

	<p align="center">ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 7th November 2017</p>
<p align="center">Title</p>	<p>Procurement of services for the provision of a Strategic Housing Market Assessment for West London</p>
<p align="center">Report of</p>	<p>Deputy Chief Executive</p>
<p align="center">Wards</p>	<p>All</p>
<p align="center">Status</p>	<p>Public</p>
<p align="center">Enclosures</p>	<p>None</p>
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<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 Strategic Housing Market Assessment (SHMA) for West London on behalf of eight London boroughs plus the Old Oak and Park Royal Development Corporation.</p> <p>The purpose of the SHMA is to produce comprehensive evidence on the needs of households relative to housing demand and supply in order to support the review of Barnet’s Local Plan. The SHMA for West London is being procured in tandem with a joint Gypsy and Traveller Accommodation Needs Assessment (GTANA).</p> <p>The costs of the SHMA will be shared amongst the nine participating bodies and reclaimed by the Council.</p> <p>The SHMA is highlighted in the Output Specification (for the provision of Strategic Planning services) as part of the Local Plan evidence base. The Council will therefore reclaim Barnet’s share of the costs of the SHMA from Re.</p> <p>The total contract value will not exceed £100,000</p>

Decisions

That the Deputy Chief Executive agrees :

- 1. to procuring the services of a consultant to undertake a Strategic Housing Market Assessment for West London on behalf of the London Boroughs of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow and Hillingdon together with the Royal Borough of Kensington & Chelsea and the Old Oak and Park Royal Development Corporation.**
- 2. to recovering the costs of the West London SHMA from the participating bodies.**

1. WHY THIS REPORT IS NEEDED

- 1.1 We seek to appoint suitably qualified consultants to produce a Strategic Housing Market Assessment (SHMA). The purpose of this project is to produce comprehensive evidence on the needs of households relative to housing demand and supply in order to support the review of Barnet's Local Plan.
- 1.2 The SHMA study will present the housing needs of the Borough in a recognisable context, setting out local issues as well as making comparisons with national, regional and sub-regional data.
- 1.3 The SHMA 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. 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. The SHMA must be set within a local, sub regional and regional context, meet the most recent GLA household and population projections, taking account of migration and demographic change and address the need for all types of housing, including affordable housing and the needs of different groups in the community (such as, but not limited to, families with children, older people, people with disabilities, service families and people who want to build their own homes). It must also establish the level of housing demand and the scale of housing supply necessary to meet this demand – including backlog demand from households in temporary accommodation, and those on housing waiting lists with an identified housing need.
- 2.4 Soft market testing has been undertaken and the full cost of the SHMA is not likely to exceed £100,000. Costs are shared based on the requirements of individual boroughs and the Old Oak and Park Royal Development Corporation (OPDC). These requirements are full SHMA (20%), data refresh and incorporation (10%) or existing data incorporation (5%). Barnet requires a full SHMA and will expect to pay no more than £20,000.
- 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 SHMA for the Borough. Such an approach would mean that opportunities for reducing costs through the economies of scale associated with a joint SHMA would be missed. The SHMA 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 SHMA will help develop housing policies in the Local Plan that addresses local housing need in particular diversifying Barnet's accommodation to ensure that it supports older people, people with learning disabilities and autism, and mental health conditions to live independently for as long as possible – through things like home adaptations, accessible housing, use of integrated technology and access to a network of local services. This helps meet the Corporate Plan 2015-20 Priority of :

- building resilience in residents and managing demand.

5.1.2 The Council's Housing Strategy 2015 – 2025 addresses the challenges of a growing population, increased housing demand, and the impact of austerity, growth and regeneration on the borough. The Strategy was supported by a high level Housing Needs Assessment (HNA) in 2014 to provide analysis of the expected household growth, existing unmet need and affordability, and provide an estimate of the number, size and tenure mix that will be needed over the next 10 years. The SHMA will help inform any future revision of the Housing Strategy.

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 SHMA is highlighted as part of the Local Plan Evidence Base element of the Strategic Planning Output Specification. The cost of the SHMA for Barnet will therefore be met by Re.

5.2.3 The Council will be responsible for reclaiming the costs of the SHMA from Re, OPDC and the other eight 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 SHMA in accordance with the requirements of Barnet together with 8 West London Boroughs and the OPDC will provide an important element of evidence for the Local Plan. The SHMA will help translate the Council's housing objectives into 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 SHMA 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 SHMA 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 Strategic Housing Market Assessment (SHMA) for the West London boroughs of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow and Hillingdon

together with the Royal Borough of Kensington & Chelsea and the Old Oak and Park Royal Development Corporation. The contract value will not exceed £100,000. The Council will recover the costs of the SHMA from the participating bodies above and Re (on behalf of LB Barnet).

Signed



Date

07/11/2017

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	27 th Oct 2017	Ravi Mudundi
Finance	6 th Nov 2017 7 th Nov 2017	Gillian Clelland Paul Clark
Governance	24 th Oct 2017	Jan Natynczyk