

<b>Name of decision maker:</b>	Margaret Griffiths
<b>Portfolio:</b>	Housing
<b>Date of Portfolio Holder Decision:</b> 16 February 2011	

**Title of Decision:**  
To agree to the contract extension of Andrew Reynolds, through Timothy James Consulting, from 3<sup>rd</sup> January to 31 March 2011.

**Decision made and reasons:**  
That the contract extension is approved for Andrew Reynolds, through Timothy James Consulting, to continue as an Interim Housing Programme Manager to deliver the efficiencies and improvements within Strategic Housing Services.

The continuation of this contract is necessary because of the need to:

- Provide management and leadership to Housing Options until the Group Manager Strategic Housing is recruited;
- Support and advise the Corporate Director Housing & Regeneration on issues relating to the strategic housing service;
- Manage and conclude the restructure of Strategic Housing-Housing Options service and appointment of staff into roles;
- Manage and conclude the Task and Finish group in respect of the Void Management Improvement programme;
- Review the Council's approach to working with private sector home owners and landlords and to determine the level of market engagement in managing private sector properties;
- Manage the programme of implementation for the new Abris Choice Based Lettings system;
- Complete the operational improvements to the Housing Options service.

**Reports considered:**

- Financial Regulations
- Procurement Standing Orders (A6 & Section E Tendering Exceptions)

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Ben Hosier – Group Manager Procurement  
Simon Smith – Senior Finance Officer  
Stephen McDonald - Finance

**Monitoring Officer/Chief Financial Officer Comments:**

**Monitoring Officer** No further comments to add to this report.

**Deputy S151 Officer** The budget for this area in the General fund is currently overspent due a redundancy made during phase one of the strategic realignment. As set out in previous reports these will be funded from earmarked reserves. This will reduce the overspend to leave around £9,000 for these interim arrangements. Virements will need to be found for the remaining £6,000.

The proportion being charged to the HRA is adequately covered.

Procurement Standing Orders and Financial Regulations state that for contracts up to the

value of £25,000 the standing requirements to seek tenders for contracts can be set aside under special circumstances. The contract for consultancy for Timothy James Consulting, under which Andrew Reynolds is employed, was extended on 4<sup>th</sup> October 2010 under these rules. The full value of the contract has now reached £49,500. Further extension will increase the value of the contract beyond the threshold of £50,000, for which a Portfolio Holder's decision is required: hence this PH decision sheet.

In the event that the expected hours are supplied by the contractor, the contract extension will result in a full value of the total contract of approximately £78,100.

Section 10 of the Procurement Standing Orders allows for extensions of contracts by Portfolio Holders. However, this will be a second extension to the contract and will result in a contract value well in excess of £25,000 threshold for seeking tenders for alternative providers.

**Options Considered and reasons for rejection:**

The council could decide not to proceed with this contract, however, this would both significantly delay and put at risk the restructure and service improvements already underway.

Alternatively, another Interim could be appointed, however, there is now only a limited time in which to achieve this and it would create a lack of continuity and delay whilst a new person was able to take forward the programme of work.

**Portfolio Holders Signature:**

**Date:**

**Details of any interests declared and any dispensations given by the Standards Committee:**

**For Member Support Officer use only**

Date Decision Record Sheet received from portfolio holder: 16 February 2011

Date Decision Published: 16 February 2011

Decision No: PH/008/11

Date of Expiry of Call-In Period: 23 February 2011

Date any Call-In received or decision implemented:

**BACKGROUND**

This Interim appointment was procured through Timothy James Consulting to support the Housing Improvement Programme. The Interim appointment commenced at the beginning of July 2010 and was initially for a 3 month period. This was subsequently extended until 17<sup>th</sup> December 2010.

The Interim has been engaged in managing and leading a range of projects to facilitate change and improve efficiency across housing and in particular Strategic Housing and Housing Options.

Key achievements include:

- Redesigning and costing a new structure for Strategic Housing / Housing Options;
- Producing new job descriptions and person specifications;
- Identifying efficiency and cashable savings;
- Procurement of new Choice Based Lettings System and Homelessness module
- Addressing and removing the backlog of MP enquiries and complaints;
- Supporting the reduction in property void times and delivering improvements to the void management process;
- Producing a new Housing Allocations policy;
- Producing a new Voids Management Policy;
- Producing a new approach to partnership working;
- Introducing staff guidance and accountability;
- Facilitating a review of case management and introducing revised practices;
- Providing management and leadership to the Housing Options team.

Whilst some of the projects have been concluded there remain a number that are currently in progress and which should be completed by 31 March 2011. Not with standing this, the future recruitment and appointment of the Group Manager Strategic Housing should be in place for 31 March 2011 and will enable any outstanding projects to be handed over and taken forward by the post holder.

**Cost:**

The cost of this extension is £28,600 with 55% (£15,730) being met from the General Fund and 45% (£12,870) from the HRA.