

## Members' Library Service Request Form

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Originator	Steph Irvine
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Document Title	Tenant Participation Support Contract 2019-2022

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Additional information:

Authorised By	Douglas Proudfoot
Designation	Head of Development
Date	01/05/19

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**REPORT TO:** Members' Library Service

**MEETING DATE:**

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Tenant Participation Support Contract 2019-2022

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## **1 PURPOSE**

- 1.1 To note the decision to award the contract for the Tenant Participation Support Contract 2019-2022 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 Development to award the contract for 2019-22 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 ended on 31 March 2019.
- 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 13<sup>th</sup> September 2018 with a return date of 31<sup>st</sup> October 2018.
- 3.5 There were two tenders submitted. One from TIS and one from Marlow Lang. Marlow Lang failed at the qualification stage. It should be noted that the low level of submissions 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 The costs were within the budget provision. 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 wellbeing of equalities groups and an Integrated Impact Assessment is not required.

**6 RESOURCE IMPLICATIONS**

- 6.1 Financial – The Council has confirmed a budget line of £335k 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.

2019/2020	2020/2021	2021/2022	Total
£110,389	£112,164	£113,277	£335,830

- 6.2 Personnel – None.
- 6.3 Other – None.

## **7 BACKGROUND PAPERS**

- 7.1 East Lothian Council Tenant Participation Strategy 2016-2019 – Cabinet Paper 14<sup>th</sup> June 2016.

<b>AUTHOR'S NAME</b>	Stephanie Irvine
<b>DESIGNATION</b>	Service Development Manager
<b>CONTACT INFO</b>	Stephanie Irvine x7928
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