



## OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

<b>Decision Ref. No:</b>			
<b>Service Area:</b>	Housing	<b>Date:</b>	6 Nov 2022
<b>Contact Name:</b>	Jess Gibbons	<b>Tel No:</b>	
<b>E-mail:</b>	Jess.gibbons@bcpcouncil.gov.uk		
<b>Subject:</b>	<b>Homelessness, Health &amp; Housing Hub</b>		
<b>Decision taken:</b>			
<ul style="list-style-type: none"><li>• Not to proceed to contract with Hope CIC as an operator of a Homeless Health Hub service from St Stephen's Church Hall and to close the current tender process.</li><li>• As per the Cabinet report of 9 March 2022 which stated the purchase of St Stephens Hall was conditional on the appointment of an operator the decision is taken not to proceed with the acquisition of the St Stephen's Church Hall.</li><li>• To continue to progress discussions with Hope CIC partners on alternative ways forward for the effective delivery of the established Homelessness Multi-Disciplinary Team (MDT) and the potential opportunities for working in partnership, if Hope CIC secure a lease, from St Stephens Hall Trustees to operate from St Stephens Hall.</li></ul>			
<b>Reasons for the decision:</b>			
<ul style="list-style-type: none"><li>• A tender was launched in May 2022 to seek an operator for a Homelessness Health Hub at St Stephens Hall. One bid was received from Hope CIC. The minimum quality score was achieved by the bidder (50%). Following discussions with Hope CIC reassurance was not provided that the refurbishment of the building, including the completion of all identified works required to the property, could be delivered within the budget envelope or that alternative funding sources were secured or likely to be secured to deliver the building to the required standard. See Appendix 1 &amp; 2 for correspondence to Hope CIC following the tender exercise.</li><li>• The Cabinet decision to purchase St Stephen's Hall was conditional on securing an operator and therefore the Council is unable to proceed with the acquisition.</li><li>• On 7 September 2022 Cabinet agreed no new financial commitments would be made until such time as there is a balanced budget for 2023/24 other than with the specific agreement of the Chief Finance Officer in consultation with the Portfolio Holder for Finance.</li><li>• On 26 October 2022 Cabinet agreed that these expenditure controls remain in place to generate additional in-year savings.</li><li>• In September 2022 Hope CIC entered discussions with St Stephens Hall Trustees regarding a peppercorn full repair and maintenance lease for the building. These decisions are understood to be ongoing.</li></ul>			

**Background:**

A Cabinet report was taken in 9 March 2022 with the following recommendations agreed:

*It is RECOMMENDED that Cabinet:*

- (a) *delegates authority to the Chief Operating Officer, in consultation with the Portfolio Holder for People and Homes and the Chair of the Health and Adult Social Care Overview & Scrutiny Committee to implement a competitive selection process to appoint an operator of a Health Hub service from St Stephen's Church Hall, provided that Recommendations (b) and (c) below are also approved by Cabinet; and*
- (b) *conditional upon the appointment of an operator as set out in Recommendation (a) above, approves the acquisition of the St Stephen's Church Hall and delegates authority to the Corporate Property Officer function (retained by the Chief Executive for the purpose of this acquisition), the s151 Officer and the Monitoring Officer to agree the specific terms of the acquisition of St Stephens Church Hall.*
- (c) *conditional upon the approval of both Recommendations (a) and (b) above, approves an increase in the capital budget for the purchase and refurbishment of the property for the purposes of delivering a Health Hub service to a maximum sum of £800,000*

The tender process commenced in May 2022 and closed end of June 2022. The evaluation panel scored the one bid received at 50% which was the minimum score required to proceed. Budget concerns remained regarding the ability to deliver the specified service and all building works required within the revenue and capital budget envelopes. Regarding the revenue budget, the bidder showed their commitment to securing additional funds to support the delivery of an operator role for the building, but additional funds were not yet secured. This presents a risk to the deliverability of the service, with the Council's budget envelope considered insufficient to deliver the service specification. Regarding the capital funds available to refurbish the building, the bidder's stated works schedule did not address a number of issues that are known to need addressing at the property to ensure it is compliant. As such, the bid did not meet the Council's requirements around financial risk with concerns around the sufficiency of funds to deliver what is required.

Ongoing discussions with the bidder (Hope CIC) are encouraged to see how this collective of expertise can add value to the existing homelessness forum's work to prevent and tackle homelessness. There may be opportunities to make use of the building through an alternative funding/lease route with a third party, to deliver the already established Multi-Disciplinary Team (MDT) service at another venue or for it to be based on a more mobile, outreach basis across BCP.

The MDT has been developed over the last year, building on valuable legacy work to tackle the health needs of people who are homeless, to formally create a partnership of the key health and housing partners for homeless clients. The aim is to provide wrap around, tailored and joined up case management to secure positive outcomes for clients presenting as homeless, who often have a very complex range of needs. This team's work is progressing well with an interim base at present and some positive outcomes already achieved for clients. A Steering Group is in place for the work of the MDT.

**Consultations undertaken:**

Consultation has been undertaken with the Portfolio Holder for People and Homes as this project and the tender process has progressed. The Portfolio Holder wishes this project to proceed to help enhance the existing range of services in place for people facing homelessness including those rough sleeping across BCP. The Portfolio Holder has asked Officers to explore the option of revenue and capital grant funding to Hope CIC for their work with the Homelessness Community at St Stephens Hall if they secure a peppercorn full repair and maintenance lease for the building. The Portfolio Holders has asked Officers to bring this forward in a Cabinet report.

Consultation has been undertaken with the Corporate Property Officer function (retained by the Chief Executive for the purpose of this acquisition), the s151 Officer and the Monitoring Officer. These Officers are in agreement with the decision made following the tender exercise.

**Finance and Resourcing Implications:**

**Capital outlay.**

No Capital outlay required as the acquisition of St Stephens Hall will no longer proceed.

**VAT implications**

NA

**Name: Adam Richens** **Date: 18/01/23**

**Signature:** 

**Legal Implications:**

As the tender contract award and property acquisition will not proceed there are no legal implications.

**Name: Susan Zeiss** **Date:18/01/2023**

**Signature:** 

**Risk Assessment:**

The risks presented by the bid submission informed the decision not to proceed to tender award. The MDT Steering Group will need to consider the way forwards to ensure ongoing delivery of its work and consider alternative delivery model options.

**Name: Lorraine Mealings** **Date: 26/10/22**

**Signature (Of Officer Completing Assessment):** 

**Impact Assessments:** N/A

**Information for/ not for publication**

**Background Papers:  
Cabinet report**

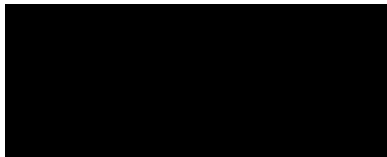
Cabinet report, 26 May 2021 - Establishing a Multi Disciplinary Team and a Homeless Health Centre

Cabinet report, 9 March 2022 - Update on Establishing a Multi Disciplinary Team and a Homeless Health Centre

Any declaration of interest by the Officer responsible for the decision		Nature of Interest	
Any conflict of interest declared by a Cabinet	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the
Member who is consulted by the Officer taking the decision			Monitoring Officer

**Decision taken by: Jess Gibbons, Chief Operations Officer**

Signature:



**Date of Decision: 23/01/23**

**Date Decision Effective: 23/01/23**

**Note: A record of this decision should be kept by the Service Area within which the decision falls.**

**Appendix 1:** Letter to Hope CIC July 2022

**Appendix 2:** Letter to Hope CIC January 2023

Annabel Wathen  
Hope Place Dorset CIC  
YMCA  
55-56 Westover Rd,  
Bournemouth,  
BH1 2BS

Date: 22/07/2022  
Our Ref: DN 609799  
Contact: Strategic Procurement Team  
Email: [procurement@bcpcouncil.gov.uk](mailto:procurement@bcpcouncil.gov.uk)  
Phone: 01202 128989

Dear Annabel Wathen,

**TENDER FOR:** **Provision and Operation of Homelessness, Health & Housing Hub in Central Bournemouth**  
**FTS REFERENCE NO:** **2022/S 000-011905**

Thank you for taking part in the above procurement. The Council has now evaluated all bids received.

On the basis of this evaluation, the Council is pleased to confirm that it provisionally intends to award the contract to your organisation.

Bids were evaluated against the Pass/Fail criteria (Stages 1 and 2) and scored criteria (Stage 3) as stated in the Invitation to Tender ("ITT") document. Your organisation was awarded a "Pass" in respect of all of the Pass/Fail questions.

The Final Weighted Score of your organisation was 50.00%. Attached to this letter is Appendix 1 which outlines the scores obtained by your organisation.

This is an Award Decision Notice pursuant to Regulation 86 of the Public Contract Regulations 2015.

This contract award decision is provisional and subject to developing a shared understanding on the management of a number of risks that have been identified:

1. Revenue funding: Please confirm that you understand that no further revenue funding will be available from BCP. Your signature to the contract shall signify your commitment to deliver BCP's specified service within BCP's specified funding envelope. For the avoidance of doubt BCP is willing to pay £50,000 per year towards operational costs for the first five years of operations.
2. Capital funding: Please confirm that you understand that no further capital funding will be available from BCP. For the avoidance of doubt BCP is willing to pay £360,000 in year 1 towards building improvements.
3. Capital funding: Several compliance requirements are factored into BCP's specification including but not limited to compliance with industry safety standards relating to asbestos, DDA, fire safety, electrical safety, gas safety, heating systems, air conditioning and lift maintenance. Please confirm that you understand that your signature to the contract shall signify your commitment to meet these safety-standards within BCP's specified funding envelope.

Once items 1 to 3 above are resolved BCP will convene a pre-contract award meeting to progress detailed discussions around the following:

4. Shaping a volunteers' strategy
5. Safeguarding measures

At the end of this risk management period, assuming that risks are satisfactorily managed, the Council will contact you again to confirm that it is in a position to proceed to the award of this contract.

Work cannot be commenced before formal contract award.

If you have any queries about the contents of this letter, please contact the Council through the Messaging feature of ProContract.

Yours sincerely



Stuart Bickel  
Procurement Category Manager - Place

## Appendix 1 - Scoring

The scored criteria for the ITT and the scores obtained by your organisation are as follows:

### Stage 3 Evaluation Summary

	Score Awarded to Hope Place CIC
Total Quality Score	50.00%
Adjusted Quality Score	100%
Weighted Quality Score (100%) <b>(A)</b>	100%

### Quality Scoring

Award Criteria	Weighting (%)	Score Awarded to Hope Place CIC
Question E1 Bidder's approach to optimising the building configuration to enable operations	10%	3
Question E2 Bidder's approach to site configuration timeline	10%	2
Question E3 Bidder's approach to site development costs	10%	2
Question E4 Bidder's experience of remodelling and maintaining a building	10%	3
Question E5 Bidder's approach to delivery of site operations	15%	2
Question E6 Bidder's approach to enhancing the work of the multidisciplinary team	15%	3
Question E7 Bidder's approach to allocation of annual Council revenue funding	10%	2
Question E8 Bidder's experience of working with homeless individuals	15%	3
Question E9 Bidder's approach to sustainability and social value	5%	2
<b>Total Quality Score</b>	<b>100%</b>	

Annabel Wathen  
Hope Place Dorset CIC  
YMCA  
55-56 Westover Rd,  
Bournemouth,  
BH1 2BS

Date: 05/01/2023  
Our Ref: DN609799  
Contact: Strategic Procurement Team  
Email: [procurement@bcpcouncil.gov.uk](mailto:procurement@bcpcouncil.gov.uk)  
Phone: 01202 128989

Dear Annabel Wathen,

**TENDER FOR:** **Provision and Operation of Homelessness, Health & Housing Hub in Central Bournemouth**  
**FTS REFERENCE NO:** **2022/S 000-011905**

Thank you for attending the pre-contract meeting on 16/08/2022 hosted on Teams, the purpose of which was to enable the Council to better understand its risk exposure if it decided to proceed to contract. Thank you also for attending a follow up meeting on 16/09/2022 to further discuss options with myself, the Chief Operations Officer and the Director of Housing to discuss alternative ways forward.

The Council has decided:

- Not to proceed to contract with Hope CIC as an operator of a Homeless Health Hub service from St Stephen's Church Hall and to close the current tender process.
- As per the Cabinet report of 9 March 2022 which stated the purchase of St Stephens Hall was conditional on the appointment of an operator the decision has been made not to proceed with the acquisition of the St Stephen's Church Hall.
- To continue to progress discussions with Hope CIC partners on alternative ways forward for the effective delivery of the established Homelessness Multi-Disciplinary Team (MDT) and the potential opportunities for working in partnership, if Hope CIC secure a lease, from St Stephens Hall Trustees to operate from St Stephens Hall.

The following summarises the points raised and the related discussions at the meeting on 16/08/2022:

1. Clarify Hope Place CIC's position in relation to the following:
  - a. Revenue funding:
    - i. confirm understanding that no further revenue funding will be available from BCP. For the avoidance of doubt BCP is willing to pay £50,000 per year towards operational costs for the first five years of operations.
    - ii. confirm your commitment to deliver BCP's specified service within BCP's specified funding envelope.
  - b. Capital funding:
    - i. confirm understanding that no further capital funding will be available from BCP. For the avoidance of doubt BCP is willing to pay £360,000 in year 1 towards building improvements.
  - c. Capital funding:
    - i. confirm your commitment to meet industry safety standards relating to asbestos, DDA, fire safety, electrical safety, gas safety, heating systems, air conditioning and lift maintenance within BCP's specified funding envelope.
2. Detailed discussions in relation to:
  - a. Shaping a volunteers' strategy
  - b. Safeguarding measures



3. Risk to bid proposals and commitments emerging from changes impacting Health Bus
4. The relationship between CHX Group and Hope Place CIC particularly in relation to bid preparation

The reasons for our decision are summarised as follows – numbering below matches the above agenda numbering:

1.
  - a. Revenue funding:
    - i. Hope Place CIC understand that no further revenue funding will be available from BCP.
    - ii. Hope Place CIC would want a discussion to understand what is achievable within budget from a service perspective and would need further discussion to understand the link to BCP's MDT service. Hope Place would need to understand what is non-negotiable in terms of service delivery (rising energy costs were cited as a pressure). Hope Place need greater clarity on BCP's service requirements.
  - b. Capital funding:
    - i. Hope Place CIC understand that no further capital funding will be available from BCP.
  - c. Capital funding
    - i. The detail / reliability of the building quotes does not offer budget certainty. Quotes were obtained in short time frames and costs have continued to escalate in the construction sector so may not be reliable. Hope Place CIC would need to go through costings to ensure accuracy and provide reassurance that all compliance issues will be addressed that were flagged in previous surveys. Hope Place CIC commit to meeting industry safety standards relating to asbestos, DDA, fire safety, electrical safety, gas safety, heating systems, air conditioning and lift maintenance.
2. Detailed discussions in relation to:
  - a. Shaping a volunteer strategy - Hope Place CIC confirmed that the operation would not be resourced entirely by volunteers but that there would be a salaried manager (and security) supported by a volunteer strategy that covers recruitment, safety, DBS, safeguarding and other relevant training requirements.
  - b. Safeguarding measures - Hope Place CIC confirmed that they will have thorough measures in place to safeguard each of the paid staff, volunteer staff and clients of the service. The building has been designed with sight lines and safety in mind. Training and policies around this can be transferred across from existing organisations.
3. Risks emerging from changes to Health Bus: Hope Place CIC confirmed that the changes should be considered as operational hurdles rather than risks. The GP presence remains assured along with clinical governance, data sharing and oversight requirements being managed, albeit could be delivered in a different way.
4. Relationship between CHX Group and Hope Place CIC: Hope Place CIC confirmed that CHX Group is a local business with compassion and Richard Davies, CEO of CHX was instrumental in bringing this opportunity to the attention of the bid team. CHX staff have supported the bid team in an entirely voluntary capacity.

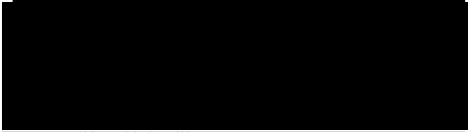
BCP Council was satisfied with responses to agenda items 1b, 2, 3 and 4 but was sufficiently concerned about responses to agenda items 1a and 1c that the required service specification can be delivered with all certainty within the funding envelope. This uncertainty presents significant financial risk to the Council.

In addition to financial risk relating to this tender exercise, the current financial position of the wider Council is such that we are unable to make any new financial commitments because of the need to ensure an ongoing balanced budget going forwards. These financial controls are likely to remain in place for the remainder of this financial year.

We understand that you will be disappointed by this outcome but I am hopeful that the discussions you are having with the Church Hall trustees and colleagues leading the Multi-Disciplinary Team come to fruition. The new CIC is a really positive collective of commitment and expertise that can still have a

significant impact. You may know that Ben Tomlin (ben.tomlin@bcpcouncil.gov.uk) is taking over from Lorraine Mealings as Interim Director of Housing at the start of November and I know that he would welcome discussions with you going forwards about how the CIC can best complement the work of our local homelessness sector.

Yours sincerely



Stuart Bickel  
Procurement Category Manager - Place