

## SHEFFIELD CITY COUNCIL



## Individual Cabinet Member Report

---

**Report of:** Laraine Manley – Executive Director

---

**Report to:** Councillor Jayne Dunn

---

**Date:** 09 November 2015

---

**Subject:** Provision of Burglar Alarm Installation, Repair and Maintenance Services Contract for Council Housing Properties 2015 – 2016 with option to extend for a further 1 Year

---

**Author of Report:** Steve Clough 2037003

---

**Key Decision:** YES

---

**Reason Key Decision:** Expenditure over £500,000

---

**Summary:**

The purpose of the report is to seek approval to retender the Contract for the Installation, Repair and Maintenance of Burglar Alarms Systems in Council housing properties.

Sheffield City Council and formally Sheffield Homes have been fitting burglar alarms since 2001; at 31st of March 2015 it is identified that we currently have around 8000 Let properties with burglar alarm charges.

When the scheme was first introduced, its benefits and achievements were assessed to gain an idea of the value for money offered and to make sure the scheme contributed to the overall strategy of the “Sheffield First for Safety Partnership”.

The requirement is to be advertised as one contract for all aspects using a full Open OJEU Tender on the YORtender website.

---

**Reasons for Recommendations:**

The scheme has been successful since its inception in 2001 and the continuation will further support of Council Housing Tenants in vulnerable areas of the city, in feeling safer in their own homes and when leaving them to go about their daily activities

The procurement exercise is intended to deliver value for money and keep the costs for the authority and tenants, as low as possible.

---

**Recommendations:**

It is recommended that Councillor Jayne Dunn Cabinet Member for Housing approves the continuing requirement and procurement process for this contract.

To grant delegated authority to the Director of Commercial Services or her nominated deputy to award a contract for this project.

---

**Background Papers:** N/A

**Category of Report:**        **OPEN**

---

\* Delete as appropriate

## Statutory and Council Policy Checklist

<b>Financial Implications</b>
YES Cleared by: Michael Casey
<b>Legal Implications</b>
YES Cleared by: Sarah Bennett
<b>Equality of Opportunity Implications</b>
NO
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human Rights Implications</b>
NO
<b>Environmental and Sustainability implications</b>
NO
<b>Economic Impact</b>
NO
<b>Community Safety Implications</b>
NO
<b>Human Resources Implications</b>
NO
<b>Property Implications</b>
NO
<b>Area(s) Affected</b>
All
<b>Relevant Cabinet Portfolio Lead</b>
Councillor Jayne Dunn
<b>Relevant Scrutiny Committee</b>
Safer and Stronger Communities
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press Release</b>
YES

## **REPORT TO THE HOUSING AND NEIGHBOURHOODS CABINET MEMBERS**

Provision of Burglar Alarm Installation, Repair and Maintenance Services  
Contract for Council Housing Properties 2015 – 2016 with option to extend for a  
further 1 Year

### **1.0 SUMMARY**

- 1.1 The purpose of the report is to seek approval to retender the Contract for the Installation, Repair and Maintenance of Burglar Alarms Systems in Council housing properties.
- 1.2 Sheffield City Council and formally Sheffield Homes have been fitting burglar alarms since 2001; at 31st of March 2015 it is identified that we currently have around 8000 Let properties with burglar alarm charges.
- 1.3 When the scheme was first introduced, its benefits and achievements were assessed to gain an idea of the value for money offered and to make sure the scheme contributed to the overall strategy of the “Sheffield First for Safety Partnership”.
- 1.4 The requirement is to be advertised as one contract for all aspects using a full Open OJEU Tender on the YORTender website.

### **2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE**

- 2.1 It was proven that the installation of burglar alarms reduced burglary rates in the areas visited and also reduced resident’s perception of fear of becoming a victim of crime, therefore contributing to making Sheffield a safer place to live.
- 2.2 At present only Sheffield City Council residents are eligible for an alarm. Although in the past we have fitted alarms to private properties, this funding was stopped in 2006. Sheffield City Council would initially fund the installation cost in agreement with the tenant, whom would then sign an agreement to payback the cost on a set time period and cost.
- 2.3 Alarms are not installed where residents have substantial rent arrears (over £250). This is because we have a duty as a responsible landlord not to put residents at risk from financial hardship where this is not necessary. To add a rent charge to a resident rent account where there are existing arrears would be irresponsible.

### **3.0 OUTCOME AND SUSTAINABILITY**

- 3.1 The lifespan of an alarm is an indeterminate period, the only time we cannot repair an existing alarm is when parts become obsolete. Alarms are installed to the latest relevant British Standard (i.e. PD6662:2004 the UK’s interpretation of the European Standard EN50131).

- 3.2 Once fitted alarms cannot be removed as it becomes an attribute to that property, the same way as a new central heating installation would and Housing Services would not remove the central heating from a property to reduce the rent and the same would apply to alarms.
- 3.3 These alarms are installed with the permission of the resident. If a new resident moves into a property with an in situ alarm, they sign up for the property with an alarm as an attribute and potentially this extra charge on their rent account. This would be discussed at the outset.

#### **4.0 Financial Implications**

- 4.1 The contract term is for 1 year with an option to extend for up to a further 12 months. The overall cost is set at £740,000 for the full life of the contract. This is a set budget and any savings achieved are passed on to residents by means of cheaper installations and more homes receiving the benefit of an alarm system.
- 4.2 Sheffield City Council would initially fund the installation cost in agreement with the tenant, whom would then sign an agreement to payback the cost on a set time period and cost.
- 4.3 The previous procurement activity carried out in 2014 achieved a saving for the tenant of £40 per installation. The intent is to issue the same specification, however there is a slight possibility that the price per installation may increase this time round, as the saving could not be matched by most of the bidders in the last round and the successful supplier has operated with minimal profit.

#### **5.0 Legal Implications**

- 5.1 The Council has general powers of housing management under Section 21 of the Housing Act 1985 and this particular proposal comes within those powers.
- 5.2 Officers have been mindful of the importance of putting in place appropriate arrangements to secure the desired outcomes. Ensuring compliance with all necessary EU and Local Authority legal requirements, including TUPE where necessary. The proposed contract does have a value in excess of the European procurement thresholds. However, the proposed tender process does comply with the requirements of the Public Procurement Regulations 2015.
- 5.3 Previous activity received a number of complaints/challenges from local suppliers both prior to the procurement process and once the contract was awarded. The process was revisited and a full options appraisal was carried out prior to the procurement process. This identified a more favourable route to allow all suppliers to submit bids. Following this each unsuccessful bidder was provided with a very detailed feedback report, to assist them in any future bidding process.

## **6.0 ALTERNATIVE OPTIONS CONSIDERED**

- 6.1 Previously a number of avenues were considered and an options appraisal was carried out, to ascertain the most appropriate route to take.
- 6.2 Joining a procurement framework has been considered again but it was felt in line with the previous options appraisal, this potentially would not achieve the best outcome for the residents, local suppliers and the council.

## **7.0 REASONS FOR RECOMMENDATIONS**

- 7.1 The scheme has been successful since its inception in 2001 and the continuation will further support of Council Housing Tenants in vulnerable areas of the city, in feeling safer in their own homes and when leaving them to go about their daily activities
- 7.2 The procurement exercise is intended to deliver value for money and keep the costs for the authority and tenants, as low as possible.

## **8.0 RECOMMENDATIONS**

- 8.1 It is recommended that Councillor Jayne Dunn Cabinet Member for Housing approves the continuing requirement and procurement process for this contract.
- 8.2 To grant delegated authority to the Director of Commercial Services or her nominated deputy to award a contract for this project.

Author – Steve Clough  
Job Title – Category Support Officer  
Date – 06 October 2015