



ADUR & WORTHING
COUNCILS

**Record of Officer
Executive Decision
Ref. No: DforC/002/17-18
Date of Decision: 7 June 2017**

If you have any questions about this decision, please contact 01903 221006 or email heather.kingston@adur-worthing.gov.uk.

Record of Decision: Sussex Homemove - Housing Solutions and Choice based letting digital procurement		
Decision taken by: Director for Communities		
Declaration: I do not have a disclosable pecuniary interest, or conflict of interest.		
Delegated authority: At 2.7.8 of the Scheme of Delegations, a Director has a delegated authority to undertake all matters in relation to procurement and the letting of contracts (after consulting with the Head of Business & Technical Services and the Solicitor to the Council). The procurement for this contract must have regard to the Councils' Joint Contract Standing Orders and to the Public Contract Regulations 2015.		
Decision: To agree to be a signatory to the Sussex Homemove Partnership which, led by Brighton & Hove City Council, has procured the services of the preferred provider for a period of five years to provide an end to end digital housing solutions system for Adur and Worthing and up to four other local authorities in Sussex. The maximum costs are shown in Table 1 and are split dependant upon the final number of partners. The costs include: <ul style="list-style-type: none"> • Yr 1 implementation costs of £14,750 or £18,187.50 and • Project Management and enhancement fund costs to support the partnership over the five year period 		
Table 1		
	Five Partners	Four Partners
Y1 Implementation + annual licence and project management costs	£14, 750 + £16, 728.41 £30, 678.41	£18,187.50 + £19, 285.51 £36, 473.01
Y2 - Y5 Annual licence and project management costs.	£16, 728.41	£19, 285.51
Total (5 years)	£97, 592.05	£113, 615.06
Ave per annum	£19, 518.41	£22, 723.01

This decision complies with all Adur and Worthing Joint Contract Standing Orders and Public Contract Regulations 2015. The process has followed a full EU compliant procurement process and involved Adur and Worthing officers in both the development of the specification and assessment of Tenders.

The budget for the initial and ongoing costs for this service are within current and projected revenue budgets and do not therefore represent growth funding for this team.

Key Decision: Yes

Reason for the Decision:

The lack of a comprehensive digital system has, hampered customers' abilities to access Housing Solutions services and information, reduced the effectiveness and efficiency of the team and does not support the long term ambitions of the Councils to be fully digital in its operations.

Adur & Worthing Councils have been part of the Sussex Homemove Partnership for the last five years and at present pay for an annual licence for the Choice Based Lettings (CBL) module provided by Locata. This is required to support customers on the Adur and Worthing Housing registers to bid for properties that become available in the area. This contract expires in early 2018 and therefore, regardless of this wider tender process, the Councils would be required to re-procure CBL.

The new Sussex Homemove Contract provides for the implementation of up to 8 digital modules to support the Adur and Worthing Housing Solutions teams, which include:

- Online housing options wizard that enables self-assessment/self help
- Housing advice and homelessness prevention
- Statutory homeless applications
- Online housing register application and self-management e.g. amend household details or circumstances
- Choice based lettings – property adverts, bidding and shortlisting
- Reviews of relevant Part 6 and Part 7 decisions under the Housing Act
- Temporary accommodation placement and tracking
- Mutual Exchange to enable existing tenants to register and search for opportunities to 'swap' their home with another tenant
- Targeted Housing Module - enhancement to CBL that ensures customers are targeted for suitable properties.

The costs that have been negotiated during this process, for this full end to end service, are at no additional outlay than that which has been paid in recent years for the CBL module alone.

Alternative Options Considered:

The development of an in house solution has been considered and is actively being developed to support the teams on an interim basis and to ensure long term learning and strategic fit.

Doing nothing is an option, but given the increased levels of demand for housing services this is not recommended and considerable waste can be eradicated from the system through the digitisation of these processes.

The final alternative was to procure relevant modules via the .GOV digital marketplace, however compared to the costs negotiated as part of the Sussex Homemove Partnership, this did not present best value for the Councils.

Other Matters Considered:			
Legal Advice and Issues	Y	Financial Advice and Issues	Y
Sustainability Issues	Y	Equality Issues	Y
Community Safety Issues	N/A	Human Rights Issues	N/A
Reputation	Y	Risk Assessment	Y
Health and Safety Issues	N/A		
<p>Consultation: The Executive Members for Customer Services have been consulted and approve of this process.</p> <p>The Director for Digital and Resources is fully aware of this process and is in agreement.</p>			
<p>Background Papers: None</p>			
<p>Call-in: The call-in deadline for this decision will be 5:00pm on 14 June 2017.</p>			



Signed:

Dated: 7 June 2017

Name: Mary D'Arcy, Director for Communities

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