

Executive Report

Delegated Decisions - 19 March 2024

TEMPORARY ACCOMMODATION HOTEL CONTRACT

Name of Cabinet Member	Councillor Emily Darlington (Cabinet member for Adults, Housing and Healthy Communities)
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Exempt / confidential / not for publication	No
Council Plan reference	Ref number / Not in Council Plan
Wards affected	All wards

Executive Summary

This report is seeking authorisation to procure an emergency accommodation and travel service.

Currently the service is being provided by Click Travel. It is necessary to commence a procurement process to ensure ongoing service provision. The previous contract ended on the 30/11/2023. The new commissioned service is forecast to cost £0.871m per annum for Adults Services and £0.101m for Children's Services from 2024/25. The contract term is for three years. The 2023/24 forecast spend for both Travel and Accommodation is £0.629m per annum.

1. Proposed Decisions

- 1.1 That the commencement of a procurement exercise using the NEPO 507 Travel Management Service Framework Agreement for the purpose of:
 - a) hotel accommodation for Adult Services (temporary accommodation); and
 - b) travel and accommodation for children in care for Childrens Services.
- 1.2 That authority be delegated to the Director of Adult Services, in consultation with the S151 Officer, to award the contract.

2. Why is the Decision Needed

- 2.1 The decision is needed to ensure there is a provision to book and provide emergency accommodation and travel arrangements to three services, Adult Services (temporary accommodation) Childrens' Services. On occasion, the provision will also be used to support the booking for hotel accommodation for Councillors, where a better rate or coordinated booking is required (for example where a number of Councillors attend the same approved duties, such as the LGA conference).
- 2.2 The service is a key component to supporting people facing homelessness. Commissioning a new service will ensure that people that are facing homelessness are continually supported into accommodation in a timely manner.
- 2.3 The benefits enable services to be continuous and a cost-efficient solution to securing accommodation quickly.

3. Implications of the Decision

Financial	Y	Human rights, equalities, diversity	Y
Legal	Y	Policies or Council Plan	Y
Communication	N	Procurement	Y
Energy Efficiency	N	Workforce	Y

(a) Financial Implications

The 2023/24 combined budget for Adults Services and Children Services for emergency accommodation and travel is £0.530m. From 2024/25, the annual combined budget is £0.972m which over the life of the contract is £2.916m. there is separate budgetary provision for Councillors' accommodation.

The increase in the Adult Services budget reflects the hotel usage in 2023/24, plus a further growth of 10% in 2024/25. The average number of households in hotels is currently 24, peaking at 36 households in February 2024.

Currently accommodation and travel expenses for staff are booked through Click Travel as well and the figures below include these costs.

	Emergency Accommodation and Travel				
	2022/23 Outturn £m	2023/24 Budget £m	2023/24 Forecast £m	2023/24 Forecast variance £m	2024/25 Budget £m
Adult Services - Temporary Accomodation	0.635	0.428	0.527	0.099	0.871
Children Services	0.103	0.101	0.101	0.000	0.101
Total	0.738	0.530	0.629	0.099	0.972

(b) Legal Implications

The Council has a statutory obligation to support people facing homelessness under Homelessness reduction Act 2017. The Council also has a commitment to people to prevent homelessness under its corporate plan.

The procurement must comply with the Council's Contract Procurement rules and the Public Contracts Regulations (PCR) 2015. The proposed procurement route via the NEPO 507 Travel Management Service Framework is compliant with the Council's Procurement rules and the PCR 2015.

The Local Government Act 1999 requires the council to achieve best value in the exercise of its functions.

(c) Other Implications

The service will include explicit requirements fully covering the Council's duties under equalities legislation and that the service complies with the Equality Act. The service will include monitoring to ensure that the service is accessible to all.

4. Alternatives

Do Nothing

- 4.1 Booking travel and accommodation in an ad-hoc manner with no formal contracts in place, this will result in an increase in vendors in ERP, increased admin costs and volume of invoices being processed. This option is not recommended as there would be no controls on costs, and non-compliance.

Use Purchase Cards, Increasing Volume / Distribution of Expenses

- 4.2 This option is not recommended as there would be no controls on costs.

Use a Procurement Framework

- 4.3 Preferred option is to use the NEPO 507 Travel Management Service Framework Agreement and award to the single supplier appointed to the framework. The framework has provided the Council with effective means of booking accommodation and there is a desire to continue with the corporate approach to booking travel and accommodation via a corporate contract, using a single portal, setting limits and restrictions through the portal, thereby controlling spend.

5. Timetable for Implementation

- 5.1 Commissioning activities will take place between March - April 2024 to procure the service.

List of Annexes

None

List of Background Papers

None