

	<p style="text-align: center;"><b>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER</b> <b>7<sup>th</sup> november 2017</b></p>
<p style="text-align: center;"><b>Title</b></p>	<p><b>Procurement of services for the provision of a Gypsy and Traveller Accommodation Needs Assessment for West London</b></p>
<p style="text-align: center;"><b>Report of</b></p>	<p>Deputy Chief Executive</p>
<p style="text-align: center;"><b>Wards</b></p>	<p>All</p>
<p style="text-align: center;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: center;"><b>Enclosures</b></p>	<p>None</p>
<p style="text-align: center;"><b>Officer Contact Details</b></p>	<p>Nick Lynch – Planning Policy Manager <a href="mailto:nick.lynch@barnet.gov.uk">nick.lynch@barnet.gov.uk</a> 0208 359 4211</p>

<h2>Summary</h2>
<p>As a member of the West London Alliance, the Council (through Re – the joint venture between the Council and Capita) has agreed to lead the procurement of a Gypsy and Traveller Accommodation Needs Assessment (GTANA) for West London on behalf of four London boroughs (Barnet, Brent, Ealing and Harrow).</p> <p>The costs of the Gypsy and Traveller Accommodation Needs Assessment will be shared amongst the four participating boroughs and reclaimed by the Council.</p> <p>The GTANA determines scale of unmet existing and future needs for permanent and transitory accommodation for gypsies, travellers and show people.</p> <p>The GTANA forms part of the Local Plan housing evidence base and Re have agreed to pay Barnet’s share of the costs of producing the GTANA. The Council will therefore reclaim Barnet’s share of the costs of the GTANA from Re.</p> <p>The total contract value will not exceed £20,000</p>

## **Decisions**

**That the Deputy Chief Executive agrees :**

- 1. to procuring the services of a consultant to undertake a Gypsy and Traveller Accommodation Needs Assessment (GTANA) for West London on behalf of the London Boroughs of Barnet, Brent, Ealing and Harrow.**
- 2. to recovering the costs of the West London GTANA from the participating bodies.**

### **1. WHY THIS REPORT IS NEEDED**

- 1.1 We seek to appoint suitably qualified consultants to produce a Gypsy and Traveller Accommodation Needs Assessment (GTANA). The purpose of this project is to determine the scale of unmet existing and future needs for permanent and transitory accommodation for gypsies, travellers and show people. This evidence will be produced in accordance with national guidance, the Planning Policy for Traveller sites published in 2015.
- 1.2 The GTANA study will provide an evidence base to support the Council's approach to setting pitch and plot targets to address the likely permanent and transit site accommodation needs of gypsies and travellers in Barnet.
- 1.3 The GTANA is required to support the review of Barnet's Local Plan. The Council plans to publish its Regulation 18 Local Plan in Autumn 2018.

### **2. REASONS FOR DECISIONS**

- 2.1 The West London Alliance (WLA) Growth Directors Board agreed in March 2017 that WLA boroughs should work together to jointly commission and procure evidence in support of their local plans. Joint working on evidence has benefits in terms of shared costs and economies of scale on procurement. It also helps to address expected issues with the Draft London Plan (expected November 2017) as well as helping to meet the requirements of duty to cooperate set out in the Localism Act 2011. Six specific joint evidence workstreams have been identified for individual boroughs to lead. Barnet is taking the lead on the Strategic Housing Market Assessment and the Gypsy and Traveller Accommodation Needs Assessment as part of the housing evidence workstream.
- 2.2 The West London Alliance SHMA Management Project Group agreed in August 2017 to separate the Strategic Housing Market Assessment and the

Gypsy and Traveller Accommodation Needs Assessment. Therefore two procurements will be undertaken in tandem.

- 2.3 In order to progress the Local Plan for Barnet evidence is required on housing need. This includes the accommodation needs of Gypsies, Travellers and Travelling Show people. Planning policy for Traveller Sites (2015) outlines the Government's desire for authorities to plan for traveller sites in their areas. Decision-making for policy concerning Gypsies, Travellers and Travelling Show people rests within a national, regional and local legislative policy framework. This study must therefore be viewed in the context of this legislation and guidance.
- 2.4 Soft market testing has been undertaken and the full cost of the GTANA is not likely to exceed £20,000, meaning a shared cost of £5,000 per participating borough.
- 2.5 The Council's Contract Procedure requires a full officer Delegated Powers Report for the procurement exercise as this provision was not noted on the forward plan.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 3.1 The alternative option is for Barnet to commission a single GTANA for the Borough. Such an approach would mean that opportunities for reducing costs through the economies of scale associated with a joint GTANA would be missed. The GTANA needs to look at a wider regional and sub-regional context to reflect the London housing market. It would also be an opportunity missed to demonstrate how Barnet has been working with neighbouring authorities as part of the duty to co-operate requirement in the 2011 Localism Act.

### **4. POST DECISION IMPLEMENTATION**

- 4.1 A procurement exercise will be undertaken as soon as the DPR has been approved.

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

- 5.1.1 Evidence from the GTANA will help develop policies in the Local Plan that address the accommodation needs of gypsies and travelling showpeople. It will also provide evidence on existing site capacity, and where necessary, outline any potential for additional traveller sites. Having a clear, robust and defensible Local Plan policy framework with regard to accommodation for gypsies and travelling showpeople will help to meet the Corporate Plan 2015-20 Priority of :

- Responsible growth, regeneration and investment.

## 5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 The procurement exercise will be undertaken by Re in consultation with the Customer and Support Group Procurement Team to ensure compliance with the Council's Contract Procedure Rules. The management of the appointed consultant will rest with the West London Alliance.

5.2.2 Production of the main housing elements of the Local Plan Evidence Base is set out in the Strategic Planning Output Specification. Although the GTANA is not highlighted as part of the Local Plan Evidence Base element it is recognised that such evidence is an integral part of the housing evidence base for the Local Plan. The cost of the GTANA for Barnet will therefore be met by Re.

5.2.3 The Council will be responsible for reclaiming the costs of the GTANA from Re and the other three participating boroughs.

## 5.3 **Legal and Constitutional References**

5.3.1 The Constitution, Responsibility for Functions, Annex B, Scheme of Delegated Authority to Officers states that Chief Officers can take decisions to :

- discharge the functions allocated to them or dealt with by them or their staff, except for matters specifically reserved to, Committees or Council: and
- in all matters where they have managerial or professional authority.

5.3.2 The Constitution, Responsibility for Functions, Annex B, Scheme of Delegated Authority to Officers – states that the Commissioning Director Growth and Development has 'authority for commissioning services and making any decision for the operational effectiveness of planning and development management, regeneration, housing, enterprise, skills, employment, building control, land charges and strategic planning.

5.3.3 Council Constitution, 22 Contract Procedure Rules Appendix 1 – Table A defines the requirements to commence and conclude procurement exercises. This report is in accordance with this requirement.

5.3.4 The opportunity shall be advertised on Contracts Finder as stipulated by Rule 8.3 of the Council's Contracts Procedure Rules

## 5.4 **Risk Management**

5.4.1 Procurement of a consultant to produce the GTANA in accordance with the requirements of Barnet together with three other West London Boroughs will provide an important element of evidence for the Local Plan. The GTANA will help to create a robust planning policy framework within a Local Plan that, following assessment by an independent Government Planning Inspector, is capable of adoption.

## 5.5 Equalities and Diversity

5.5.1 The procurement process will be in accordance with the Contract Procedure Rules, ensuring that successful bidders abide by the Council's Equalities Policy and keep abreast of equality and diversity issues. Providers will be expected to meet the needs of service users from diverse and ethnic minority backgrounds. Providers are required to ensure the implementation of the Council's Equalities Policies in relation to all aspects of service delivery.

## 5.6 Consultation and Engagement

5.6.1 The production of the GTANA will require engagement with neighbouring authorities. This will help to meet the duty to cooperate requirements of the 2011 Localism Act

5.6.2 The outcomes of the GTANA will underpin production of the Local Plan which at a number of stages will be subject to formal public consultation.

## 6. BACKGROUND PAPERS

6.1 None

## 7. DECISION TAKER'S STATEMENT

7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

## 8. OFFICER'S DECISION

### **I authorise the following action**

Authorisation to procure the services of a consultant to produce a Gypsy and Traveller Accommodation Needs Assessment (GTANA) for the West London boroughs of Barnet, Brent, Ealing and Harrow. The contract value will not exceed £20,000. The Council will recover the costs of the GTANA from LB Brent, Ealing, Harrow and Re (on behalf of LB Barnet)

**Signed**



**Date**

**7<sup>th</sup> November 2017**

## REPORT CLEARANCE CHECKLIST

*(Removed prior to publication and retained by Governance Service)*

Report authors should engage with their Governance Champion early in the report writing process and record the date below. If the decision/report has been reviewed at an internal board please record the date and name of the meeting (e.g. SCB). Otherwise enter N/A.

All reports must be cleared by the appropriate Director/AD, Legal, Finance and Governance as a minimum.

**Legal, Finance and Governance require a minimum of 5 working days to provide report clearance. Clearance cannot be guaranteed for reports submitted outside of this time.**

### AUTHOR TO COMPLETE TABLE BELOW:

Who	Clearance Date	Name
Director / AD / Lead Commissioner	07/11/2017	Cath Shaw
Enabling Board / Delivery Board		
Commissioning and Policy		
Equalities & Diversity		
HR Business Partner		
Strategic Procurement		
HB Public Law	27th Oct 2017	Ravi Mudundi
Finance	6 <sup>th</sup> Nov 2017 7 <sup>th</sup> Nov 2017	Gillian Clelland Paul Clark
Governance	24 <sup>th</sup> Oct 2017	Jan Natynczyk