

Members' Library Service Request Form

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Document Title	Tenant Participation Support Contract 2014-17

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Depute Chief Executive (Partnerships and Services for Communities)

SUBJECT: Tenant Participation Support Contract 2014-2017

1 PURPOSE

- 1.1 To note the decision to award the contract for the Tenant Participation Support Contract 2014-2017 for East Lothian Tenants and Residents Panel (ELTRP) and other groups to the Tenants Information Service (TIS).

2 RECOMMENDATIONS

- 2.1 That Members note the decision of the Head of Communities and Partnerships to award the contract for 2014-17 to the Tenants Information Service in accordance with the revised Scheme of Delegation (Appendix 2 to Standing Orders) section 1.11 Financial Limits and Section 4.6(f) of the Scheme of Delegation.

3 BACKGROUND

- 3.1 The Council has funded the independent development and administrative requirements of ELTRP and local tenants and residents groups from the Housing Revenue Account (HRA) since 2001. To date this service has been provided by TIS. The existing contract with TIS ends on 31 March 2014.
- 3.2 The Council and ELTRP have an excellent working relationship and it is essential that this is maintained. In line with good practice, the Council recognises the need to provide ELTRP and the tenants' movement generally with independent development support and guidance for tenant participation to flourish.

- 3.3 Community Housing staff, along with members of ELTRP and the Council's Corporate Procurement Team formed the Project Team that developed the specification and assessed the tender.
- 3.4 The advert was placed on the Public Contracts Scotland portal on 17 October 2013 with a return date of 29 November 2013.
- 3.5 Only one tender (from TIS) was received. It should be noted that this was not unexpected given the specialist nature of this type of service in the market place.
- 3.6 The Project Team ranked TIS highly in all the component parts of the specification requirements.
- 3.7 However, the costs were slightly in excess of the budget provision. Given that there was only one tender authority was given to discuss a reduction in the cost proposals with TIS and this was successfully undertaken meeting the budget requirements. The final agreed costs are detailed in Section 6.

4 POLICY IMPLICATIONS

- 4.1 The award of the TIS contract helps meet the Council's requirements in terms of the priorities identified through the Council's Tenant Participation Strategy, the new Scottish Social Housing Charter and the Council's wider strategic planning framework.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – The Council has confirmed a budget line of £333k from the Tenants Services Budget for the next three financial years. The agreed costs with TIS over the three years of the contract are shown below.

2014/2015	2015/2016	2016/2017	Total
£111,755	£110,192.50	£111,052.50	£333,000

- 6.2 Personnel – None
- 6.3 Other – None

7 BACKGROUND PAPERS

7.1 East Lothian Council Tenant Participation Strategy – Cabinet Paper June 2012

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