



**Decision by Portfolio Holder**

**Report reference: HPS-005-2018/19**

**Date of report: 19-February-2019**

**Portfolio: Housing & Property Services**

**Author: Russell Wallace (Ext 4303) Democratic Services: J Leither**

**Subject: Procurement of Bed & Breakfast Accommodation**

**Decision:**

- 1. That the Council enters into a contract until 30 September 2020, with Metro Properties Limited (Cranbrook Hotel, Woodlands Lodge and York Hotel), Landmark Housing Group (Park Hotel); The Oasis Hotel, Old Harlow and the Thatched House Hotel, Epping at the room rates set out in Appendix One of this report, to provide interim and temporary bed and breakfast accommodation to homeless applicants;**
- 2. That the hotels be used to accommodate homeless applicants having regard to room rates, availability, the needs of the applicant and other management reasons;**
- 3. That, in cases where the accommodation is either unavailable, unsuitable, or should not be used for management reasons, homeless applicants be placed in bed and breakfast accommodation, not having regard to room rates, at the discretion of the Service Director for Housing and Property Services; and**
- 4. That, should none of the hotels listed be able to provide suitable accommodation for any homeless applicant, the Service Director for Housing and Property Services be authorised to approach other hotels for a placement, ensuring that best possible value for money is achieved.**

<b>ADVISORY NOTICE:</b>	
<i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i>	
I have read and approve/ <del>do not approve</del> (delete as appropriate) the above decision:	
Comments/further action required: None	
Signed: Cllr S Stavrou	Date: 21 <sup>st</sup> February 2019
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i>	<i>Dispensation granted by Standards Committee: Yes/No or n/a</i>
None	N/A
<b>Office use only:</b>	
Call-in period begins: 22 <sup>nd</sup> February 2019	Expiry of Call-in period: 1 <sup>st</sup> March 2019

**After completion, one copy of this pro forma should be returned to Democratic Services IMMEDIATELY**

**Initialed as original copy by  
Portfolio Holder:**

**Reason for decision:**

The proposal will enable the Council to ensure that a local bed and breakfast service is available for homelessness applicants at the lowest possible cost whilst meeting the needs of applicants.

**Options considered and rejected:**

Not to accept and approve the room rates submitted by the tenderers.

**Background Report:**

1. Under the Housing Act 1996 Part VII as amended, when the Council has reason to believe that any homeless applicant has a priority need for accommodation, it has a statutory duty to arrange interim accommodation for the applicant. If, following investigation, it is determined that a full housing duty is owed, temporary accommodation can be provided until the duty is discharged (by providing a 2-year fixed term tenancy). Generally, most homeless households spend around six months in temporary accommodation.

2. To meet its duty, the Council uses a variety of interim and temporary accommodation. The homeless person's hostel at Norway House, North Weald is generally used for families with children (or expectant mothers). Hemnall House, Epping is generally used to house single people with support needs, on a temporary basis. The Council also works in partnership with the Essex Young Persons Project (EYPP) provide accommodation to other vulnerable single homeless people.

3. Although families are not generally placed in bed and breakfast hotels, such accommodation is often used for single homeless applicants where there is no capacity at Norway House, or if it may not be suitable to place them in the homeless persons hostel or other temporary or interim accommodation (e.g. because of anti-social behaviour). All hotels used for this purpose are inspected to ensure they meet with certain management requirements including providing adequate living conditions, being insured and having valid fire safety risk assessments.

**Tendering of Terms for Bed and Breakfast Accommodation**

4. As the current contract is about to expire, it has been necessary to contact the existing providers and seek their willingness in submitting bids to continue with their services for a further period of 18 months from the date of expiry on the existing contract on 31 March 2019.

5. Following contact with all three providers they all decided to submit bids for an 18-month period on expiry of the existing contract.

6. The outcome of the Invitations to Tender including the room rates and other requested information is set out as at Appendix One.

7. In accordance with the decision previously made by the Cabinet, the hotels will be used to accommodate homeless applicants, based on the most economically advantageous option, having regard to room rates, availability, the needs of the applicant and other management reasons. In cases where the accommodation provided by the lowest tenderer is not available, not suitable for the applicant or should not be used for management reasons, homeless applicants would not have to be placed in bed and breakfast accommodation provided by the lowest tenderer.

8. The Housing Portfolio Holder is asked to agree that the Council enters into a contract until 30 September 2020, with the Hotels listed in Recommendation 1 to provide interim and temporary bed and breakfast accommodation to homeless applicants to whom the Council owes a duty. Furthermore, that the Hotels be used based on the most advantageous option, having regard to

room rates, availability, the needs of the applicant and other management reasons.

9. It is also recommended that in cases where the accommodation is either unavailable, unsuitable, or should not be used for management reasons, homeless applicants be placed in bed and breakfast accommodation not having regard of room rates at the discretion of the Service Director for Housing and Property Services.

10. The Housing Portfolio Holder is further asked to agree that, should none of the hotels listed be able to provide suitable accommodation for any homeless applicant, the Service Director for Housing and Property Services be authorised to approach other hotels for a placement, ensuring that best possible value for money is achieved.

**Resource Implications:**

Expenditure budget for 2019/2020 £270,000

**Legal and Governance Implications:**

Housing Act 1996 Part VII as Amended

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None undertaken

**Background Papers:**

Existing B&B Contract  
Invitations to Quote

**Impact Assessments:**

**Risk Management:**

Non-payment of B&B charges by homeless applicants

**Key Decision Reference (Y/N):**

No.

**Equality Analysis:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to the report.