

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	Maggie Filipova-Rivers
Key decision?	Yes
Date of decision (same as date form signed)	18 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 Vale of White Horse 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>

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.

Rank	Supplier	Evaluation score
1	Oxford City Council	94.70%
2	Supplier B	86.88%

Oxford City Council were assessed as the best bidder to provide the Home Improvement Agency Service.

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.

The second contract is between the same parties and is to clear a backlog of 81 DFG cases inherited from the previous service provider.

Alternative options rejected

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.

Climate and ecological implications

None

Legal implications

The Home Improvement Agency contracts, drawn up by Oxfordshire County Council, have been reviewed by South and Vale.

Financial implications

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.

The DFG funding allocation 2023/24 for South Oxfordshire District Council is £1,550,448.

The contributions from Oxfordshire County Council are calculated in accordance with a countywide funding agreement.

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 £100,000 would be payable by South Oxfordshire.

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 South Oxfordshire of the “back-log” contract is a maximum of £72,000.

The cost to South Oxfordshire 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			
	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 hadminandpayroll@southandvale.gov.uk	n/a		
	Strategic property Property@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
	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 _____ Cllr Maggie Filipova Rivers _____ Date _____ 18 July 2023 _____			

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

For Democratic Services office use only		
Form received	Date: 18 July 2023	Time: 16:17
Date published to all councillors	Date: 19 July 2023	
Call-in deadline	Date: 26 July 2023	Time: 17:00