
HOUSING NEEDS STUDY

1 SUMMARY

- 1.1 To apprise Members of developments in the assessment of housing need and to consider the draft specification for a housing needs study.

2 BACKGROUND

- 2.1 All housing and local planning Authorities are required to have a clear understanding of housing need in their area, in order to inform their housing strategy and strategic planning framework.
- 2.2 Comprehensive Performance Assessment requires housing authorities to document:-
- How well the Council understands the local housing market and how it uses this knowledge to help balance the market.
 - The Council's actions and achievements in helping to balance markets.
 - How well the Council monitors its progress and impact in helping to balance housing markets and uses this information to inform future strategies.
- 2.3 The Council's last Housing Needs Assessment (HNA) was carried out in 1999 and much of the information it provided is now out of date, or will soon become so. There is a need to conduct a comprehensive new study to provide an evidence base for future strategy development.
- 2.4 Local strategies are now firmly set within regional and sub-regional contexts. Regional Housing Boards require a robust view of the housing markets operating within their region and will determine funding priorities based on research and evidence of regional and sub-regional housing needs. The Office of the Deputy Prime Minister (ODPM) has recently issued a "Housing Market Assessment Manual" which is designed to assist in the analysis of the supply/demand dynamic at sub-regional level. Housing Needs Assessment guidance, issued in 2000, is being reviewed and may be integrated with the new Housing Market Assessment Manual, although no timetable has been published.
- 2.5 Work is being undertaken by housing officers within the Thames Gateway South Essex (TGSE) sub-region to update and strengthen the sub-regional input into the regional housing strategy, the revised and updated version of which is likely to be published in Spring 2005.
- 2.6 Housing needs information is required to inform the sub-regional component of the strategy. The five Authorities in Thames Gateway South Essex have all undertaken

housing needs assessments at different times, but Rochford and Thurrock's are the oldest and both authorities now require a comprehensive new study. The other authorities will need to update the information from their last study and all authorities will need some work to develop an understanding of the housing markets operating within the sub-region.

- 2.7 Having agreed a budget for consultants to undertake a housing needs study during 2004/5, Officers prepared a detailed draft specification based on the 2001 guidance from ODPM and best practice from other Authorities nationally.
- 2.8 The TGSE housing group, which includes officers from the five Councils, the Housing Corporation and the TGSE Partnership, has taken this draft and developed it so that it can be used for tender purposes for a joint study. This has the potential advantage of securing economies of scale, whilst retaining all the local detail that would be obtained by a single district study, and also allowing the cross-border housing markets aspect to be properly researched, which would be difficult in a single district study. This sub-regional approach to needs assessment has the strong support of GO East.

3 HOUSING NEEDS STUDY

- 3.1 The draft specification is appended for consideration. This is still "work in progress" but will be finalised by the middle of July. If the Council is to participate in a joint approach, any changes will need to be agreed with the other Local Authorities.
- 3.2 The survey methodology proposed provides for:
- design of the survey, in accordance with guidance and best practice
 - postal surveys and some face to face interviews
 - gathering of a wide range of information, as set out in the specification
 - Analysis and presentation of the information, including both electronic and "hard copy" final reports and a presentation to Members
 - Costed proposals for keeping the data and projections up to date.
- 3.3 It is anticipated that the survey work will start in August and be completed by October 2004.

4 RISK IMPLICATIONS

4.1 Strategic Risk

Without up to date information it will not be possible for the Council to keep its strategic housing and planning frameworks fit for purpose.

4.2 Reputation Risk

The Audit Commission and Go East have both reported that the information from the last housing needs study is becoming out of date. Without a new study, the Council will risk losing credibility as an effective strategic housing authority.

4.3 Regulatory Risk

Failure to prepare and keep up to date strategies that are fit for purpose could risk Government intervention.

5 RESOURCE IMPLICATIONS

5.1 Provision of £35,000 has been made in this year's approved revenue budget.

5.2 The contractor will require documents and information from the Council to help inform the study and conclusions. Managing the letting and supervising the running of the contract will require staff resources, although these will be reduced if the task is shared with other TGSE Authorities.

6 RECOMMENDATION

6.1 It is proposed that the Committee **RESOLVES**

- (1) To approve the appended draft housing needs study specification
- (2) To participate in a joint study with the other South-Essex Local Authorities.

Graham Woolhouse

Head of Housing Health and Community Care

Background Papers:

None

For further information please contact Graham Woolhouse on:-

Tel:- Ext 3100

E-Mail:- graham.woolhouse@rochford.gov.uk

1ST DRAFT – as at 21.5.04

1 THAMES GATEWAY SOUTH ESSEX SUB REGION

**HOUSING NEED ASSESSMENT
RESEARCH PROJECT 2004-**

TENDER BRIEF

CONTENTS

	<u>Page No</u>
1. Introduction	
2. Background	
3. Objectives	
4. Content of Assessment	
5. Affordability	
6. Survey Methodology	
7. Management of the Survey and Fieldwork	
8. Reporting Format	
9. Costs	
10. Payment	
11. Timetable	
12. Selection of Tenderers	
13. Contact Officers	
14. Consultants Appointment	
15. Memorandum of Agreement	
16. Attachments	

1.	Introduction
1.1	<p>The Thames Gateway South Essex Sub Region consists of the following Local Authorities who, together with the following Registered Social Landlords, comprise the Thames Gateway Sub-Regional Housing Group (TGSRHG). The TGSRHG addresses strategic housing issues within the sub-region and in January 2004 formed the Thames Gateway Housing Needs Sub-Group to look specifically at housing need across the sub-region:</p> <p style="padding-left: 40px;"> Basildon District Council Castle Point Borough Council Estuary Housing Association Guinness Trust Moat Housing Group New Essex Housing Association Rochford District Council Southend-on-Sea Borough Council Swan Housing Association Thurrock Borough Council </p>
1.2	<p>The Thames Gateway South Essex Sub Region is seeking to undertake a comprehensive and robust housing needs assessment to obtain high quality information about housing needs across the Sub Region and also at Local Authority level.</p>
1.3	<p>The key aims of the Housing Need Assessment research project are to:</p> <ul style="list-style-type: none"> • Provide robust data to inform a sub-regional housing strategy and the five Local Authority housing strategies • Meet the Sub Region’s and Councils’ statutory obligations to consider housing conditions and needs in the specified areas • Provide robust data to support the Councils’ Planning Policy for affordable housing. • Assist in the development of detailed Social Housing Grant Investment priorities • Assist in the development of reviewing of: <ul style="list-style-type: none"> - Asset Management Strategies - Housing policies in Corporate plans, which include the Community Plan, Best Value Performance Plan, Local Plan, Local Agenda 21. - Essex County Council Community Care Plan and emerging Supporting People strategy - Sub-Regional Housing Strategy

1.4	This brief sets out the parameters within which tenders are sought to conduct the Housing Needs Research Project.
2.	Background
2.1	<p>The Sub Region’s administrative area is:-</p> <p>The Sub Region comprises a total of five Local Authorities, with 86 Wards and covering an area of 52,974 hectares:</p> <p>Details to be added later.</p>
2.2	<p>This is the first comprehensive Housing Needs Survey for the Sub Region. The last comprehensive Housing Needs Survey for each of the Local Authorities is as follows:</p> <ul style="list-style-type: none"> • Basildon District Council carried out in 2002 • Castle Point Borough Council carried out in 2002 • Rochford District Council carried out in 1999 and spanned a period of five years to 2004 • Southend-on-Sea Borough Council carried out in 2001 and updated in 2004 • Thurrock Borough Council carried out in 2000 <p>Due to the different timescales of the Local Authorities Housing Needs Surveys, Rochford District Council and Thurrock Borough Council wish to undertake a ‘full’ Housing Needs Survey, whereas Basildon, Castle Point and Southend Councils wish to update their existing Housing Needs Surveys to ensure that the information is consistent across the Sub Region. Each Council intends to update their housing needs assessments more fully at a future time, using the same methodology and contract.</p>
2.3	<p>Demand for housing in London and the South East has increased significantly over the last three years. This has been fuelled by more people choosing to live in the region and property prices have risen dramatically as demand outstrips the supply. This has led to stresses on the housing market resulting in increased levels of homelessness within the Sub Region. These problems have further been compounded within the Sub Region by the loss of affordable homes through Right to Buy and a lack of affordable housing has placed greater strains on an already stretched housing market.</p> <p>As a direct consequence of the housing difficulties of London and the South East, the Office of the Deputy Prime Minister (ODPM) has issued a statement about the need to develop 20,000 affordable housing units a year over the next 10 years in order to cater for the projected demand. The draft planning guidance RPG14 has provided suggested targets for new housing of which a considerable element will be affordable homes for each of the Local Authorities within the Sub-Region. This is the backdrop in which we are developing an Affordable Housing Strategy for the Thames Gateway South Essex Sub-Region.</p>

2.4	The DETR Guide to Good Practice (July 2000) is a key driver for the need for a new survey.
2.5	All Local Authorities within the Sub Region participated in a Research Project into the Housing Needs of Black and Minority Ethnic (BME) populations in the County. The project was completed in 2004 and is presently being evaluated.
3.	Objectives
3.1	<p>The assessment must be carried out and presented in accordance with “Local Housing Needs Assessment: A Guide to Good Practice” (DETR, July 2000) or any subsequent guidance issued. In particular it will:</p> <ul style="list-style-type: none"> • Analyse the fluctuations in market housing and their impact on the private and social rented sectors by Council area and down to ward level for Rochford and Thurrock • Gather and present up to date evidence of the level and type of housing need over the next five years, based on existing households, along with an indication of likely future change in level over the next ten years (up to 2014) in line with the lifetime of all Local Plans. • Gather and present up to date evidence of current and future housing supply in terms of tenure, size & price. • Provide survey data by employing a combination of both personal interviews and postal questionnaires, taking a representative sample selected on a random basis from the Electoral Roll for each Council, and down to ward level for Rochford and Thurrock. • Assist the Sub Region in negotiating the provision of affordable housing on strategic and “windfall” housing sites through the planning system by recommending overall targets for affordable housing; • Analyse how the Housing Register and transfer lists for all Council(s) and the following RSLs reflect housing need: Estuary Housing Association, Guinness Trust, Moat Housing Group, Swan Housing Association and New Essex Housing Association. • Provide robust data to withstand scrutiny and challenge by interested parties. • Assist the Sub Region to make more informed decisions about the targeting of housing resources and spending priorities • Provide analysis of housing needs for vulnerable people, and those requiring specialist housing as part of the preparation of the Supporting People Strategy by Council area and down to ward level for Rochford and Thurrock • Analyse how the Sub-Region’s economic and geographical position impacts on housing in the Sub Region. • Capture data concerning inward and outward migration from the Sub Region and analyse its impact on all housing sectors. • Convey an understanding of the sustainability of housing in the Districts and Boroughs and across the Sub Region.

	<ul style="list-style-type: none"> • Provide information for the preparation of bids for external funding and the annual bidding rounds with the ODPM and the Housing Corporation. • Inform cross-boundary working with the Thames Gateway South Essex Partnership to assist the development of affordable housing and make suitable recommendations. • Develop our understanding of the wider needs of the Sub Region and take into account current Local Authority population needs and the needs of South Essex as a growth area. • The Sub Region also requires an insight into the housing aspirations of the people of specified Local Authorities and as a Sub Region and in particular the following groups: <ul style="list-style-type: none"> • Newly forming and hidden households • Older People (over 60 years) • Households with special needs and requiring support or adaptations/specialist housing • Key workers • Young People (16-21 years) • Ethnic Minorities • Gypsies and travellers • Rural housing needs • Gain a sound understanding of people's future housing aspirations in terms of types and size of accommodation and those: <ul style="list-style-type: none"> • Able to meet their housing need unsubsidised • Able to meet their housing need through some form of shared ownership or equity scheme; and • With a need for subsidised housing • To assess the likely demand for housing required by 'key workers' unable to afford market-price housing.
3.2	All data, reports, recommendations and conclusions must be presented in a format that is capable of being updated.
4.	Content of Assessment
4.1	The research project must take account of the following:
	<p>Planning Circular 6/98: Affordable Housing states that Housing Needs assessments need to be rigorous, making clear the assumptions and definitions used, so that they can withstand detailed scrutiny. Assessments should include the following information:</p> <ul style="list-style-type: none"> - Local market house prices and rents;

	<ul style="list-style-type: none"> - Local incomes - The supply and suitability of existing local affordable housing; - The size and type of local households; - The types of housing best suited to meeting these local needs
4.2	<p>PPG3 (March 2000) states that Local Planning Authorities should “assess the range of needs for different types and sizes of housing across all tenures in their area. This should include affordable housing and housing to help meet the need of specific groups – the elderly, the disabled, students and young single people, rough sleepers, the homeless and those who need hostel accommodation, key workers, travellers and occupiers of mobile homes and houseboats. Local assessments should consider not only the need for new housing but ways in which the existing stock might be better utilised to meet the needs of the community”</p>
4.3	<p>The following list shows the information that the Council expects from the survey, in addition to the essential requirements detailed in the DETR publication ‘Local Housing Needs Assessment – A Guide to Good Practice’.</p> <ul style="list-style-type: none"> (a) Number of existing and potential households with a housing need that cannot be met without the intervention of the Council, RSLs or other agencies. Bedroom requirements to be included (b) A Proposed definition of and Levels of demand for ‘Key Worker’ Accommodation, and other intermediate forms of tenure. (c) Current housing tenure set against previous research and census data to validate the sample, type (including empty properties), size, age, facilities, conversions/HMO’s, building use. This is particularly important in determining the extent of the Private rented sector. (d) Type of housing requirements to address housing needs of specific groups, including location, tenure preferences and reasons for moving or staying. (e) Recent housing history, in terms of tenure, geographical origin, reasons for moving into the District and planned moves out of the District. (f) The extent of second homes in Southend-on-Sea. (g) Expected rate of new household formation and future household composition including potential growth through in-migration (by household type and number of bedrooms required); (h) Degree of overcrowding and under-occupation (tenderer will need to define the definitions of overcrowding and under-occupation that they will use) (i) Extent of lacking or sharing of basic amenities (tenderers will need to have regard for any appropriate national or local standard for amenity provision e.g. Chartered Institute of Environmental Health Standard for multiple occupation). (j) Car ownership and travel to work areas. (k) Brief details of attitudes to local environment (crime, litter, parking, noise, open space, etc). (l) Brief details of attitudes to key local facilities (health, leisure, education,

- employment, shops, banks, social services, and advice provision).
- (m) Desired housing; tenure type (including Shared Ownership); (sheltered and very sheltered), size, reason
 - (n) Households; age structure, size, length of residence, overcrowding, under occupation, concealed households, shared households, households living apart, concealed homelessness.
 - (o) Homelessness trends and causes to assist in the development of the Homelessness Strategy.
 - (p) Employment status and type.
 - (q) Income: earned income, benefit income, savings.
 - (r) The role of low cost home ownership schemes in helping social tenants and others in housing need into home ownership.
 - (s) Ability to afford housing:
 - All types
 - Local affordability trends, including extent of negative equity
 - Number of existing and potential households with a housing need who could afford to buy on shared ownership terms and other special initiatives by number of bedrooms required and current tenure;
 - (t) Housing Costs: house prices, rents house type and size
 - (u) Demographic Trends
 - (v) Special Housing Needs
 - Type of special need and housing requirement
 - Need for accessible housing
 - Need for long, medium and short term Supported Housing for people with special housing needs
 - Number of households requiring physical adaptations or supported accommodation
 - (w) Socio-Economic Factors: ability to work, those on benefit, poverty issues
 - (x) Black and Minority Ethnic (BME) Housing needs (to be consistent with B & ME research project)
 - (y) Health factors: to provide information pursuant to developing a PCT Level Plan, Local Development Plans and Community Plans.

In addition, the research project must take account of the following;

- Proportion of households total bills per quarter spent on electricity, gas or solid fuel
- Identify extent of energy efficiency measures undertaken by households
- Awareness of local and national grants for energy efficiency measures
- Findings should be set in a national and regional context with recommendations for any future joint studies within the sub region.

	<ul style="list-style-type: none"> • A comparison with the needs mapping undertaken during the preparation of the Supporting People Strategy.
4.4	<p>The tenderer should outline in the tender how it proposes to:</p> <ul style="list-style-type: none"> • Obtain the necessary data and information • Analyse the survey findings (and define to ward level) • Identify other useful data sources which the tenderer may utilise to meet the objectives • Update the information at council or ward level.
4.5	<p>In collecting such data, consideration must be given to the level and accuracy of existing relevant information that the Local Authorities and/or the Sub Region holds. Duplication of data collection must be avoided if this would reduce the tender sum.</p>
5.	<p>Affordability</p>
5.1	<p>The National Housing Federation (NHF) has adopted the following definition of rental affordability for policy purposes:</p> <p>“Rents are affordable if the majority of working households taking up new tenancies are not caught in the poverty trap (because of the dependence on housing benefit) or paying more than 25% of their net income on rent”.</p> <p>However, for the purpose of this Assessment and the Final Report, Affordable Housing is defined as: housing</p> <ul style="list-style-type: none"> (i) For which the asking price/rent of the property is significantly lower than prevailing market prices/rents in the Council’s areas. <p>AND</p> <ul style="list-style-type: none"> (ii) Which is intended to be accessible to people whose income is insufficient to enable them to obtain adequate housing locally on the open market. <p>AND</p> <ul style="list-style-type: none"> (ii) Where the rent or mortgage repayment does not exceed the Housing Corporation’s (i) and (ii) in perpetuity. <p>AND</p> <ul style="list-style-type: none"> (iv) Which is subject to arrangements that will ensure its availability in accordance with Conditions (i) and (ii) in perpetuity.

5.2	Levels of affordability may vary significantly across the Sub Region and the Final Report should make explicit any geographical variances and the implications for the supply of affordable housing.
6.	Survey Methodology
6.1	<p>The survey method will comprise a postal survey and face-to-face interviews. The survey must be of a sufficient size to, as a minimum, meet the requirements of the DETR Publication “Local Housing Needs – A Guide to Good Practice” or any other additional guidance. The Survey results should be summarised both at individual Local Authority Level and down to Ward level for Rochford and Thurrock. The individual parishes and wards within the form one of the attachments to this brief. The Sub Region recognises that for reasons of statistical robustness certain of the information in the Final Report will not easily break down to sub area eg special needs housing, health etc.</p> <p>The tenderer will be required to state their method of sampling and will select a sufficient number of addresses according to the agreed method of stratification to achieve the appropriate number of surveys.</p>
6.2	The tenderer should advise on the optimum number and mix of interviews and questionnaires taking into account the specific survey area. The tenderer should provide a quote for a range of mixes between postal surveys and face-to-face interviews with an indication of confidence levels of accuracy for each one. The tenderer will give examples of the level of accuracy achieved in previous surveys.
6.3	<p>As part of the tender, tenderers should provide a Method Statement which should include:</p> <ul style="list-style-type: none"> · Sample size, source, stratification · Proposals for questionnaire design, and pilot (if any) · Expected responses rates with reasons both in terms of overall access rates and responses to key questions such as income and savings · Statistical significance of data as a whole and any subsets · Use of sub contractors · Measures for ensuring effective project management · Measures for checking surveyor quality including briefing arrangements · Hours of work and recall policy on visits · Method to be used for data cleaning and validation · Outline of the data to which the Council will need to provide access · Ability to meet the timetable and deadline indicated <p>Further discussions will be required between the tenderer and the Thames Gateway South Essex Sub Regional Housing Group to finalise details of the methodology, operation and validation of the assessment before the commencement of the survey. The Method Statement shall form part of the</p>

	contract.
6.4	The Sub Region undertakes to provide any readily available data, including the electoral register from which the survey sample will be selected.
6.5	The tenderer will base the survey and provide the data to the Sub Region based on the Local Authority areas and down to ward level for Rochford and Thurrock. In addition the data will be transferred to the Sub Region with a series of standard queries to allow the Sub Region and individual Local Authorities to interrogate the findings in relation to Ward, Postcode, or other census standard area statistics namely Standard Tables, census area statistics, and key statistics.
7.	Management of the Survey and Fieldwork
7.1	The tenderer is required to provide a project plan that includes key stages and their duration.
7.2	<p>The tenderer will be required to provide staff to carry out all survey and field work and to make appropriate provision for any office accommodation or equipment required to carry out the survey.</p> <p>The tenderer will be required to appoint a Lead Officer who will have overall responsibility for the delivery of the assessment and will be the key link with the Council(s) and the Sub Region's nominated officers. A Curriculum Vitae of such a person shall be included with the Tender. Work shall not be sub-contracted without the prior consent of the specified Local Authorities and/or the Sub Region. In the event that the tenderer wishes to sub-contract some elements of the project, then these must be identified in the tender and CVs of the appointed sub-contractors supplied.</p>
7.3	A Curriculum Vitae giving the names, relevant experience and qualifications of survey and fieldwork staff must be included with the tender and the tenderer must supply satisfactory documentary evidence of all relevant criminal convictions listed against the names of all survey and fieldwork staff prior to commencement of the survey. The specified Local Authorities and Sub Region reserves the right to require the tenderer not to or cease to employ any personnel the specified Local Authorities and Sub Region reasonably deems unsuitable and/or unsatisfactory.
7.4	The tenderer will be responsible for the management and supervision of all survey and fieldwork staff including the individual monitoring of each completed questionnaire. The tenderer must carry out accuracy and validation checks on the data collected. Prior to producing the interim report the tenderer must certify to the specified Local Authorities and Sub Region that the data has been checked and validated. All the Local Authorities, and the Sub Region, reserve the right to carry out accuracy and validation checks on the data collected from time to time. If the Sub Region discovers that the data provided to the specified Local Authorities and Sub Region is inaccurate or invalid for any reason Sub Region will write to the

	tenderer asking it to explain the reason(s). If the specified Local Authorities and Sub Region are not satisfied with the explanation the Sub Region may regard this as a serious breach of the Agreement and terminate it forthwith. **
7.5	Survey staff will be required to visit a property at least three times at differing time/days, on each occasion leaving notification of their visit and contact details before a property may be regarded as a non-response. At least 2 of these visits should take place during an evening or at the weekend. The tenderer will be expected to provide the Sub Region with written evidence of the visits.
7.6	The Sub Region considers that response levels will be maximised by giving occupiers' prior written notification of a survey interview and tenderers should submit a sample letter of notification, including details of the purpose of the survey, with their tender submission. The offering of incentives for the return of the questionnaires may be included subject to the Sub Region's approval.
7.7	All survey staff to be provided with appropriate identification by the tenderer, which should be referred to in the letter of notification.
7.8	The tenderer will deal with enquiries from the public relating to the survey work. Proposals for dealing with such enquiries should be included in the tender submission.
7.9	The Sub Region wishes to be assured that the appropriate fieldwork procedures will achieve a high response rate and they are expected to provide evidence in their tenders of achieved response rates in similar Housing Needs Surveys
7.10	The tenderer will be required to provide weekly/fortnightly reports on fieldwork progress including non-response for refusal to Helen McCabe at Thurrock District Council.
8.0	Reporting Format
8.1	Interim Report
	The Sub Region will require a written Interim Report on completion of survey work detailing the response rate achieved and initial findings. Within 10 working days of the interim report being provided, the Sub Region will advise the contractor of any queries to be resolved or required amendments to the report. The Sub Region will confirm to the contractor its acceptance of the report when all queries or amendments have been resolved or agreed to the satisfaction of the Sub Region.
8.2	Draft Final Report
	On completion of analysis, Draft Final Report with detailed analysis of the results, utilising charges, diagrams, cross-tabulation and appropriate commentary will be submitted to Helen McCabe at Thurrock District Council

	(HmcCabe@Thurrock.gov.uk) in written & electronic format.
	<p>Within 20 working days of the Draft Final report being provided, the Sub Region will advise the contractor of any queries to be resolved or required amendments to the report. The Sub Region will confirm to the contractor its acceptance of the report when all queries or amendments have been resolved or agreed to the satisfaction of the Council. Following acceptance of the Draft Final Report, a Final Report and an Executive Summary Report will be provided.</p> <p>All information provided by, Basildon District Council, Castle Point Borough Council, Rochford District Council, Southend-on-Sea Borough Council, and Thurrock Borough Council for the purpose of the survey shall be returned to the providing authority on completion of the assessment.</p>
8.3	Final Report
8.3.1.	<p>In addition to reporting the findings, the final report should (see 9.4):</p> <ul style="list-style-type: none"> · Indicate the “shelf-life” of the data taking into account known trends likely to affect the validity of the data. · Include recommendations as to how the specified Local Authorities and the Sub Region may maximise the “shelf-life” of the data and continue to publish statistically sound information. · Include recommendations for a cycle updates. · Include specific sections on Special Need Housing requirements, BME Housing Issues and health issues.
8.3.2	The Survey results should be summarised across each Local Authority area and down to ward level for Rochford and Thurrock. Please see 6.6 above for further details of how the information should be expressed. Results must demonstrate the type and tenure of the housing requirement at each level.
8.3.3	<p>The analysis should indicate:-</p> <ul style="list-style-type: none"> · Whether the data supports the current housing policies in the draft Local Plans or, where it does not, details of any changes needed; · Whether the data shows any particular circumstances, sites or general locations where applying policies H30 and H31 is not justified; · Whether in light of the data, any changes to policies H30 and H31 are recommended.
8.3.4	It is essential that rural needs are identified and quantified accurately within the context of Council-wide housing need.
8.3.5	The each of the five Local Authorities will require:

	<ul style="list-style-type: none"> • 10 bound copies of the Final Sub-Regional Report and Executive Summary to be sent to the main contact at each of the Local Authorities (see page 15) <p>Rochford and Thurrock will require 1 copy each of reports specific to their Local Authority area.</p> <p>The bound copies shall contain the following statement in page 1:-</p> <p>‘Copyright in the whole and every part of this document belongs to Thames Gateway South Essex Sub Region (which includes, Basildon District Council, Castle Point Borough Council, Rochford District Council, Southend-on-Sea Borough Council and Thurrock Borough Council) and may not be reproduced in any form including but not limited to photocopying or sorting it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document neither may it be used, sold, transferred, copied in whole or in part in any manner or form or in or on any media to any person other than in accordance with a prior written Agreement with the Sub Region or otherwise without the prior or written consent of the Sub Region’.</p>
8.3.6	<p>A soft copy of the Final Report and Executive Summary Report with full text and tables, in a format to be agreed, should be sent to Helen McCabe at Thurrock District Council (HmCabe@Thurrock.gov.uk) . A full set of data with software for modelling and assessment of housing need in accordance with 6.5 above is to be supplied in an agreed format suitable for use with Microsoft Excel. All rights for usage and amendment of the software and data to be included.</p>
8.3.7	<p>The Contractor will be required to retain the completed survey forms for a period of a year following completion of the survey in the event that the Council may enquire access to these for data validation purposes.</p>
9.	<p>Costs</p>
9.1	<p>Tenderers must provide a written breakdown of costs for each of the major elements of the project as follows:</p> <ul style="list-style-type: none"> • Sample design & selection • Design & production of survey form • Appointment, management & briefing of fieldwork staff • Maximising the response rate • Initial processing and validation of data • Production and presentation of interim & final report • Provision of suitable software for data analysis <p>And for each of the sample sizes specified. This breakdown should include the fee levels and number of working days of each member of the project team and tenderers will be required to assist in the apportioning of costs between Local</p>

	Authorities.
9.2	Costings should be provided for each of the sample sizes referred to in 7.2.
9.3	<p>Costing should also include provision for:-</p> <ul style="list-style-type: none"> · Liaison meetings between the tenderer lead officer and nominated officers of the Specified Local Authorities and the Sub Region to be held at the Council Offices within the Sub Region. A minimum of one pre-contract meeting, two meetings during the course of survey work and one meeting after draft Final Report. (Other meetings with partner organisations may also be necessary). The contractor will be required to undertake two presentations each of up to 30 minutes duration to (a) senior officers of the Sub Region and (b) Councillors. The presentations may fall outside normal office hours. · In consultation with after agreement by the Sub Region’s nominated Officer, the design and printing of: <ul style="list-style-type: none"> · The letter of notification of an interview · The postal questionnaire · The interview questionnaire in consultation with the Council's nominated officer; · All necessary translation costs · Provision of fieldwork staff ID · Distribution of letter of notification of an interview; · Distribution and return of postal questionnaires at 2nd class postal rates; · Organisation and administration of an incentive scheme for the return of questionnaires for a sum not exceeding £100. · Expenses of interviewing staff; including a provision for accommodation and all incidental costs including staffing and equipment. · Detailed analysis of survey results in accordance with the requirements of this brief: · Production and printing of the Interim Report, draft Final Report, Final Report and Executive Summary; · We require presentations of the Final Report to be made to: <ul style="list-style-type: none"> (i) a Committee or Forum of Officers and/or members of the Sub Region; (ii) Rochford District Council; and (iii) Thurrock District Council
9.4	Tenders should include costed proposals for the future updating of data and projections without undertaking a full housing needs assessment, subject to the anticipated “shelf-life” of the data. Tenders should also include the cost of defending the Housing Needs Survey data in planning appeals.
9.5	In all costs, the fees and prices quoted for the service shall be deemed to include all expenses, disbursements and other charges as listed below (but not

	<p>exclusively).</p> <ul style="list-style-type: none"> · Facsimile transmission, data and voice transmission over the telephone systems. · All printing, postage, stationery, papers, books etc. · Courier and other delivery system charges · Travelling, hotel accommodation, subsistence and other similar expenses. <p>Reproduction and purchase of all documentation, drawings, plans, maps, photographs and records needed to properly carry out the commission.</p>
9.6	The tenderers are invited to suggest and cost alternative approaches where this would enhance the value of the survey.
10.	Payment
10.1	<p>Payment will be made on acceptance of the Final Reports with the exception of 10% of the accepted tender price, which will be retained for three months from the acceptance of the Final Reports. The balance will be paid at the end of the three-month period provided that the Sub Region is finally satisfied that the tenderer has properly complied with the terms of its contract with the Sub Region.</p> <p>Tenderers may submit proposals for phased payments at regular intervals from the start of the survey. Payment will be withheld if the reports are not delivered within the deadlines specified in Section 12 or are otherwise unsatisfactory.</p>
11.	Timetable
	<p>Tenders to be submitted by</p> <p>Tenderers to be appointed by</p> <p>Survey work to be completed And interim report by</p> <p>Final report to be completed by (including full data and software).....</p> <p>Four copies of the Tender document should be sent to Rochford District Council, South Street, Rochford, SS4 1BW.(to be decided) The documents must be returned with the yellow Tender Return label on the front of the envelope and must arrive no later than 12 noon on</p>
12.	Selection of Tenderers

12.1	Consultants should demonstrate their ability and track record in conducting housing needs surveys (or similarly complex statistical surveys) by appending a copy of a similar report that they have recently compiled. The Sub Region will maintain confidentiality and will return the document if required. Details should be supplied of all organisations for whom they have conducted a Housing Needs Survey within the last three years.	
12.2	Selection of the successful tender will be based equally upon quality (including relevant experiences, resources and methods of work) and price.	
12.3	All information supplied in the completed submission and the application form will be used to assess the quality and cost of each tender submission.	
12.4	<p>The tenderer will provide, as part of the submission, details of how the Service will be provided. This shall include the following:</p> <ul style="list-style-type: none"> · The resources, plant and staff the consultant will use to provide the Service. · The experience and qualifications of the staff to be used to provide the Service. · How the Consultant proposes to provide the Service to the standard required, and what methods will be used to measure the effectiveness of the methods, e.g. scheduled visits, quality checks, ad hoc checks etc. · Copies of the report forms that they propose to use in the execution of this Contract. 	
13.	<i>Contact Officers</i>	
13.1	<p>Basildon District Council</p> <p>Joanne Clements Principal Policy Officer Tel. 01268 294390</p> <p>Donna Upham Policy Research Officer Tel. 01268 294331</p> <p>Castle Point Borough Council</p> <p>Richard Chew Assistant Director of Housing Tel. 01268 882320</p> <p>Holly Black Strategy and Community Services Manager Tel. 01268 882320</p>	<p>Southend-on-Sea Borough Council</p> <p>Bernard Dayer Head of Housing Resources Tel. 01702 215</p> <p>Helen Carrick Housing Strategy & Research Officer Tel. 01702 215498</p> <p>Thurrock Borough Council</p> <p>Ian Rydings Head of Housing Tel. 01375 652230</p> <p>Helen McCabe Housing Strategy & Performance Manager Tel. 01375 652611</p>

	<p>Rochford District Council</p> <p>Graham Woolhouse Head of Housing Health & Community Care Tel: 01702 318044</p> <p>Alex Coulson Housing Client & Strategy Officer Tel: 01702 546366</p>	
15.	Memorandum of Agreement	
15.1	The Memorandum of Agreement between the Client and Consultant will be based on this document.	
15.2	It is a condition of engagement of the services of the Consultant that the Consultant must comply with the Council's Standing Order Contract Regulations.	
15.3	In addition, the following Terms and Conditions will apply:	
15.3.1	<p>The Consultant shall perform the Services with reasonable skill, care and diligence, but:-</p> <ul style="list-style-type: none"> a. No liability shall attach to the Consultant in respect of the Service except such liability as ought to be covered by the professional indemnity insurance referred to in Clause 15.3.3 b. No liability shall attach to the Consultant in respect of the Service except such liability as ought to be covered by the professional indemnity insurance referred to in Clause 15.3.3 	
15.3.2	Professional Indemnity insurances referred to in Clause 15.3.2 shall be effected with a reputable insurance company for a sum of not less than £1,000,000 (One Million Pounds) and public Liability insurance in the sum of not less than £2,000,000 (Two Million Pounds). The Consultant shall produce, on demand, a copy of such policies of insurance, together with the premium receipts relating thereto.	

15.4	The Appointment shall be governed by and construed in accordance with English Law, and the English Courts shall have jurisdiction over and dispute or difference, which shall arise between the Sub Region and the Consultant or out of or in connection with this appointment.
15.5	The Consultant shall not, without the written consent of the Thames Gateways Sub Region, make use of for its own purposes, or disclose to any person (except as may be required by law), the appointed documentation or any information contained therein or in any material provided to the Consultant by the Council pursuant to the appointment, all of which information shall be deemed to be confidential.
15.6	The Consultant shall not, whether itself or by any person employed by it to provide the services of the appointment, solicit or accept any gratuity, tip or any other form of money taking or reward, collection or charge for any part of the appointment, other than charges properly approved by the Sub Region in accordance with the provisions of this appointment.
16	<p>Attachments:</p> <ul style="list-style-type: none">• All five Local Authorities latest Housing Needs Surveys• All five Local Authorities Housing Strategies (Draft) 2004 – 2007• All five Local Authorities Private sector stock condition surveys• Homelessness Trends• Housing Register Trends• Council’s Standing Order Contract Regulations• Local Housing Needs Assessment: A Guide to Good Practice, DETR/DTLR 2000• Housing Market Assessment Manual, ODPM, 2004

Appendix A

- Tenure breakdown of sub region/Go East/London/England
- Population including BME breakdown of sub region/Go East/London/England
- Key economic activities within the sub region??
- Number of people on each housing register