

Leicester  
City Council

**WARDS AFFECTED**  
All Wards

**DECISION TIMETABLE:**

**Cabinet**

**13<sup>th</sup> October 2003**

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**Supporting People Steady State (Long-term) Contract Arrangements**

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**Report of the Director of Social Care and Health and the Director of Housing**

**1. Purpose of Report**

- 1.1 The purpose of this report is to obtain approval of the Supporting People (SP) Steady State Contract arrangements.

**2. Summary**

- 2.1 This report requests approval of the Steady State Contract arrangement and seeks permission to waive standing orders to the extent they are detailed in the supporting paperwork (Appendix A).

**3. Recommendations**

It is recommended that:

- (a) The SP Steady State Contract arrangements as outlined in clauses 2.4 – 2.7 and Appendix A point 2 of the attached Supporting Information document be approved
- (b) Contract Procedure rules 5 & 6, 8.2,10 & 11.5 be waived as described in Appendix A (1)
- (c) The Delegated Authority to the Corporate Director of Housing as set out in Appendix A pertaining to 2. (a) be approved

**4. Headline Financial and Legal Implications**

**Legal Implications**

- 4.1 The steady state contract has been developed locally by the Legal Department and the Supporting People Team with full input to and consultation with providers. The agreement is largely based on the interim contract document, but adjusted to account for the SP steady state position.

- 4.2.1 The letting of contracts, in accordance with the conditions and guidance and the procedures currently being operated by ODPM, require certain waivers of the Council's contract procedure rules as they will be let to existing bodies and services as originally notified to the Council in Schedules issued by ODPM, and subsequently fulfilling a

formal Supporting People Review & Accreditation processes. These waivers are described in Appendix A.

- 4.2.2** The services, which will be the subject of these contracts, are likely either to be under the threshold for the EU Procurement regime on tendering and letting contracts for services to apply, or to be services where the only rules applying are those relating to non-discriminatory specifications (i.e. specifications must describe the services generically so as not to disadvantage competition from other Member States) and the contract award notice.

### **Financial Implications**

- 4.3** Leicester City Council became responsible for managing the new SP grant in April 2003. The amount of grant was based on previous revenue funding streams that supported a range of existing housing related support schemes. The final grant allocation is expected to be £17.3m.
- 4.4** Future grant allocation will be based on a formula, which is being developed by the ODPM. Until that point individual Contract values will be calculated within the limits of the overall SP grant.
- 4.5** A Strategic Commissioning Body, made up of Chief Officers from Social Care & Health, Housing, Primary Care Trusts and Probation has overall responsibility for the Supporting People Programme. Leicester City Council (the administering authority) will receive and administer the grant under section 93 of the Local Government Act 2000 for the provision of welfare services determined by the Secretary of State. The administering authority will be accountable to the Commissioning Body and ODPM for the grant.

(Approved by: Rod Pearson (Housing), Andy Morley (Financial Services))

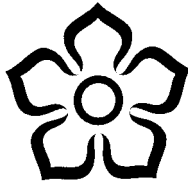
### **5. Report Author/Officer to contact:**

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### **DECISION STATUS**

<b>Key Decision</b>	<b>No</b>
<b>Reason</b>	<b>N/A</b>
<b>Appeared in Forward Plan</b>	<b>No</b>
<b>Executive or Council Decision</b>	<b>Executive (Cabinet)</b>



Leicester  
City Council

**WARDS AFFECTED**  
All Wards

## **FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:**

**Cabinet**

**13<sup>th</sup> October 2003**

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### **Supporting People Steady State (Long-term) Contract Arrangements**

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## **SUPPORTING INFORMATION**

### **1. Report**

- 1.1** The purpose of this report is to obtain approval of the Supporting People (SP) Steady State Contract Arrangements.

### **2. Background**

- 2.1** The introduction of the SP Grant in April 03 created the need to contract with providers of housing related support services, funded through a number of sources, which transferred to the SP Grant. This was done initially on an interim basis until schemes have undergone a formal SP review, which are timetabled over the first 3 years of the programme.
- 2.2** The formal SP review will:
- a) determine the service is meeting strategic objectives for the SP Programme locally
  - b) assess whether there is continued demand for the service
  - c) evaluate the quality & performance of service
  - d) risk assess services to determine future levels of monitoring required
  - e) highlight whether there are significant changes required
- 2.3** Services should meet all of the above criteria and further more satisfy a formal accreditation process (with the exception of in-house and probation services) before a recommendation is made to renew their agreement.
- 2.4** Current contracts are described as 'interim' agreements. If a provider satisfies the processes described in 2.2 and 2.3 above, the renewed contract is described as a 'Steady State' agreement. This is terminology adopted by the Office of the Deputy Prime Minister to acknowledge the movement from the current reviewing status of the SP Programme to confirming the long-term contractual relationship with a provider.
- 2.5** A common steady contract for the continued provision of housing related support services has been drawn up by the Legal Department and the Supporting People Team and consulted on within a local working group including representatives from the SP Team and Support Providers. For external providers this will be in the form of a formal contract and in-house providers in the form of an internal agreement (based on the contract).

- 2.6 The working group will endorse the final content of the agreement, on behalf of providers, as agreed by the Supporting People Provider Forum.
- 2.7 It is proposed that the period of steady state contract/agreement be 5 years for schemes providing homes for life (such as sheltered provision for the elderly), 3 years for remaining services, or less if deemed necessary at review stage.
- 2.8 The ability to renew the interim contract to a steady state position, following a satisfactory review and accreditation process, secures continuation of existing services. This protects the existing position of current vulnerable clients where it has been confirmed as appropriate to continue via the review process.

## **FINANCIAL, LEGAL AND OTHER IMPLICATIONS**

### **3. Financial Implications**

- 3.1 Leicester City Council became responsible for managing the new Supporting People grant in April 2003. The exact amount of grant is not yet known but is based on current revenue funding streams that will support a range of existing housing related support schemes.
- 3.2 Leicester City Council became responsible for managing the new SP grant in April 2003. The amount of grant was based on previous revenue funding streams that supported a range of existing housing related support schemes. The final grant allocation is expected to be £17.3m.
- 3.3 A Strategic Commissioning Body, made up of Chief Officers from Social Care & Health, Housing, Primary Care Trusts and Probation has overall responsibility for the Supporting People Programme. Leicester City Council (the administering authority) will receive and administer the grant under section 93 of the Local Government Act 2000 for the provision of welfare services determined by the Secretary of State. The administering authority will be accountable to the Commissioning Body and ODPM for the grant.

(Approved by: Rod Pearson (Housing), Andy Morley (Financial Services))

### **4. Legal Implications**

- 4.1 The steady state contract has been developed locally by the Legal Department and the Supporting People Team with full input to and consultation with providers. The agreement is largely based on the interim contract document, but adjusted to account for the SP steady state position.
- 4.2 The letting of contracts, in accordance with the conditions and guidance and the procedures currently being operated by ODPM, require certain waivers of the Council's contract procedure rules as they will be let to existing bodies and services as originally notified to the Council in Schedules issued by ODPM, and subsequently fulfilling a formal Supporting People Review. These waivers are described in Appendix A.
- 4.3 The services, which will be the subject of these contracts, are likely either to be under the threshold for the EU Procurement regime on tendering and letting contracts for services to apply or to be services where the only rules applying are those relating to non-discriminatory specifications (i.e. specifications must describe the services

generically so as not to disadvantage competition from other Member States) and the contract award notice.

## 5. Other Implications

OTHER IMPLICATIONS	YES/NO	Paragraph References Within Supporting information
Equal Opportunities	Yes	The SP Programme contributes to the overall strategy for social inclusion. Housing related support services enable vulnerable people to maintain a home and participate in their communities fully. Better planning arrangements will identify hidden needs of all vulnerable groups including BME and hard to reach groups. All providers must ensure anti-discriminatory and culturally sensitive service delivery.
Policy	Yes	The SP Programme drives forward the preventative and social inclusion agenda and will enable the authority to achieve delivery of other strategic objectives.
Sustainable and Environmental	Yes	The SP Programme enables a more structured approach to addressing support needs, which will help vulnerable people sustain themselves in communities and become fully contributing members of society. This will contribute to making Leicester's communities more sustainable.
Crime and Disorder	Yes	The SP Programme facilitates development of services that address the support needs of people who offend or are likely to offend. Assistance with maintaining a home in the community is one of the factors of reducing offending behaviour.
Human Rights Act	Yes	The Supporting People provisions and arrangements will be required to conform to Article 8 (right of privacy and family life) and Article 14 (freedom from discrimination)
Elderly/People on Low Income	Yes	The SP Programme drives forward the preventative and social inclusion agenda for <i>all</i> vulnerable client groups including elderly people and people on low income in need of support.

## 6. Background Papers – Local Government Act 1972

Supporting People Shadow Strategy: report to Cabinet November 2002

Contract: Available from SP Team (if required)

Supporting People Interim Contract arrangements: report to Cabinet February 03

## 7. Aims and Objectives

7.1 The Aim of the Housing Services is a decent home within the reach of every citizen of Leicester

7.2 This report contributes to that aim through objectives No 2, 3, 4, 5, 6, 7, 8 (as listed in key objectives – see attached Appendix B) as the SP Programme will offer people the opportunity to improve their quality of life by enabling them to live more independently in the community. This includes sheltered housing support offered to older tenants and some support services offered to highly vulnerable adults as alternatives to hospital and residential care. The key focus of SP is to ensure that support is offered to a wide range of vulnerable client groups.

7.3 Key themes of SP are the prevention of homelessness, crime and social exclusion amongst those households and the development of the community links they need to build successful lives, including access to better health care and advice, education and employment. The programme also places a particular emphasis on ensuring that there is a diversity of support, which is responsive to the needs of hard to reach groups and Black and Minority Ethnic Communities. This is particularly welcomed in Leicester given the city's diverse population.

This particular report deals with one of the processes that will contribute to effective implementation of the SP Programme.

## 8. Consultations

Housing/SC&H and Corporate Finance Heads	August 03
Core Strategic Development and Commissioning Group	2 <sup>nd</sup> Sept. 03
Leicester Housing Associations Liaison Supporting People Sub Group (steady state contracting working group)	Sept/Oct. 03
Leicester Housing Associations Liaison Supporting People Sub Group	30 <sup>th</sup> Sept. 03

## 9. Report Author

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**Delegated Authority/Legal Recommendations**

1. In respect of the steady state contract for Supporting People Services then, insofar as it comprises a “contract” or “agreement” for the purpose of the Council’s Contract Procedure Rules then the following Rules shall be waived to the extent detailed as follows

Rule 5 in its entirety

Rule 6 in its entirety

(subject in both cases to the Head of Legal Services being satisfied that EU Public Procurement Rules either do not apply or have been complied with to the extent applicable to the services to which the contract relates)

Paragraph 8.2 in its entirety

Paragraph 10 in its entirety, and 11.5

The reason being that the contracts are required to comply with a model form in accordance with the conditions and guidance issued by ODPM under Section 93 of the Local Government Act 2000, and are required to be awarded also in accordance with such conditions and guidance

2. That the Supporting People Manager be authorised to negotiate and let Contracts for the purposes of “Supporting People” grant under Section 93 of the Local Government Act 2000 in accordance with the following limitations
  - (a) for arrangements which fall within the descriptions of assistance to be provided under the Supporting People Scheme as notified by ODPM
  - (b) for arrangements that are compliant with the Supporting People Strategy & Annual Plan

AND provided that: -

1. The agreements and the letting of such agreements are in accordance with the conditions and guidance referred to above;
2. The agreement is in a form
  - (i) endorsed as approved by the Head of Legal Services as in compliance with the model conditions issued as part of the conditions and guidance referred to above;
3. Any charging provisions comply with the charging policy then in force as approved by the commissioning body

**Author:** Joanna Bunting, Assistant Head of Legal Services

## AIMS AND OBJECTIVES

**AIM:** A decent home within the reach of every citizen of Leicester.

### KEY OBJECTIVES:

- 1. To improve the condition of Leicester's housing stock and resolve unfitness in all sectors.**
  - 1.1 Systematically and continuously assess the condition and fitness levels of Leicester's entire housing stock.
  - 1.2 Improve the condition of private sector housing in the City by enabling owners to take action.
  - 1.3 Encourage and enable owners to continue to maintain the private sector housing stock.
  - 1.4 Use available resources to improve and maintain Council housing stock on a worst first basis.
  - 1.5 Provide-a-service for responding to tenants' requests for housing repairs.
- 2. To encourage provision of new housing to meet the needs of Leicester's citizens.**
  - 2.1 Systematically and continuously assess the housing needs of the citizens of Leicester.
  - 2.2 Direct provision of new housing by specifying the type, amount, size location and standards which developers and housing associations should aim to produce.
  - 2.3 Identify opportunities for development to meet the needs for social housing within the city.
  - 2.4 Ensure implementation of development schemes to meet needs.
- 3. To reduce the number of empty and under-occupied homes in Leicester.**
  - 3.1 Assess the number of empty and under-occupied homes and, in the private sector, identify the owners.
  - 3.2 Encourage and enable owners to bring private sector empty and under-occupied homes back into full use, through a variety of schemes.
  - 3.3 Reduce, to a minimum, Council owned empty and under-occupied homes through efficient management and repair of the stock.



- 4. To enable all the citizens of Leicester to find and retain a home, which suits their needs.**
  - 4.1 Prevent increases in and re-occurring homelessness.
  - 4.2 Provide a multi-disciplinary approach to assist and act on the needs of single homeless or vulnerable people who have been re-housed.
  - 4.3 Develop supported housing, tenancy support and resettlement to complement hostel provision.
  - 4.4 Allocate Council housing and nominate to housing association lettings on the basis of housing need, matching the applicant to the most suitable available home.
  - 4.5 Encourage and enable expansion of the private rented sector or meet housing needs.
  - 4.6 Provide temporary accommodation to meet the needs of statutory and non-statutory homeless people.
- 5. To offer citizens housing choices and full mobility between tenures, locations and types of home.**
  - 5.1 Operate a transfer system for council housing and nominations to housing association lettings, as well as operation the National Mobility Scheme with other councils around the country. Match the applicant to the most suitable available home, on the basis of housing need.
  - 5.2 Offer advice and information about homelessness and the prevention of homelessness.
  - 5.3 Offer housing advice to all citizens outlining the full range of options available to meet their housing needs.
  - 5.4 To those with care and support needs, offer the choice of independent supported living or sheltered accommodation.
- 6. To enable citizens of Leicester to stay in their homes as long as these homes continue to meet their needs.**
  - 6.1 Offer advice on rent payment, maximise the uptake of Housing Benefits and advise on other Benefits, to ensure the poorest in our City can afford to stay in their homes.
  - 6.2 Maximise home security in both the public and private sectors, through advice and direct provision of locks, alarms etc.

## APPENDIX B

- 6.3 Improve the social climate of residential neighbourhood (both Council estates and private sector areas) to make them pleasant and peaceful areas, which generate community spirit.
  - 6.4 Improve the physical environment of residential neighbourhoods (both Council estates and private sector areas) to make them safe and clean with facilities, which meet the needs of the community.
  - 6.5 Deal severely with Council tenants who harass others, cause a nuisance or behave in an anti-social manner.
  - 6.6 Provide an emergency alarm service to vulnerable elderly or disabled citizens and victims of racial harassment or domestic violence.
  - 6.7 Provide for care and support needs in the home in partnership with Social Services.
  - 6.8 Provide necessary facilities and adaptations in the home of disabled citizens.
  - 6.9 Provide responsive housing services for older people based on an assessment of need, changing needs and aspirations of older people.
- 7. To enable all citizens to have access to affordable warmth and a healthy living environment.**
- 7.1 Ensure that all citizens can access energy efficiency advice and information that is relevant to their needs.
  - 7.2 Measure and monitor the energy efficiency of all homes and use this information to reduce fuel poverty and the emission of noxious gases.
  - 7.3 Enable citizens to benefit from the installation of energy efficient heating, lighting and ventilation.
  - 7.4 Target scarce resources at those suffering fuel poverty and unhealthy living environments.
- 8. To develop community capacity and tenants participation across the city.**
- 8.1 To promote, support and develop tenants groups in the city in the context of Best Value and Tenants Compacts.
  - 8.2 To support and development residents groups in declared areas.