Council and two tenders submissions were received.</p> <p>Officers from Oxfordshire County Council and South Oxfordshire and Vale of White Horse District Council evaluated the tender submissions and evaluated on a 42 per cent price; 42 per cent quality and 16% social value award criteria basis.</p> <table border="1" data-bbox="405 439 1279 627"> <thead> <tr> <th>Rank</th> <th>Supplier</th> <th>Evaluation score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Oxford City Council</td> <td>94.70%</td> </tr> <tr> <td>2</td> <td>Supplier B</td> <td>86.88%</td> </tr> </tbody> </table> <p>Oxford City Council were assessed as the best bidder to provide the Home Improvement Agency Service.</p> <p>The contract includes a novation clause for Oxfordshire County Council to withdraw from the main contract from 1 October 2023 and instead pay their annual funding contribution direct to the district councils. This reflects the arrangement with other district councils in Oxfordshire.</p> <p>The second contract is between the same parties and is to clear a backlog of 81 DFG cases inherited from the previous service provider.</p>	Rank	Supplier	Evaluation score	1	Oxford City Council	94.70%	2	Supplier B	86.88%
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1	Oxford City Council	94.70%								
2	Supplier B	86.88%								
<p>Alternative options rejected</p>	<p>An alternative option would be for the HIA service to be provided in-house by the council. The new contract period will allow time to consider delivery of the service going forward.</p>									
<p>Climate and ecological implications</p>	<p>None</p>									
<p>Legal implications</p>	<p>The Home Improvement Agency contracts, drawn up by Oxfordshire County Council, have been reviewed by South and Vale.</p>									
<p>Financial implications</p>	<p>The cost of the main contract and the “backlog” contract, including all fees, will be fully met within existing budgets from the council’s DFG funding allocation.</p> <p>The DFG funding allocation 2023/24 for Vale of White Horse District Council is £1,638,973.</p> <p>The contributions from Oxfordshire County Council are calculated in accordance with a countywide funding agreement.</p>									

The main contract contributions are:

	2023/24	2024/25	2025/26	2026/27	2027/28	5 Year total
Oxfordshire County Council	£273,446.00	£258,688.20	£258,704.43	£258,714.76	£258,727.29	£1,308,280.68
South Oxfordshire	£ 43,244.03	£ 40,910.16	£ 40,912.73	£ 40,914.36	£ 40,916.35	£ 206,897.63
Vale of White Horse	£ 54,054.97	£ 51,137.64	£ 51,140.84	£ 51,142.88	£ 51,145.36	£ 258,621.69
Total	£370,745.00	£350,736.00	£350,758.00	£350,772.00	£350,789.00	£1,773,800.00

The main contract contributions from Oxfordshire County Council will be paid to South and Vale rather than to the service provider from 1 October 2023.

The service provider receives the contract costs plus a percentage fee for each DFG adaptation. The fee is normally 15 per cent of the cost of the works and is paid by the district council in which the works were located.

In 2022/23, 119 DFG works were completed in South Oxfordshire and 218 in Vale of White Horse under the previous contract.

The value of the main contract over five years is £1,773,800, plus indicative fees of £300,000 per annum, of which approximately £200,000 would be payable by Vale of White Horse.

The “backlog” sub-contract is paid on a fees only basis with a maximum value of £192,000. South and Vale will pay the normal 15 per cent fee, with Oxfordshire County Council contributing an additional 5 per cent fee.

The indicative cost to Vale of White Horse of the “back-log” contract is a maximum of £72,000.

The cost to Vale of White Horse of the main and “backlog” contract will be fully met from the Disabled Facilities Grant allocation.

Other implications

None

Background papers considered

None

Declarations/ conflict of interest? Declaration of other councillor/ officer consulted by the Cabinet member?

None

List consultees		Name	Outcome	Date
	Ward councillors	n/a		
	Legal legal@southandvale.gov.uk	Christine Cox	Agreed subject to one amendment. <i>[now amended]</i>	23.06.2023
	Finance Finance@southandvale.gov.uk	Emma Creed	Agreed by Finance	29.06.2023
	Human resources hradminandpayroll@southandvale.gov.uk	n/a		
	Climate and biodiversity climateaction@southandvale.gov.uk	n/a		
	Diversity and equality equalities@southandvale.gov.uk	Lynne Mitchell	I support this request. HIA provide an invaluable service to our more vulnerable residents by making adaptations to their homes to enable them to continue living independently. A service that is vital and can make such a difference to their quality of life, not just physically but mentally as well.	28.06.2023
	Strategic property Property@southandvale.gov.uk	n/a		
	Health and safety healthandsafety@southandvale.gov.uk	n/a		
	Risk and insurance risk@southandvale.gov.uk	n/a		
	Communications communications@southandvale.gov.uk	Gail Buckle	As this is highly operational in nature, no external proactive comms needed.	29.06.2023
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	No			
Has this been discussed by Cabinet members?	No			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature ____ Councillor Helen Pighills _____ Date _____ 14 July 2023 _____			

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 17 July 2023	Time: 12:37
Date published to all councillors	Date: 17 July 2023	
Call-in deadline	Date: 24 July 2023	Time: 17:00

Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must hand-sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.
Tel. 01235 422520 or extension 2520.
Email: democratic.services@southandvale.gov.uk
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
 - refer the decision back to the Cabinet portfolio holder for reconsideration or
 - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
 - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:

- (a) to incur expenditure, make savings or to receive income (except government grant) of more than £75,000;**

- (b) to award a revenue or capital grant of over £25,000; or**
- (c) to agree an action that, in the view of the chief executive or relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.**

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
 - Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
 - Changes to the household waste collection policy (affects all households in the district)
 - Reviewing a housing strategy (could have a significant impact on residents in many wards)
 - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
 - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.