	<b>REPORT TO CABINET TO BE HELD ON 16 JULY 2019</b>
	<b>Key Decision</b> <b>YES</b>  <b>Forward Plan Ref No</b>
<b>Corporate Priority</b>  <b>Place/Prosperity/Council</b>	<b>Cabinet Portfolio</b> <b>Councillor Janet Holder</b> <b>Jefferson</b>

**REPORT OF: DIRECTOR (NE) 19/088**

**WARDS AFFECTED: ALL**

**SUBJECT: AGREEMENT TO ENTER INTO A LIFTING EQUIPMENT  
FRAMEWORK AND ASBESTOS MANAGEMENT  
FRAMEWORK (DOMESTIC DWELLINGS)**

**RECOMMENDATION (S):**

The Cabinet is recommended to:

- (i) Approve the use of The Northern Housing Consortium's Framework for the purchase of Lifting Equipment in relation to the delivery of disabled facilities grants
- (ii) Approve the use of The Northern Housing Consortium's Framework for the purchase of Asbestos Management Surveys in relation to the delivery of disabled facilities grants

**REASON FOR RECOMMENDATION (S):**

Due to the volume of stair lifts, through floor lifts and step lifts the Home Improvement Agency installs via disabled facilities grant, it is required to enter into a procured framework.

It is also required to provide Health and Safety information to contractors carrying

out work under disabled facilities grants. Again due to the anticipated total cost of surveys to be carried out it is required to enter into a procured framework. As these services are not generally provided by local contractors, it is recommended that the Northern Housing Consortium's frameworks are utilised. Thus reducing the cost and resources required from the Council.

## **HIGHLIGHTED RISKS:**

- Risks are identified in the attached Risk Matrix.

## **1. INTRODUCTION**

1.1 The White Rose Home Improvement Agency delivers adaptations to domestic dwellings for the Scarborough Borough and Ryedale District via their disabled Facilities grant allocations. The Agency has previously utilised the Yorkshire Purchasing Organisation's framework for the provision of lifting equipment. This framework has now expired. Upon review of the available frameworks, the Northern Housing Consortium framework is felt to be most appropriate to the meet the needs of the grant applicants. The framework will cover the surveying, installation and warranty of:

- a) Stair Lifts
- b) Through Floor Lifts
- c) Step Lifts

In addition the Agency has reviewed its Health and Safety Requirements and has determined that under the current Construction Design & Management Regulations, it has a duty to inform contractors about any potential risks within a dwelling. It is therefore necessary to carry out refurbishment and demolition surveys for asbestos prior to contractors undertaking works. This will be limited to private sector dwellings as registered social landlords also have a duty to provide such reports for works undertaken in their dwellings. These surveys will include:

- a) Asbestos Surveying
- b) Asbestos Sampling and testing
- c) Refurbishment and demolition survey report

As this work is of a specialist nature and must be undertaken within specific regulations, it is recommended that the Agency utilises the NHC existing framework.

Mini tender exercises will be carried out with contractors from both frameworks to ensure the Agency achieves the best value for money.

Scarborough Borough Council is a member of the NHC, who support the procurement needs of over 300 member organisations. The framework agreements that the HC offer have all been procured in accordance with the EU Procurement Directives (OJEU) as well as with all UK general procurement and industry specific rules and regulations.

## **2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN**

2.1 The proposals in this report support the council's key aims, in particular:

People: To have a safe, happy, healthy population, with people who feel valued and included;

Place: To protect and improve our environment, now and for the future;

Prosperity: To develop a prosperous and innovative Borough, with a highly skilled and aspirational workforce;

Council: To be an efficient and effective council, which is financially sustainable for the future.

## **3. BACKGROUND AND ISSUES**

3.1 The existing contract with Yorkshire Purchasing Organisation has now expired. To ensure continuous service provision, the Council has continued to work with its existing provider for lifting equipment but is required to enter into a new contract, which is anticipated to be for 3 years, with the opportunity to extend for a further year. In relation to the need to carry out Asbestos Surveys, it is felt that the Council should take advantage of the expertise from The NHC Framework to ensure that the contract is fully compliant with the necessary asbestos regulations.

## **4. CONSULTATION**

4.1 The HIA Manager has reviewed the frameworks available from the NHC and YPO and has determined that the NHC Framework best meets the needs of the Agency in terms of process and its clients in terms of service delivery.

4.2 The Housing Manager has consulted with the Council's Health and Safety Officer in relation to the need to carry out asbestos surveys prior to adaptation works being undertaken.

## **5. ASSESSMENT**

5.1 The NHC will carry out mini tender competitions from its existing frameworks on behalf of the Council to achieve best value for money

5.2 The value of the lifting equipment framework is expected to be in the region of £90,000 for Scarborough Borough Council and £60,000 for Ryedale District Council, a total of 150,000 per annum for both Council areas.

5.3 The estimated number of asbestos surveys required per annum is circa 250. The anticipated value of this contract is therefore in the region of £40,000-£50,000.

## **6. IMPLICATIONS**

### **6.1 Policy**

This has been considered and there is no identified implication that will arise from this decision.

### **6.2 Legal**

The Council will enter into a contract with the the successful suppliers.

### **6.3 Financial**

The NHC will carry out the tender exercise at no cost to the Council. The costs of the lifting equipment and asbestos surveys are eligible for grant funding from the Councils' DFG allocations.

### **6.4 Equalities and Diversity**

This has been considered and there is no identified implication that will arise from this decision.

### **6.5 Communications**

This has been considered and there is no identified implication that will arise from this decision.

### **6.6 Planning**

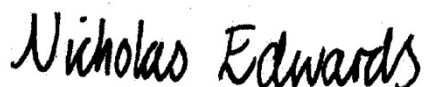
This has been considered and there is no identified implication that will arise from this decision.

### **6.7 Crime and Disorder, Staffing, Health and Safety, Environmental**

These areas have been considered and there are no identified implications that will arise from this decision.

## **7. ACTION PLAN**

- 7.1 Upon award of this contract the suppliers will immediately deliver the contracted services, ensuring a continuation of service to the Council.



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## Risk Matrix

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
1	July 2019	Cabinet does not to approve the recommendation.	The Council would not meet the necessary procurement rules and regulations. An alternative procurement arrangement would be required. This could result in lengthy delays and possible interruptions in service provision and have resource implications for the Council	Robust rationale which presents a quality and cost-effective solution for Member decision.	A3	A1	Housing Manager and HIA Manager	None.

## **Glossary of Terms**

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Corporate Objectives	An assessment of the Corporate Objectives that are affected by the risk identified.
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk

# Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

Likelihood

A = Very Low

B = Not Likely

C = Likely

D = Very Likely

E = Almost Certain

Impact

1 = Low

2 = Minor

3 = Medium

4 = Major

5 = Disaster