**A sample Local Authority brief for a new Support Hub – North and East Yorkshire**



Hambleton District Council

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**INVITATION TO TENDER (“ITT”)**

**FOR THE PROVISION OF:**

**SUPPORT TO DEVELOP AND ADMINISTER A COMMUNITY LED HOUSING ‘HUB’ FOR THE YORK, NORTH YORKSHIRE & EAST RIDING HOUSING PARTNERSHIP**

**THE SPECIFICATION**

1. **Introduction**
   1. In December 2016 it was announced that seven of the nine housing authorities in the YNYER Strategic Housing Partnership would receive allocations from the Community Housing Fund (CHF) by the Department of Communities and Local Government (DCLG). The allocations were broken down as follows:

* Scarborough = £1,860,672
* Ryedale = £431,300
* East Riding = £2,042,864
* Richmondshire = £493,730
* Hambleton = £195,277
* Craven = £605,964
* Harrogate = £585,832

City of York and Selby DC received no CHF allocation but may still work with and access services via the Hub.

* 1. Prior to this announcement work facilitated by the Rural Housing Enabler Network and Community First Yorkshire and funded mainly by the Nationwide Foundation was undertaken to raise awareness of Community Led Housing, build local capacity and identify ‘pilot’ communities. Further details and the final report of the work are available at <http://www.nycyerhousing.co.uk/community-led-housing/> .
  2. Following this initial project and the CHF announcements, the YNYER Housing Board agreed the following key principles:
* That a partnership approach is adopted to meet the challenges presented by the funding
* In the spirit of the above, that each Local Authority allocated funding makes a contribution amounting to 3% of their allocation to a central pot in order to boost capacity and provide specialist support to enable community led housing delivery.
* The establishment of a Community Led Housing Hub will be key to delivering this support.
  1. Hambleton District Council, on behalf of the YNYER Strategic Housing Partnership, is seeking to appoint a consultant to establish and administer a Community Led Housing ‘Hub’ to provide support to local authorities and communities across the area.
  2. The aim is that the Hub will provide capacity and expert advice in relation to Community Led Housing and provide services which are not normally core Local Authority functions.

1. **Purpose of the Commission – Community Led Housing Hub**
   1. The YNYER Housing Partnership now wish to appoint a suitably qualified consultant to establish a Community Led Housing ‘Hub’ covering North and East Yorkshire and provide high level advice and signposting to communities and local stakeholders and work alongside key partners including:

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| * YNYER Housing Board and Chief Housing Officers Group * YNYER Local Enterprise Partnership and Directors of Development * The Homes & Communities Agency and DCLG * Local Authorities * The Rural Housing Enabler Network * The Community Housing ‘sector’ – Locality, CLT Network, HACT etc. | * Housing Associations * Self and Small Builders * Existing and emerging Community Led Housing groups * Country Land and Business Association * Parish and Town Councils and other locally constituted bodies * Community First Yorkshire and Humber and Wolds Community Council |

* 1. The Hub will offer a range of services to communities including legal advice, architectural and planning services and access to funders and specialist organisations working in this area of housing delivery. Work will be funded through the Community Housing Fund and other sources.
  2. The Hub will be administered by a central Co-ordinator (to be appointed through this procurement) and include a Technical Panel. The Technical Panel will be divided into ‘Lots’, covering the skills and expertise which community groups and Local Authorities may need to access through the process. Organisations in each ‘Lot’ will need to pre-qualify, and Hambleton District Council will be the lead procurement partner. Other ‘Lots’ will focus on provision of a list of organisations for communities to approach for advice or funding, for example. Preference will be given to those organisations with a track record in community led housing and development and wherever possible those based locally.
  3. Whilst the anticipated approach is shown below we would wish to work with the successful consultant to develop this further and agree the final Lots:

1. **YNYER Hub Co-ordinator Role**
   1. The successful tenderer will undertake the role of the Community Led Hub Co-ordinator, working closely with the YNYER Housing Partnership to establish and then administer the Hub for an initial 12 month term (with a view to extend this by up to a further 12 months).
   2. The main roles for the Co-ordinator will be to:

* Establish the framework of technical expertise for communities to access
* Provide direct, general advice around community led housing to communities, Local Authorities and other stakeholders and signpost these groups to specialist organisations as and when necessary
* Act as the key contact between the Local Authorities, communities and framework members
* Demonstrate and maintain awareness of policies and procedures which impact on community led housing
* Demonstrate and maintain understanding of the funding opportunities for community led housing outside of the Community Housing Fund
* Administer the panel/technical framework and direct groups to the appropriate Lots.
* Develop the functionality of the framework and ensuring a consistency of approach across the sub region
* Provide reports and updates to the YNYER Chief Housing Officers Group and the Housing Board and other groups (such as the Homes and Communities Agency/DCLG, Local Enterprise Partnership) as appropriate
* Promote and market the work of the Hub in the sub region and beyond,
* Identify and secure funding to deliver more community led housing in the future
* Develop close working relationships with representative organisations in the community led housing sector
* Gather and report relevant data in order to provide performance management information for the Hub.
  1. In considering tenders for organisations to undertake this role, we will look for those who can demonstrate the following skills and expertise:
* Knowledge of a wide range of community led housing models, and the national policy context
* Previous experience of carrying out similar housing related activities, especially with a focus on community led housing
* Current knowledge of emerging housing and planning policy.
* Current knowledge of the organisations working with community led housing groups
* Knowledge of the housing development process
* Experience of working with Registered Providers
* Knowledge and experience of working with communities on housing related projects
* Experience of working with Local Authorities, elected members and Parish Councillors
* Experience and understanding of administering frameworks of this type.
* An understanding of the likely training requirements of communities and local authority staff and how this could be delivered
* Good communication skills – verbal, written, presentation skills.
* Well-developed analytical and report writing skills.
* Well-developed time management skills
* Good administration skills and knowledge public sector of procurement

For more information on the North and East Yorkshire support [hub](http://www.reachcommunityhousing.co.uk/) – called REACH - see <http://www.nycyerhousing.co.uk/community-led-housing/> or contact: [Sarah.Hall@hambleton.gov.uk](mailto:Sarah.Hall@hambleton.gov.uk)