

**From:** [Foi Enquiries](#)  
**To:** [REDACTED]  
**Subject:** FOI-17-1752 - Sheltered Housing  
**Date:** 19 December 2017 08:28:16  
**Attachments:** [Further Information - Right to Review & Appeal.pdf](#)

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Dear [REDACTED]

Thank you for your information request of 17 November 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

**Please provide the following information re sheltered housing:**

**NB: For clarity, we mean sheltered housing – sometimes referred to as supported housing – for elderly people. For questions below about staff, we mean all staff (FTE) employed in relation to, and working mainly in sheltered housing, including, for example, – but not only - sheltered housing wardens, cleaners, cooks etc.**

**1. For the years listed, the number of staff employed in sheltered housing?**

**2013/14**

**2014/15**

**2015/16**

**2016/17**

**2017/18 (most recent figure to date)**

HR undertook a search and were unable to identify any staff under the above description for the period prior to Bon Accord Care (a number of ACC services were transferred to Bon Accord Care in August 2013). On checking with the Adult Learning Disabilities team, the Learning Disability service does not have any Sheltered Housing complexes and advise that Bon Accord Care provide this service. On this basis, ACC does not hold the information requested for Question 1.

ACC is unable to provide you with information on **the number of staff employed in sheltered housing** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

Bon Accord Care is a separate entity to ACC under the Freedom of Information (Scotland) Act 2002 (FOISA) and therefore any information held by Bon Accord Care is not held by ACC. The contact details for Bon Accord Care are available on their website, should you wish to submit a freedom of information request to them: <http://bonaccordcare.org/contact-us>

**2. For the above figures, please provide an outline of any relevant major change to the way sheltered housing services were organised that might have impacted on the statistics, to explain any particular change to the figures. (i.e., if there are factors that impact on the above figures year to year, please provide a short explanation.)**

This question is not applicable; please refer to the response above.

**3. Please list contracts you have in relation to sheltered housing services and the total value of each, for the years listed:**

**2013/14**

**2014/15**

**2015/16**

**2016/17**

**2017/18 (most recent figure to date)**

Please see below:

	Year	Year	Year	Year	Year
Sheltered Housing Provider	2013/14	2014/15	2015/16	2016/17	2017/18
CASTLEHILL HOUSING ASSOCIATION	£151068	£151,528.36	151068	151068	151068
HANOVER SCOTLAND HOUSING ASSOC	33,532	44,313.00	44202	44202	44202
VOLUNTARY SERVICE ABERDEEN (VSA)	46803	46,920.00	46803	46803	46803
TENANTS FIRST/SANCTUARY HOUSING	120,558.31	140,472.00	140121	140121	140121

**4. How many people worked in sheltered housing employed by one of your contractors for the years listed?**

**2013/14**

**2014/15**

**2015/16**

**2016/17**

**2017/18 (most recent figure to date)**

This information is not held for 2013/14 to 2016/17 as there is no obligation to record, hold or report on this information.

The whole time equivalent of people employed by contracts for 2017/18 is 9.61 which is 19 people. This information is held as it is required for a tender process involving sheltered housing.

ACC is unable to provide you with information on **the number of people who worked in sheltered housing employed by one of ACC's contractors for 2013/14 to 2016/17** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**5. All your directly employed staff in sheltered housing should be receiving at least the Scottish Living Wage – at the level set by the Living Wage Foundation, currently £8.75 per hour. How many of the staff working in sheltered housing listed in answer to question 3, employed by one of your contractors, were not receiving at least the relevant Scottish Living Wage for the years listed?**

**2013/14**

**2014/15**

**2015/16**

**2016/17**

**2017/18 (most recent figure to date)**

ACC does not hold this information as there is no obligation to record, hold or report on this information.

ACC is unable to provide you with information on **the number of staff working in sheltered housing listed in answer to question 3, employed by one of ACC's contractors, were not receiving at least the relevant Scottish Living Wage in 2013/14-2017/18** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**6. Do the contracts you have listed include any clause designed to encourage payment of the Living Wage? If so, please provide the relevant wording.**

The current contracts were in place before the living wage existed.

These services have just been retendered with the following wording in the Invitation to tender:

Fair Working Practices	<p>The Public Sector in Scotland is committed to the delivery of high quality public services, and recognises that this is critically dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. These factors are also important for workforce recruitment and retention, and thus continuity of service. Public Bodies in Scotland are adopting fair work practices, which include:</p> <ul style="list-style-type: none"> <li>* a fair and equal pay policy that includes a commitment to support the Living Wage including, for example, being a Living Wage Accredited Employer</li> <li>* clear managerial responsibility to nurture talent and help individuals fulfil their potential including, for example, a strong commitment to Modern Apprenticeships and the development of Scotland's young workforce</li> <li>* promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion, or belief, race, sexual orientation and disability</li> <li>* support for learning and development</li> <li>* stability of employment and hours of work, and avoiding exploitative employment practices including, for example, no inappropriate use of zero hours contracts</li> <li>* flexible working including, for example, flexi-time and career breaks and support for family friendly working and wider work life balance</li> <li>* support progressive workforce engagement, for example, Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice</li> </ul> <p>Suppliers are expected take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.</p> <p>Good answers will demonstrate a variety of practices which demonstrate an approach to fair work, and should be tangible and measurable examples that can be monitored and reported during contract management procedures.</p>
Fair Working Practices	Please describe how you will commit to fair work practices for workers (including any agency or sub-

contractor workers) engaged in the delivery of this service. Answers need not be constrained to, or be reflective of examples given in the note to suppliers
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**7. Please provide the wording of your procurement policy relevant to payment of the Living Wage to people working on your contracts.**

*Our general policy on the payment of a (Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements).*

A key national and organisational priority to encourage accreditation of contracted suppliers as Living Wage employers (and encourage progress towards that end) across the supply chain despite the inability to make payment of the Living Wage a mandatory requirement.

The Councils consider that a bidder's employment practices and its approach to its workforce can have a direct impact on the quality of service it delivers and, sometimes, of the goods it supplies and works performed. Fair pay, including payment of the Living Wage, is one of the ways a bidder can demonstrate that it takes a positive approach to its workforce. Wherever it can be deemed relevant to quality of service or goods or delivery/performance of the contract, a bidder's employment practices and approach to the workforce it will engage to perform the contract is evaluated as part of the procurement exercise. A Method Statement has been developed reflecting the full range of protected characteristics under the Public Sector Equality Duty. Bidders are asked to confirm their position on Living Wage across a range of four options.

The Council's Sustainable Procurement Policy Guidance prompts procurers to consider the following types of contract in particular:

**"...works and services contracts over 8 weeks in duration where contracted /subcontracted staff are engaged on our buildings/sites/premises (including roads) for more than 2 hours per day"**

The Councils are keen to strengthen ties with The Poverty Alliance to build upon the acknowledgement that the Councils' approach comfortably exceeds basic compliance.

**8. Please provide all information – draft and final reports, internal and external – relating to/advising of/planning for the impact of proposed funding changes to supported housing, impacting on sheltered housing - including through changes relating to the Local Housing Allowance cap/housing element of Universal Credit that the UK Government has very recently decided not to pursue. Please provide this for 2015/16, 2016/17 and 2017/18 to date.**

ACC have been unable to identify any information currently held related to this question.

ACC is unable to provide you with information on **all information – draft and final reports, internal and external – relating to/advising of/planning for the impact of proposed funding changes to supported housing, impacting on sheltered housing - including through changes relating to the Local Housing Allowance cap/housing element of Universal Credit that the UK Government has very recently decided not to pursue. Please provide this for 2015/16, 2016/17 and 2017/18 to date** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**9. What was the total amount spent on sheltered housing by the council in the years listed?**

**2013/14**

**2014/15**

**2015/16**

**2016/17**

**2017/18 (most recent figure to date)**

For Housing Support into RSL Sheltered Housing the following amounts have been spent:

Year	2013/14	2014/15	2015/16	2016/17	2017/18 (To Date)
Sheltered Housing Total	£295,541.10	£342,327.67	£358,134.02	£353,001.21	£176,507.63

**10. What amount has the council budgeted to spend on sheltered housing in each of the next three years?**

This information is not held as the Council budget for 2018/19 has not been set yet.

We hope this helps with your request.

Yours sincerely,

Grant Webster  
Information Compliance Officer

**INFORMATION ABOUT THE HANDLING OF YOUR REQUEST**

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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\*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.  
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