

## **BIRMINGHAM CITY COUNCIL**

### **FINANCE AND RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY, 24 JANUARY 2024 AT 14:30 HOURS**  
**IN COMMITTEE ROOMS 3 & 4, COUNCIL HOUSE, VICTORIA**  
**SQUARE, BIRMINGHAM, B1 1BB**

## **A G E N D A**

### **1 NOTICE OF RECORDING/WEBCAST**

The Chair to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Public-I microsite ([please click this link](#)) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

### **2 APOLOGIES**

To receive any apologies.

### **3 DECLARATIONS OF INTERESTS**

Members are reminded they must declare all relevant pecuniary and other registerable interests arising from any business to be discussed at this meeting.

If a disclosable pecuniary interest is declared a Member must not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If other registerable interests are declared a Member may speak on the matter only if members of the public are allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If it is a 'sensitive interest', Members do not have to disclose the nature of the interest, just that they have an interest.

Information on the Local Government Association's Model Councillor Code of Conduct is set out via <http://bit.ly/3WtGQnN>. This includes, at Appendix 1, an interests flowchart which provides a simple guide to declaring interests at meetings.

<b><u>5 - 10</u></b>	4	<b><u>MINUTES</u></b>
		To confirm the minutes of the Finance and Resources Overview and Scrutiny Committee meeting held on 14 December 2023.
<b><u>11 - 16</u></b>	5	<b><u>ACTION TRACKER</u></b>
		To note the action tracker.
<b><u>17 - 18</u></b>	6	<b><u>COMMISSIONER'S REVIEW AND COMMENTS ON THE AGENDA</u></b>
		For the Committee to note the attached comments on the agenda.
<b><u>19 - 28</u></b>	7	<b><u>PLANNED PROCUREMENT ACTIVITIES</u></b>
		To consider the Planned Procurement Activities Reports considered at Cabinet on 16 January 2024. Steve Sandercock, Assistant Director, Procurement, in attendance.
<b><u>29 - 32</u></b>	8	<b><u>JOB EVALUATION AND PAY EQUITY UPDATE</u></b>
		To receive an update on activities and timescales to meet the April 2025 deadline for the implementation of the Pay Equity System. Katy Fox, Director of People Services, in attendance.
	9	<b><u>EXCLUSION OF THE PUBLIC</u></b>
		Recommended that members of the press and public be excluded from the meeting for agenda item 10 under Section 100A(4) of the Local Government Act 1972 on the grounds that: (i) it involves the likely disclosure of exempt information as defined in paragraphs 3, 4 and 5 of Part 1 of Schedule 12A of the Act; and (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
	10	<b><u>BUDGET SCRUTINY TASK AND FINISH GROUP REPORT</u></b>
		To agree recommendations and comments to be reported to Cabinet to inform the budget. Cllr. Sir Albert Bore to present the report.
<b><u>33 - 52</u></b>	11	<b><u>WORK PROGRAMME</u></b>
		To consider the Committee's work programme and agree any updates/amendments.
	12	<b><u>REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)</u></b>

To consider any request for call in/councillor call for action/petitions (if received).

13 **OTHER URGENT BUSINESS**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chair are matters of urgency.

14 **DATE OF THE NEXT MEETING**

To note the date of the next meeting on Thursday 8 February 2024 at 1400 hours in Committee Room 6.

15 **AUTHORITY TO CHAIR AND OFFICERS**

Chair to move:-

'In an urgent situation between meetings, the Chair jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.



**BIRMINGHAM CITY COUNCIL****FINANCE AND RESOURCES O&S COMMITTEE – PUBLIC  
MEETING**

**1400 hours on Thursday 14 December 2023, Committee Room 6, Council  
House  
Minutes**

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**Present:**

Councillor Jack Deakin (Chair)

Councillors: Paul Tilsley and Ken Wood

**Also Present:**

Timothy Bell, Advisor, Finance (Online)

Fiona Bottrill, Senior Overview and Scrutiny Manager

Jayne Bowles, Scrutiny Officer

Fiona Greenway, Interim Director of Finance (\$151 Officer)

Julia Lynch, Assistant Director, Legal Services & Deputy Monitoring Officer

Colin Newell, Strategic Procurement Negotiator

Mohammed Sajid, Interim Head of Financial Strategy

**1. NOTICE OF RECORDING/WEBCAST**

The Chair advised that this meeting would be webcast for live or subsequent broadcast via the Council's Public-I microsite and that members of the press/public may record and take photographs except where there were confidential or exempt items.

**2. APOLOGIES**

Apologies were received from Councillors Alex Aitken, Raqeeb Aziz, Meirion Jenkins, Hendrina Quinnen and Rashad Mahmood.

**3. DECLARATIONS OF INTERESTS**

Members were reminded they must declare all relevant pecuniary and other registerable interests arising from any business to be discussed at this meeting.

Councillor Paul Tilsley referred to his standing declaration as a Non-Executive Director of Birmingham Airport.

#### **4. MINUTES**

There were no matters arising from the minutes.

##### **RESOLVED:**

That the minutes of the meeting held on 16 November 2023 be confirmed as correct and signed by the Chair.

#### **5. ACTION TRACKER**

The Chair informed Members that, as agreed at the last meeting, the action tracker had been reviewed and updated.

##### **RESOLVED:**

That the action tracker be noted.

#### **6. COMMISSIONER'S REVIEW AND COMMENTS ON THE AGENDA**

The Committee noted that the papers for this meeting had been cleared by the Commissioner and the Chair drew the Committee's attention to the comments on the Cabinet report under Item 7.

#### **7. SECTION 151 OFFICER UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL – DECEMBER 2023**

Fiona Greenway, Interim Director of Finance (S151 Officer) and Mohammed Sajid, Interim Head of Financial Strategy, were in attendance for this item. Also in attendance were Julia Lynch, Assistant Director, Legal Services and Deputy Monitoring Officer, and Colin Newell, Strategic Procurement Negotiator.

The Interim Director of Finance (S151 Officer) introduced the report which had been agreed at Cabinet. The Committee noted that the Council continued to face a challenging situation with insufficient resources to meet expenditure and the Section 151 Officer was unable to write a Supporting Going Concern Statement for the prior year draft accounts 2021/22 and was also unable to make a Section 25 statement under the Local Government Act 2003 in relation to the robustness and estimates of adequacy of reserves.

It was noted that the position on non-delivery of savings in the current financial year had been reported through Overview and Scrutiny and the two-year savings target in the region of £300m was being worked through by the Budget Scrutiny Task and Finish Group. To date, just under £150m had been identified.

The biggest concern, and one for the Committee to watch carefully, was that historically the savings programme had under-delivered and savings had been written

off. It was important to note that if savings could not be delivered, an alternative proposal had to be put forward as soon as possible.

The Committee was informed that discussions were taken place with the Department for Levelling Up, Housing and Communities to set a deficit budget for next year but balanced over a two-year period.

It was also noted that the savings proposals would have a profound effect on the size and shape of the organisation going forward.

During the discussion, and in response to Members' questions, the main points included:

**Cabinet Committee – Property:** It was queried what role Scrutiny might have. The Interim Director of Finance (S151 Officer) referred to the added value in terms of the revenue budget work being undertaken by the Budget Scrutiny Task and Finish Group and stated there was no reason why the capital aspect could not be dealt with in a similar way, either through Committee or Task and Finish.

Members raised concerns that assets might be undervalued in view of the Council's financial position and asked what mechanisms were in place to ensure that did not happen. It was suggested a response on the asset strategy be requested from the Strategic Director for Place, Prosperity and Sustainability.

Members were reassured that the meetings would be attended by the Interim Director of Finance (S151 Officer) and the Monitoring Officer, so decisions could be challenged from those respective roles. There would be a need to demonstrate Best Value, with each asset taken on its own merit, noting that some assets might lose an income stream.

**Staffing Implications:** The Committee noted that one of the recommendations in the Cabinet report was to "note that the Chief Executive as Head of Paid Service would be issuing necessary statutory and non-statutory employment consultation". The policy in relation to redundancies was queried, however Members were informed that as consultation had not yet started those questions would have to be answered at a later date.

**Budget Recovery:** With regard to the request to Government for permission to balance the budget over two years, the Committee noted that Slough Borough Council had been given permission to balance their budget over three years but that the Commissioners believed it would be achievable for Birmingham in two years. To support that approach, a plan showing how the budget would be balanced over two years would need to be submitted by 7 January.

Permission to increase Council tax would also be requested, as well as the formal application for a Capitalisation Direction to cover the costs of the Equal Pay accounting liability, a redundancy scheme and support to balance the budget for 2024/25.

It was noted that if Council Tax was increased above the referendum level, the Government would expect there to be an enhanced Council Tax Support Scheme. The parameters set for Slough Borough Council and Croydon Council with regard to Council Tax increases was queried and the Interim Director of Finance (S151 Officer) undertook to obtain the details and forward on to the Committee and also offered to provide the analysis which had been done a little while ago of all Councils that had issued notices.

The criteria applied for setting the level of Council Tax Support was queried and the Interim Director of Finance (S151 Officer) said that she would request a written response from the Assistant Director of Revenues, Benefits and Rents.

Budget Scrutiny Task and Finish Group: The Chair informed Members that the recommendations of the Task and Finish Group would be reported back to Finance and Resources OSC as the parent committee and that Cabinet would be expected to respond directly to those recommendations. It was noted that the January committee meeting might need to be rescheduled to fit the budget process timescales.

Written-off Savings: At the request of the Chair, the Interim Director of Finance (S151 Officer) agreed to send details of written-off savings to each of the Overview and Scrutiny Committees so they were aware of those relevant to their remit.

**RESOLVED:**

- That a written response (or discussion) be requested from the Strategic Director for Place, Prosperity and Sustainability in relation to the asset strategy.
- The Interim Director of Finance (S151 Officer) to provide:
  - Details of the parameters set for Slough Borough Council and Croydon Council with regard to Council Tax increases and the analysis done of all councils that had issued notices;
  - A written response from the Assistant Director, Revenues, Benefits and Rents, on the criteria applied for setting the level of Council Tax Support.
- The Interim Director of Finance (S151 Officer) to send details of written-off savings to each of the Overview and Scrutiny Committees.
- That the report be noted.

## **8. WORK PROGRAMME**

The following items were agreed for January and February:

**January**

- Budget Scrutiny Task and Finish Group Recommendations
- Oracle Update (to include the impact of Oracle issues on debt collection)
- Job Evaluation and Pay Equity Update
- Planned Procurement Activities (standing item)

**February**

- 2024/25 Budget
- End of Year Outturn
- Quarter 2 Financial Monitoring
- Planned Procurement Activities (standing item)

**RESOLVED:**

That the work programme be agreed.

**9. REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)**

None.

**10. OTHER URGENT BUSINESS**

None.

**11. DATE OF THE NEXT MEETING**

The Committee noted that the next meeting was currently scheduled for Thursday 18 January 2024 at 1400 hours but that this might need to be rescheduled.

**12. AUTHORITY TO CHAIR AND OFFICERS**

**RESOLVED:**

That in an urgent situation between meetings, the Chair jointly with the relevant Chief Officer, had authority to act on behalf of the Committee.

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The meeting ended at 1505 hours.



**FINANCE AND RESOURCES O&S COMMITTEE**  
**ACTION TRACKER 2023/24**

<b>Date</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
14-Dec-23	Section 151 Officer Update on the Financial Position of the Council – December 2023	A written response (or discussion) to be requested from the Strategic Director for Place, Prosperity and Sustainability in relation to the asset strategy.	It was subsequently agreed at Co-ordinating OSC on 15 December that Scrutiny of the Asset Strategy would be undertaken by the Economy and Skills OSC.
		<p>The Interim Director of Finance (S151 Officer) to provide:</p> <ul style="list-style-type: none"> <li>• Details of the parameters set for Slough Borough Council and Croydon Council with regard to Council Tax increases and the analysis done of all councils that had issued notices;</li> <li>• A written response from the Assistant Director, Revenues, Benefits and Rents, on the criteria applied for setting the level of Council Tax Support.</li> </ul>	
		The Interim Director of Finance (S151 Officer) to send details of written-off savings to each of the Overview and Scrutiny Committees.	
16-Nov-23	Planned Procurement Activities	Corporate Mobile Phone Services: A more detailed response to be provided to Committee on how the numbers of mobile phones and other devices would be controlled.	Completed – circulated on 6 <sup>th</sup> December.
	Scrutiny of Delivery of 2023/24 Budget Savings and Update on the Council's	Managing Vacancies: Information on pay structure to be provided to the Committee.	

**FINANCE AND RESOURCES O&S COMMITTEE**  
**ACTION TRACKER 2023/24**

Date	Agenda Item	Action	Update
	Response to S114 Notice and Financial Recovery Plan		
	Job Evaluation and Pay Equity System	A response to be provided to the Committee on the question relating to whether secondments were being considered from other organisations who had been through the job evaluation process.	
	Oracle Stabilisation Update	Confirmation of the deadline for the School Workforce Census to be provided to the Committee.	
		A written response to be provided to the Chair of the Health and Adult Social Care O&S Committee on the position regarding Council invoices and payments – is the Council invoicing and receiving payments on time, are they being tracked, and what is the impact on the Council's finances?).	
29-Sep-23	Council Response to Section 114 Notice and Financial Recovery Plan	List of assets to be provided to the Committee (this links with previous requests made for a list of property assets and planned disposals).	Completed - circulated on 15 <sup>th</sup> November.
		Written response to be provided on the impact of the Oracle issues on schools.	To be included in the January report to Committee.
		Summary of the current position on Reserves to be provided.	To be included in the work of the Budget Scrutiny Task & Finish Group.

**FINANCE AND RESOURCES O&S COMMITTEE**  
**ACTION TRACKER 2023/24**

Date	Agenda Item	Action	Update
07-Sep-23	Update on Budget Recovery Plan and MTFP and Scrutiny Contribution to Budget Savings	Risk assessment methodology for 2023/24 RAG rated savings and definition of risk levels (this links with a request from the July meeting – see below).	Completed in discussion in subsequent meetings.
	Oracle Stabilisation Update	All reports relating to Oracle (external auditors’ review, CfGS wider governance review and management review) to be shared with Chair of Finance & Resources OSC (this links with the request from the July meeting - see below).	Ongoing – to be included in work programme.  CfGS Governance Review published for Cabinet on 12 December.
		Next report to Committee to include a detailed breakdown of what money is being spent and a definition of customisation – what it is and what it looks like.	Completed – included in report to November meeting.
	Job Evaluation – Permanent Pay Equity	The specific number of potential Equal Pay claimants within the scope of the estimate, as at 31 <sup>st</sup> March 2023 to be provided.	Completed in discussion in the 29 September meeting.
		A request was made for the document prepared by Legal detailing the chronology of how the Equal Pay issue has manifested itself over a period of years, to be shared with Committee members. It was agreed this would be picked up with the Monitoring Officer.	Response received: Chronology may be available by end of January.
27-Jul-23	Action Tracker	<p>The following additional requests were made:</p> <ol style="list-style-type: none"> <li>1. List of the Council’s statutory functions/responsibilities (action from 29 June) – the Council’s interpretation of those responsibilities to also be provided.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed - discussed at the 7 September meeting – difficult to define and will be an evolving list.</li> </ol>

Finance and Resources O&S Committee – January 2024

**FINANCE AND RESOURCES O&S COMMITTEE**  
**ACTION TRACKER 2023/24**

Date	Agenda Item	Action	Update
		<ul style="list-style-type: none"> <li>2. The Council's Corporate Risk Register (action from 29 June) to be brought to Committee on a regular basis and to be a standing item on the agenda.</li> <li>3. Accounting list of assets to be provided.</li> <li>4. List of regalia and artefacts to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>2. Completed - report on Managing Council Risk presented to 29 September meeting.</li> <li>3. Completed - list circulated on 15 November.</li> <li>4. A follow-up request has been made.</li> </ul>
	Medium Term Financial Plan Update and Implications of Equal Pay	<p>The following information to be provided:</p> <ul style="list-style-type: none"> <li>1. The definition of what can and cannot be capitalised for IT.</li> <li>2. Savings identified for all directorates and departments – and each individual scrutiny committee to be provided with the savings identified for the directorates and departments relevant to their remits.</li> <li>3. The definition of medium risk savings.</li> <li>4. A breakdown of the updated forecast by service area to show where inflation is applied.</li> </ul>	<ul style="list-style-type: none"> <li>1. To be followed up.</li> <li>2. Completed for Q1 and Q2.</li> <li>3. Completed in discussion in subsequent meetings.</li> <li>4. To be picked up by the Budget Scrutiny Task &amp; Finish Group.</li> </ul>
		The Internal Audit report on how the process for the Spend Control Boards and Finance Governance Board is working to be shared with Committee when available.	Completed through the work of the Task & Finish Group.

**FINANCE AND RESOURCES O&S COMMITTEE**  
**ACTION TRACKER 2023/24**

Date	Agenda Item	Action	Update
		The timescales for the whistleblowing investigation, management review, Governance Review and the two pieces of work being done by External Audit around value for money on Oracle and Equal Pay to be provided to the Chair and that when they conclude the reports be brought to Committee.	CfGS Governance Review published for Cabinet on 12 December.
	Oracle Stabilisation Update	Key strategic risks to be included in future Oracle reports.	Ongoing.
		Once the management review is concluded, the report to be brought to Committee.	To be programmed – date to be confirmed.

**FINANCE AND RESOURCES O&S COMMITTEE**  
**ACTION TRACKER 2023/24**

29-Jun-23	Developing the Finance and Resources Overview and Scrutiny Committee's Work Programme 2023/24	<p>Discussion on Equal Pay - the following information to be provided:</p> <ol style="list-style-type: none"> <li>1. List of the Council's Statutory functions / responsibilities.</li> <li>2. The Council's Corporate Risk Register.</li> <li>3. Response from the Leader to the Committee's request to be consulted on the work on Values Framework.</li> <li>4. Response to the question about what triggered the Equal Pay announcement on 28 June.</li> <li>5. Response to the question about decisions made at Cabinet on 27 June.</li> </ol>	<p>1 &amp; 2 – see update under 27 July meeting above.</p> <p>3. Values Framework still in progress.</p> <p>4 &amp; 5 – responses provided at the 27 July Committee.</p>
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# **Birmingham City Council**

## **Finance and Resources Overview and Scrutiny Committee**

24 January 2024



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### **Commissioner's Review**

Agenda Item 7: Planned Procurement Activities

Commissioners support the proposed activity set out in this report.

Agenda Item 8: Job Evaluation and Pay Equity Update

Commissioners have cleared this report with no commissioner comments.

Agenda Item 9: Scrutiny Response to Budget Consultation

Report to follow.

Agenda Item 10: Work Programme

Commissioners have cleared this report with no commissioner comments.



# Birmingham City Council

## Finance and Resources Overview and Scrutiny Committee

Date 24<sup>th</sup> January



**Subject:** KEY DECISION PLANNED PROCUREMENT ACTIVITIES (FEBRUARY 2024 – APRIL 2024)

**Report of:** STEVE SANDERCOCK - ASSISTANT DIRECTOR – PROCUREMENT

**Report author:** Steve Sandercock - Assistant Director – Procurement

### 1 Purpose

- 1.1 This report provides details of the planned procurement activity for the period February 2024 – April 2024 which are key decisions. Planned procurement activities reported previously are not repeated in this report.

### 2 Recommendations

- 2.1 To note the reports and any findings from Cabinet.

### 3 Any Finance Implications

- 3.1 Specific details of how decisions will be carried out within existing finances and resources will be set out in the individual reports.
- 3.2 Any cashable savings generated as a result of the procurement exercises are detailed in Appendix 2 to the delivery of procurement related savings and be removed from Directorate where identified in addition to the existing service area savings target as set out in the Medium-Term Financial Plan (MTFP) in line with the principles to treatment of identified savings against third party contracts as agreed by CLT on 24th January 2022.

### 4 Any Legal Implications

- 4.1 Members are reminded that as a Local Authority the Council has specific duties under public sector procurement, specifically the Public Contract Regulations 2015.
- 4.2 Specific details of any implications related to public sector procurement Regulations are set out- in the individual reports appended to this report.

## **5 Any Equalities Implications**

- 5.1 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports which should also give consideration to application of Equality Impact Assessments in line with Council Policy.

## **6 Appendices**

- 6.1 No appendices for this document.

# Birmingham City Council

## Report to Cabinet

Date: 16<sup>th</sup> January 2024



**Subject:** KEY DECISION PLANNED PROCUREMENT ACTIVITIES (FEBRUARY 2024 – APRIL 2024)  
**Report of:** ASSISTANT DIRECTOR – PROCUREMENT  
**Relevant Cabinet Member:** Councillor Brigid Jones, Cabinet Member for Finance and Resources  
**Relevant O &S Chair(s):** Councillor Jack Deakin, Chair of Finance and Resources OSC  
**Report author:** Steve Sandercock, Assistant Director, Procurement  
Email Address: [steve.sandercock@birmingham.gov.uk](mailto:steve.sandercock@birmingham.gov.uk)

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference: 012264/2024		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential :		

### 1 Executive Summary

- 1.1 This report provides details of the planned procurement activity for the period February 2024 – April 2024 which are key decisions. Planned procurement activities reported previously are not repeated in this report.
- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision,

otherwise they will be dealt with under Chief Officer delegations up to the value of £10m, unless TUPE applies to current Council staff.

## **2 Recommendations**

- 2.1 To approve the planned procurement activities as set out in Appendix 1 and approve Chief Officer delegations, set out in the Constitution, for the subsequent decisions around procurement strategy and contract awards.

## **3 Background**

- 3.1 The report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process.
- 3.2 At the 12<sup>th</sup> July 2022 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £10m for key decisions over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contract under TUPE, the contract award decision has to be made by Cabinet.
- 3.3 In line with the Procurement and Contract Governance Rules that form part of the Council's Constitution, this report acts as the process to consult with and take soundings from Cabinet Members and the Resources Overview & Scrutiny Committee.
- 3.4 This report sets out the planned procurement activity over the next few months where the contract value is between the procurement threshold £179,086.67 (excluding VAT) and £10m (excluding VAT) for key decisions. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the £10m delegation threshold.
- 3.5 It should be noted that the procurement threshold has changed from £177,897.50 to £179,086.67 (excluding VAT) and applies from 1st January 2024 for a period of 2 years.
- 3.6 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 3.7 Procurements below £10m contract value that are not listed on this or subsequent monthly reports can only be delegated to Chief Officers if specific approval is sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.
- 3.8 A briefing note with details for each item to be procured is listed in Appendix 2.

## **4 Options considered and Recommended Proposal**

### **4.1 The options considered are:**

- To identify specific individual procurements as listed in appendix 1 for further consideration, along with clear reason(s) for such additional consideration, to Cabinet around the procurement strategy and contract award.
- To approve the planned procurement activities for all the projects listed in appendix 1 and approve Chief Officer delegations as set out in the Constitution, for the subsequent decisions around procurement strategy and contract awards.– this is the recommended option.

## **5 Consultation / Engagement**

- 5.1 This report to Cabinet is copied to Cabinet Members, Cabinet Support Officers and to Resources Overview & Scrutiny Committee and therefore is the process for consulting with relevant cabinet and scrutiny members. At the point of submitting this report Cabinet Members/ Resources Overview & Scrutiny Committee Chair have not indicated that any of the planned procurement activity needs to be brought back to Cabinet for executive decision.

## **6 Risk Management**

- 6.1 Members should note that in respect of any procurement projects which are sought to be referred back to Cabinet for further considerations these may impact on timescales around the delivery of those projects.
- 6.2 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

## **7 Compliance Issues:**

### **7.1 How are the recommended decisions consistent with the City Council's priorities, plans and strategies?**

- 7.1.1 Details of how the contracts listed in Appendix 1 and Appendix 2 support relevant Council policies, plans or strategies, will be set out in the individual reports.

### **7.2 Legal Implications**

- 7.2.1 Members are reminded that as a Local Authority the Council has specific duties under public sector procurement, specifically the Public Contract Regulations 2015.
- 7.2.2 Specific details of any implications related to public sector procurement Regulations are set out- in the individual reports appended to this report.

### **7.3 Financial Implications**

- 7.3.1 Specific details of how decisions will be carried out within existing finances and resources will be set out in the individual reports.

- 7.3.2 Any cashable savings generated as a result of the procurement exercises are detailed in Appendix 2 to the delivery of procurement related savings and be removed from Directorate where identified in addition to the existing service area savings target as set out in the Medium-Term Financial Plan (MTFP) in line with the principles to treatment of identified savings against third party contracts as agreed by CLT on 24th January 2022.

#### **7.4 Procurement Implications (if required)**

- 7.4.1 As noted under the Legal Implications the Council has a duty to ensure that public sector procurement activity is in line with public sector legislation, specifically the Public Contracts Regulations 2015.
- 7.4.2 For each of the individual projects the specific procurement implications associated to the legislation are set out and detailed in the appendices.

#### **7.5 Human Resources Implications (if required)**

- 7.5.1 None.

#### **7.6 Public Sector Equality Duty**

- 7.6.1 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports which should also give consideration to application of Equality Impact Assessments in line with Council Policy

### **8 Background Documents**

- 8.1 List of Appendices accompanying this Report (if any):
- 1. Appendix 1 - Planned Procurement Activity February 2024 – April 2024
  - 2. Appendix 2 – Background Briefing Paper

## **APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (FEBRUARY 2024 – APRIL 2024)**

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio	Finance Officer	Contact Name	Planned CO Decision Date
1	Strategy / Award	Provision of Staffed Security Services	TBC	<p>The Council requires security services for its premises where there is no in-house provision available for areas including offices, depots, homeless centres, libraries, public buildings, commercial sites, car parks and other sites such as schools. The services include:</p> <ul style="list-style-type: none"> <li>•Guarding (both static and mobile patrols)</li> <li>•Open &amp; Lock Services</li> <li>•Alarm Response Services</li> <li>•Concierge</li> <li>•CCTV Monitoring of premises (internal and perimeter)</li> </ul>	1 year 2 months	Place, Prosperity & Sustainability	Leader	Azhar Rafiq	Angela Marsh / Andrea Webster	26/02/2024
2	Strategy / Award	Social Housing Decency Fund	TBC	<p>The Council has been allocated funding from the West Midlands Combined Authority under the Social Housing Funding Grant.</p> <p>The grant will allow the Council to add value and capacity to the current programme which did not have funding included to deliver long term solutions to damp and mould issues.</p> <p>The grant funding will allow a programme of works to be developed and delivered targeting properties where:</p> <ul style="list-style-type: none"> <li>•The construction types are prone to damp and mould.</li> <li>•The EPC rating is lower than D.</li> <li>•There have been more than 5 reported instances of damp and mould by the resident over a 2-year period between 2021 and 2023.</li> <li>•There have been cases of disrepair based on Category 1 Hazards</li> </ul>	up to 6 months	City Housing	Housing and Homelessness	Andrew Healey	Asha Patel / Lucy Ford	26/02/2024

## **APPENDIX 2**

### **BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES** **CABINET – 16<sup>th</sup> JANUARY 2024**

<b>Title of Contract</b>	<b>Provision of Staffed Security Services</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Philip Nell, Director Property & Investment <b>Client Officer:</b> Angela Marsh, Security Services Manager <b>Procurement Officer:</b> Andrea Webster, Sub Category Manager
<b>Relevant Portfolio</b>	<b>Councillor John Cotton - Leader</b>
Briefly describe the service required	The Council requires security services for its premises where there is no in-house provision available for areas including offices, depots, homeless centres, libraries, public buildings, commercial sites, car parks and other sites such as schools. The services include: <ul style="list-style-type: none"> <li>• Guarding (both static and mobile patrols)</li> <li>• Open &amp; Lock Services</li> <li>• Alarm Response Services</li> <li>• Concierge</li> <li>• CCTV Monitoring of premises (internal and perimeter)</li> </ul>
What is the proposed procurement route?	The award of call off contracts under the Council's existing Security framework agreements.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is a Council Framework agreement, two suppliers both providing services on 2 lots: - Lot 1- Transport/Vehicular/Plant/Commercial/Void Premises - Lot 2- Specific Service Sites Both frameworks will expire in March 2025.
Will any savings be generated?	Any savings will be generated from the continuation of the periodic review of sites and the service provided and an acceptance by the various service areas to accept the savings proposals & any additional element of risk as a result of not protecting property & people. It is not possible to quantify any savings at this stage.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as there is not the resources within the Council to provide these services.
How will this service assist with the Council's commitments to Route to Zero?	As part of their commitment to BBC4SR the Framework contractors are committed to local employment to reduce carbon emissions from transport, using electric or eco-friendly vehicles and vehicle tracking software to monitor CO2 emissions. Promoting and raising awareness of environmental and sustainable issues which affect the business and the communities in which we work. Using technology and software to reduce paper waste.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	As part of their commitment to BBC4SR the Framework contractors are committed to local employment with particular emphasis on the most deprived wards. Their employee demographic is representative of the diverse population of Birmingham.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is a statutory duty as this is an essential Health & Safety provision to protect Council staff, members of the public etc. In addition, such services are provided to protect Council assets from theft & damage and unlawful entry of Council buildings, break in & theft from vehicles and vulnerable adults and children in care centres and homeless centres. Examples include locking Parks at night to prevent fly tipping, safety of the public and their property in carparks, protecting the new development on the A34 in Perry Barr to prevent theft & damage, closed education sites to stop trespassers hurting themselves complying with the obligation to keep people safe.
Approval via Spend Control Board.	This is permitted spend under the Mandatory Spend Controls due to it being a clear statutory obligation and authorisation has been received from Directorate spend control board Place, Prosperity & Sustainability on 21 <sup>st</sup> November 2023 and S151 board on 23 <sup>rd</sup> November 2023 (ID 3105).

Estimated value of project (note: value estimated at time of submission of PPAR, this may change at time of advancing any related procurement activity)	The estimated value for the period of the contract is £2,300,000 based on anticipated future spend.
What budget is the funding from for this service?	This is funded from approved existing Directorate budgets.
Proposed start date and duration of the new contract	The proposed start date is February 2024 for a period of up to 1 year 2 months.

<b>Title of Contract</b>	<b>Social Housing Decency Fund</b>
<b>Contact Officers</b>	<b>Director:</b> Wayne Davies, Service Director of Asset Management <b>Client Officer:</b> Asha Patel, Interim Head of Repairs & Maintenance <b>Procurement Officer:</b> Lucy Ford, Sub-Category Manager
<b>Relevant Portfolio</b>	Cabinet Member for Housing and Homelessness
Briefly describe the service required	The Council has been allocated funding from the West Midlands Combined Authority under the Social Housing Funding Grant. The grant will allow the Council to add value and capacity to the current programme which did not have funding included to deliver long term solutions to damp and mould issues. The grant funding will allow a programme of works to be developed and delivered targeting properties where: <ul style="list-style-type: none"> <li>• The construction types are prone to damp and mould.</li> <li>• The EPC rating is lower than D.</li> <li>• There have been more than 5 reported instances of damp and mould by the resident over a 2-year period between 2021 and 2023.</li> <li>• There have been cases of disrepair based on Category 1 Hazards</li> </ul>
What is the proposed procurement route?	The intention is for the programme of works to be delivered through the Council's contracts for housing repairs and maintenance.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are existing contracts in place for the delivery of repairs and capital improvements across the city with the incumbent contractors until 31 March 2024. The council is currently in the process of seeking approval to award interim contracts to the incumbent contractors from April 2024 to March 2026 from Cabinet in January 2024.
Will any savings be generated?	No direct savings will be generated; however the programme of works will contribute towards the ongoing maintenance and investment in the Council's housing stock and avoid impairment/disrepair charges.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as there is insufficient capacity within the Council for this service and there are contracts in place.
How will this service assist with the Council's commitments to Route to Zero?	By investing in more thermally efficient solutions, we are aligned with reducing energy costs and improving the energy performance of our housing stock.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The repairs service delivers to all customers equally and the Asset Strategy is linked to EBEB with the commitment for all residents being able to live in warm, safe and sustainable homes. Customer and tenant consultation around our investment, repairs and customer service ensures we are "actively listening to the voices of lived experience" through a series of engagement sessions covering customers from all demographics and profiles to ensure equal representation. This will allow us to "Understand the diverse range of views and perspectives of citizens and ensure solutions are based on the widest available evidence. Our data analysis is now based on property and customer profile data

	<p>to understand how people experience inequality according to their social class, age, gender, ethnicity, disability and sexual orientation.</p> <p>We use plain language in our publications and ensure all leaflets and advice has been reviewed for accessibility and equality</p> <p>Locality working and getting the basics right will enable us to locally influence services to customers and aligns to aim 5 which is to “focus on place-based approaches that improve access to opportunities”.</p>
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	Housing Services are a statutory function under the responsibility of the Council.
Approval via Spend Control Board.	Submitted to spend control on 27 <sup>th</sup> November 2023. Approval received on 5 <sup>th</sup> December 2023 from departmental spend control and 7 <sup>th</sup> December 2023 from S151 spend control.
Estimated value of project (note: value estimated at time of submission of PPAR, this may change at time of advancing any related procurement activity)	The estimated value of the grant for the period of the contract is £2,100,000 as a fixed term for completion by 30 June 2024.
What budget is the funding from for this service?	This is funded from external grant funding.
Proposed start date and duration of the new contract	The proposed start date is January 2024 for a period of up to 6 months.

# Birmingham City Council

## Finance and Resources Overview and Scrutiny Committee

Date 24 January 2024



**Subject:** Job Evaluation and Pay Equity Update  
**Report of:** Katy Fox (Human Resources Director)  
**Report author:** Richard Fitzjohn (Equal Pay Programme Lead)

### 1 Purpose

- 1.1 The Committee is asked to **NOTE** the update on progress with the Equal Pay programme, specifically the Job Evaluation programme.

### 2 Recommendations

- 2.1 The Committee is asked to **NOTE** the update on progress with the Equal Pay programme, specifically the Job Evaluation programme.
- 2.2 Progress as at January 2024:
- 2.3 The Addendum to the Principles document for Job Evaluation and Pay Equity was agreed on 21st October 2023.
- 2.4 New leads joined BCC, Katy Fox (HR Director) in October 2023 and Richard Fitzjohn (Equal Pay Lead) on 13 November 2023.
- 2.5 In line with this agreement, an Operational Steering Group (OSG) was formed on 1 December and Terms of Reference approved. OSG meetings take place fortnightly to review any issues emerging from the weekly BCC/Trade Union Joint Working Group (JWG).
- 2.6 Following an initial meeting on 22 November, BCC/Trade Union JWG established as a weekly meeting to enable collaborative working on delivering the Job Evaluation programme.
- 2.7 In keeping with commitment to transparency, a joint programme Sharepoint has been established to enable all documents to be shared and enable collaborative working on process documents. Access and training is being provided to joint trade unions on JWG / OSG in Jan 2024.

- 2.8 Detailed programme plan completed with on-going iterative work to integrate with other key programmes. Plan presented to OSG for review 14 Dec 2023 and shared with JWG on Sharepoint.
- 2.9 In accordance with the agreement, an appeals process was developed by the JWG and approved on 22 December 2023.
- 2.10 8 x Job Evaluation Analysts commenced Nov / Dec 2023. Induction training complete. 4 Further Analysts resourced – release dates 5 Feb 2024. Formal programme training with WME on track to commence in February 2024 linked to a plan to deliver all evaluations by October 2024.
- 2.11 2256 existing Job Descriptions from BCC uploaded to Role Mapper system pending review by managers.
- 2.12 Pilot JDQ workshops launched 8 January 2024. Pre-meeting / training 19 Dec 2023.
- 2.13 Next Steps
- 2.14 Appendix 1 shows the key milestones for the delivery of the Job Evaluation programme.
- 2.15 Current focus is on the evaluation of benchmark roles (c.200 roles) by end May 2024. Key stages are:
- 2.16 Reviewing job information (managers review JD/PS, employees provide detailed JDQ job context).
- 2.17 Evaluation of roles by trained Analysts
- 2.18 Moderation / Quality Assurance provided by WME as well as trained trade union evaluators reviewing 10% of roles.
- 2.19 Remaining c. 2,000 to 2,300 roles will be evaluated by 12 Analysts supported by WME and Trade Union Analysts using the same process developed and tested during the benchmarking part of the programme.
- 2.20 The Pay and Grading workstream is due to be scoped and work commenced in Q4 2023/24.
- 2.21 The key milestones for the Pay and Grading workstream, along with an updated Job Evaluation workstream update will be brought to a future meeting.

### **3 Any Finance Implications**

- 3.1 Following a Cabinet Board paper in April 2022, £3.57m was provided to fund the programme from April 2022 to March 2024.
- The funding for 2023/24 is forecast to be c.£0.9m.
  - The forecast for 2024/25 is currently c. £1.4m.

However, we are informed that work is under way to uplift the staffing numbers to support an accelerated programme and to provide additional support from WME and other external advisors to deliver the programme. An update on the potential impact on Financing will be provided to the Committee once this is confirmed.

#### **4 Any Legal Implications**

4.1 The statutory definition of a job evaluation study is:

*“A study undertaken with a view to evaluating, in terms of the demands made on a person by reference to factors such as effort, skill and decision-making, the jobs to be done... by some or all of the workers in an undertaking or group of undertakings” (s80(5) Equality Act 2010 (“EA 2010”).*

4.2 Once a job evaluation study has been conducted, an employee’s work is deemed not to be of equal value to another employee’s work if their jobs have been given different values by that study (s131(5)(b) EA 2010). This prevents employees claiming that they should be paid the same as higher graded colleagues, and it gives employers a statutory shield against equal pay claims.

4.3 However, if there are reasonable grounds for suspecting that a job evaluation system discriminates because of sex, or is otherwise unreliable, an employer cannot rely on its job evaluation study as a statutory defence to an equal pay claim (s131(6) EA 2010).

4.4 To be legally compliant, the Council must ensure that its new job evaluation study:

4.4.1 Is an analytical job evaluation study within the meaning of s80(5) EA 2010;

4.4.2 Does not discriminate because of sex; and

4.4.3 Is in no way otherwise unreliable.

4.5 At this stage of the programme, there is nothing to suggest that the job evaluation study is at risk of not being legally compliant. The emphasis at the moment is ensuring that job descriptions are up to date and accurate, so as to safeguard against any potential job enrichment (i.e. job descriptions containing duties and responsibilities that are not in reality performed), which would introduce elements of unreliability or possibly discrimination into the study and thus leave the Council susceptible to future equal pay claims.

#### **5 Any Equalities Implications**

5.1 The successful delivery of this programme is critical to ensure equal pay across BCC and to the reduction of future potential equal pay liability beyond April 2025.

## 6 Appendix – Job Evaluation Milestones

Activity	Date	Type	Owner	RAG	Comments
Mobilisation of Operational Steering Group (OSG)	8-Dec-23	Milestone	Richard Fitzjohn	Completed	
OSG - Agreement & approval of appeals process	31-Dec-23	Milestone	Richard Fitzjohn	Completed	
Commence 8 week trial of JDQ process	8-Jan-24	Milestone	Richard Fitzjohn	Completed	
Approve training plan for Union analysts	2-Feb-24	Milestone	Richard Fitzjohn	Amber	Awaiting final details of Union analysts
Training readiness STAGE GATE	2-Feb-24	STAGE GATE	Richard Fitzjohn	Green	Training will start and Union analysts will join when ready
Formal evaluator training start	5-Feb-24	Milestone	Richard Fitzjohn	Green	Training will start and Union analysts will join when ready
200 Benchmark roles all reviewed by managers	29-Feb-24	Milestone	Richard Fitzjohn	Green	
Complete 200 benchmark JDQ workshops	30-Apr-24	Milestone	Richard Fitzjohn	Green	
All 200 benchmark roles evaluated	31-May-24	Milestone	Richard Fitzjohn	Not Started	On track to Start on 04 Mar 24
Non benchmark roles (circa 2000) all reviewed by managers	30-Jun-24	Milestone	Richard Fitzjohn	Not Started	On track to Start on 04 Mar 24
Complete non benchmark (circa 2000) JDQ workshops	31-Jul-24	Milestone	Richard Fitzjohn	Not Started	On track to Start on 01 Apr 24
All non benchmark (circa 2000) roles evaluated	30-Aug-24	Milestone	Richard Fitzjohn	Not Started	On track to Start on 1 Jun 24

# Birmingham City Council

## Finance and Resources Overview and Scrutiny Committee

24 January 2024



**Subject:** Finance and Resources Overview and Scrutiny Committee's Work Programme

**Report of:** Christian Scade, Head of Scrutiny and Committee Services

**Report author:** Fiona Bottrill, Senior Overview and Scrutiny Manager  
[fiona.bottrill@birmingham.gov.uk](mailto:fiona.bottrill@birmingham.gov.uk)  
 07395 884487

### 1 Purpose

- 1.1 This report enables members to review the work programme that has been delivered and plan the work programme until the end of the municipal year. Appendix 1 outlines the topics identified, aims and objectives and the preferred method of scrutiny to achieve these objectives. The report also refers to other topics, which the Committee has identified, for future consideration, and this will be continuously updated during the year.
- 1.2 At Co-ordinating Committee Overview and Scrutiny Committee on 13 October 2023 it was acknowledged that Overview and Scrutiny work programmes will need to refocus, giving priority on issues responding to the Council's improvement journey. At the meeting of Co-ordinating OSC on 15 December it was agreed that all Overview and Scrutiny Committees would review their work programme early in 2024 to align to the Governance Review Stabilisation Action Plan. Members are asked to agree to hold an informal meeting in February to review the Committee's work programme until the end of the municipal year.

### 2 Recommendations

- 2.1 That the Committee:
- 2.2 Notes the information set out in Appendix 1 and notes Recommendation 5 of the Governance Review regarding Scrutiny's role in assurance and improvement as set out in Section 4 of the report below.
- 2.3 Agrees for the workshop to be held on 8 February to review the work programme in line with Recommendation 5 of the Governance Stabilisation Action Plan.

- 2.4 Notes, subject to further input from the Chair and Deputy Chair outside of the meeting, its proposed work programme will be submitted to Co-ordinating O&S to enable work to be planned and co-ordinated throughout the year.

### 3 Background

- 3.1 The [statutory guidance for local government overview and scrutiny](#) sets out the role it can play in holding an authority's decision makers to account. This makes it fundamentally important to the successful functioning of local democracy.
- 3.2 Effective Overview and Scrutiny should:
- Provide constructive 'critical friend' challenge.
  - Amplify the voices and concerns of the public.
  - Be led by independent people who take responsibility for their role.
  - Drive improvements in public services.
- 3.3 The role and functions of Overview and Scrutiny Committees are outlined in [The City Council's Constitution | Birmingham City Council](#) They will:
- Make reports and/or recommendations to the full Council, the Executive and/or other organisations in connection with the discharge of the functions specified in their terms of reference.
  - Consider any matter covered in their terms of reference that may affect or be likely to have an effect on the citizens of Birmingham; relevant to the Council's strategic objectives; relevant to major issues faced by officers in managing a function of the Council; and likely to make contribution to moving the Council forward and achieving key performance targets.
- 3.4 Effective scrutiny needs to add value. A well planned and timely work programme enables Overview and Scrutiny Committees to be involved at the right time and in the right way, and ensure their involvement is meaningful and can influence the outcome.
- 3.5 Members often have a number of topics suggested to them and are therefore required to **prioritise** matters for consideration. The Scrutiny Framework sets out the following factors to be considered:
- Public interest: concerns of local people should influence the issues chosen.
  - Ability to change: priority should be given to issues that the Committee can realistically influence.
  - Performance: priority should be given to areas in which the Council and Partners are not performing well.
  - Extent: priority should be given to issues that are relevant to all or a large part of the city.

- Replication: work programme must take account of what else is happening to avoid duplication.

### ***Looking Ahead***

- 3.6 Overview and Scrutiny Committees will identify a 'menu' of issues (including policy development, policy review, issues of accountability and statutory functions) at the start of the year. Each Committee should then regularly review their 'menu' and decide which issues need to be examined further, and how that work would be undertaken. Scrutiny activities should be thorough and undertaken in a timely manner.

### ***Scrutiny Methods***

- 3.7 There are a range of ways to undertake scrutiny. The approach for 2023-24 enables flexible scrutiny and outlines a shift from monthly formal meetings to a combination of approaches. The Committee will choose the most effective scrutiny method to achieve the desired aims and objectives for each topic.
- 3.8 Based on Statutory Guidance published in 2019, different scrutiny methods include (but are not limited to):
- A single item, or items, on a committee agenda – this method fits more closely with the "overview" aspect of the Scrutiny function and provides limited opportunity for effective scrutiny. It is most appropriate for specific issues where the committee wants to maintain a watching brief.
  - A single item meeting, either as the committee or a more limited number of Members. It has the capacity to enhance the previous option by taking evidence from a number of witnesses.
  - A task and finish day - provided that these are properly focused, they ensure Councillors can swiftly reach conclusions and make recommendations and are effective even for complex topics.
  - A task and finish review – this is an enhancement of the previous option being held over four or six meetings spread over a limited number of months.

### ***Finance and Resources Overview and Scrutiny Committee***

- 3.9 The Committee's Terms of Reference is to fulfil its functions as they relate to any policies, services and activities concerning:
- Council Business Plan and Medium Term Financial Plan/Budget
  - Oversight of Council-owned land and property facilities, amenities and services including markets
  - Overall financial direction within the Financial Strategy developed by the Leader, including Best Value and appropriate financial accounting and audit controls and procedures
  - Business Charter for Social Responsibility

- Commercial opportunities available to the Council
- Revenues and Benefits service
- Procurement management
- Contract management policy
- Management of all internal trading operations
- Commissioning approach that supports the Council's wider social objectives
- Collection of rent/recovery of rents from Council tenants/former tenants and overpayments of Housing Benefit from Council tenants
- Organisational development function for shaping the future workforce of the Council
- Change/transformational programmes deployed corporately
- Member development programmes
- Processes and procedures to support good staff performance and equality objectives
- Human resources, staffing structures at JNC level and personnel procedures
- Oversight of the use of consultants with particular focus on their duration, renewal and cost.

3.10 The Committee is chaired by Cllr Jack Deakin, and its membership comprises Cllrs Alex Aitken, Raqeeb Aziz, Meirion Jenkins, Rashad Mahmood, Hendrina Quinnen, Paul Tilsley and Ken Wood.

#### **4 Work Programme 2023-24**

4.1 Appendix 1 sets out work of the Committee over the next few months including the Budget Scrutiny Task and Finish Group, and also outlines future items for consideration.

4.2 The Governance Review of Birmingham City Council by the Centre for Public Scrutiny will be considered by Cabinet at the meeting on 12 December. The full report is available from [CMIS > Meetings](#). Recommendation 5 of the report sets out the need to reframe the scrutiny work programme to focus on the Council's improvement and recovery priorities:

- Having an active part in the 2024/25 budget development process.
- The safe and effective delivery of key services supporting vulnerable people.
- Critical performance issues emerging "by exception".
- Equality and equity issues arising from the development of the 24/25 Budget, the Emergency Budget (to be identified by exception), and other priority scrutiny activity relating to the Budget.
- Culture, behaviour change and organisational development.

- 4.3 In consultation with the Chair it has been agreed that an informal meeting will be held on 8 February to review the work programme.
- 4.4 The Council's latest [January 2024 Forward Plan \(cmis.uk.com\)](https://cmis.uk.com) may assist Members in identifying future topics. The following reports are of particular relevance to this Overview and Scrutiny Committee:

ID Number	Title	Proposed Date of Decision
011739/2024	Business Rates Income 2024/25	16 Jan 24
011738/2024	Council Tax Base 2024/25	16 Jan 24
011734/2024	Financial Monitoring Report 2023/24 Quarter 2	16 Jan 24
011740/2023	Provisional Financial Outturn 2023/23	16 Jan 24
011735/2024	Financial Monitoring Report 2023/24 Month 8	4 Feb 24
011742/2024	Draft Financial Plan 2024-2028	13 Feb 24
011524/2023	The Supply of Print and Print Management Services	13 Feb 24
102404/2024	Oracle Reimplementation	13 Feb 24
011743/2024	Financial Plan 2024-2028	27 Feb 24
011736/2024	Financial Monitoring Report 2023/24 Quarter 3	19 Mar 24
011737/2024	Financial Monitoring Report 2023/24 Month 10	23 Apr 24

- 4.5 Overview and Scrutiny Chairs are advised to maintain regular engagement with Cabinet Members to enable flexibility to be built into the Overview and Scrutiny work programme, so as to respond to the Council's policy priorities in a timely way.
- 4.6 The work of the Finance and Resources Overview and Scrutiny Committee underpins the delivery of all the priorities in the Council's Corporate Plan 2022 – 26. Details of the priorities have been included in Appendix 1 for reference.

## **5 Any Finance Implications**

- 5.1 There are no financial implications arising from the recommendations set out in this report.

## **6 Any Legal Implications**

- 6.1 There are no legal implications arising from the recommendations set out in this report.

## **7 Any Equalities Implications**

- 7.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 The protected characteristics and groups outlined in the Equality Act are Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex, and Sexual Orientation.
- 7.3 The Committee should ensure that it addresses these duties by considering them during work programme development, the scoping of work, evidence gathering and making recommendations. This should include considering how policy issues impact on different groups within the community, particularly those that share a relevant protected characteristic; whether the impact on particular groups is fair and proportionate; whether there is equality of access to services and fair representation of all groups within Birmingham; and whether any positive opportunities to advance equality of opportunity and/or good relations between people are being realised.
- 7.4 The Committee should ensure that equalities comments, and any recommendations, are based on evidence. This should include demographic and service level data and evidence of residents/service-users views gathered through consultation.

## **8 Appendices**

- 8.1 Appendix 1: Work Programme 2023-24 – January.

## **9 Background Papers**

- 9.1 [Birmingham City Council Constitution](#)
- 9.2 Birmingham City Council Overview and Scrutiny Framework April 2021

### Finance and Resources Overview and Scrutiny Committee Work Programme 2023 / 24

The work of the Finance and Resources Overview and Scrutiny Committee underpins the delivery of all Corporate Priorities in the Corporate Plan 2022-26.

Month	Item/Topic	Aims and Objectives	Scrutiny Method	Cabinet Member/ Lead Officer	Other Witnesses	Additional Information and Outcome*
July 23	Planned Procurement Activities Report	To consider the Planned Procurement Activities report and scrutinise the governance and spend of Council contracts. The Committee to make any recommendations.	Committee meeting - single item  27 July 2023  Council House Committee Room 6  Deadline for reports: 18 July	Steve Sandercock, Assistant Director, Procurement		<b>Outcome:</b> Assurance of planned procurement activities.
July 23	Update on Stabilisation of the Oracle Financial and HR Management system	To provide the Committee with: Update on the background to the issues with the Oracle system and current challenges Work to address the challenges including governance, risk and timescales Work to learn lessons including governance, risk and timescales Progress on End of Year Accounts including timescales and risks.	Committee meeting - single item  27 July 2023  Council House Committee Room 6  Deadline for reports: 18 July	Fiona Greenway, Interim Director of Finance (S151 Officer)	Meena Kishinani, Director of Transformation	<b>Outcome:</b> Update on Stabilization of Oracle

		The Committee to make any recommendations.				
July 23	Implication of Equal Pay	<p>To provide background to the Equal Pay liabilities for the Council</p> <p>To report on the values work that will underpin the budget recovery plan.</p> <p>Update on the Budget Recovery Plan and the Medium Term Financial Plan.</p> <p>Learning from Local Authority Best Value Intervention Reports</p> <p>The Committee to make any recommendations.</p>	<p>Committee meeting - single item</p> <p>27 July 2023</p> <p>Council House Committee Room 6</p> <p>Deadline for reports: 18 July</p>	Fiona Greenway, Interim Director of Finance (S151 Officer)		<b>Outcome:</b> Update on implications of Equal Pay
July 23	Work Programme	<p>To review the Committee's work programme, agree work to be undertaken during August – November and issues for future consideration</p> <p>To consider the Council's Corporate Risk Register to inform the Committee's work programme.</p>	<p>Committee meeting - single item</p> <p>27 July 2023</p> <p>Council House Committee Room 6</p> <p>Deadline for reports: 18 July</p>	Fiona Bottrill, Senior Overview and Scrutiny Manager		

## Appendix 1

September 23	Planned Procurement Activities Report	To consider the Planned Procurement Activities (to be considered at Cabinet on 5 <sup>th</sup> September) report and scrutinise the governance and spend of Council contracts. The Committee to make any recommendations.	Committee meeting - single item  7 September 2023  Council House Committee Room 6  Deadline for reports: 29 August	Steve Sandercock, Assistant Director, Procurement		<b>Outcome:</b> No questions relating to PPAR
September 23	Managing Council Risk including the Strategic Risk Register, Budget Risk and Savings Risks	Update members on risk management to inform Committee work programme	Committee meeting - single item  7 September 2023  Council House Committee Room 6  Deadline for reports: 29 August	Fiona Greenway, Interim Director of Finance (S151 Officer)  Sarah Dunlavey, Assistant Director, Audit & Risk Management		It was requested at the July Committee Meeting that the Corporate Risk Register is included as a standing item.  <b>Outcome:</b> Item deferred
September 23	Update on Budget Recovery Plan and MTFP and Scrutiny Contribution to Budget Savings	To provide the Committee with an update on the current position with regard to the implications of Equal Pay, the Budget Recovery Plan and Values Framework. To consider the Corporate Savings Programme.	Committee meeting - single item  7 September 2023  Council House Committee Room 6	Fiona Greenway, Interim Director of Finance (S151 Officer)		<b>Outcome:</b> Clarification provided on statutory requirement of regarding S114 Notice process.  Assurance provided regarding risk management control framework around Equal Pay.

## Appendix 1

		The Committee to make any recommendations.	Deadline for reports: 29 August			Additional meeting to be held to further consider Section 114 Notice, Financial Recovery Plan and delivery of savings
September 23	Oracle Stabilisation Update	<p>To provide the Committee with an update, to include:</p> <ul style="list-style-type: none"> <li>• Update on 'Safe and Compliant'</li> <li>• Update on Optimisation High Level Design</li> <li>• Oracle financial position</li> <li>• Key strategic risks from within the Oracle RAID log</li> <li>• Update on Oracle Management Review – including anticipated completion date.</li> </ul> <p>The Committee to make any recommendations.</p>	<p>Committee meeting - single item</p> <p>7 September 2023</p> <p>Council House Committee Room 6</p> <p>Deadline for reports: 29 August</p>	<p>Meena Kishinani, Interim Director of Transformation</p> <p>Craig Buckley, Oracle Programme Director</p>		<b>Outcome:</b> Information provided regarding safe and compliant timescales
September 23	Job Evaluation – Permanent Pay Equity	To consider the report on Permanent Pay Equity presented to Cabinet on 25 July.	<p>Committee meeting - single item</p> <p>7 September 2023</p>	Deborah Cadman Chief Executive and Head of Paid Service		<b>Outcome:</b> Information provided on background and timescales for job evaluation and pay equity.

		To provide the Committee with an update on activity since that date. The Committee to agree how it will provide monitoring and oversight of the delivery of the programme. The Committee to make any recommendations.	Council House Committee Room 6  Deadline for reports: 29 August	Janie Berry, City Solicitor and Monitoring Officer  Fiona Greenway, Interim Director of Finance (S151 Officer)  Darren Hockaday, Interim Director of People and Corporate Services		
Sept 23	Equal Pay Liability and Job Evaluation	To receive a verbal report from the Chief Executive	Committee meeting - single item  29 September 2023  Council House Committee Room 3 &4  Deadline for reports: 20 Sept	Deborah Cadman Chief Executive and Head of Paid Service  Darren Hockaday, Interim Director of People and Corporate Services		<b>Outcome:</b> Update provided on Pay Equity Scheme
Sept 23	Council Response to Section 114 Notice and Financial Recovery	To provide the Committee with an update on the current position with regard to the implications of Equal Pay, the Budget Recovery Plan and Values Framework.	Committee meeting - single item  29 September 2023	Deborah Cadman Chief Executive and Head of Paid Service		<b>Outcome:</b> Committee updated on the Council's response to the Section 114 Notice and financial recovery

		To consider the Corporate Savings Programme. The Committee to make any recommendations.	Council House Committee Room 3 &4  Deadline for reports: 20 Sept	Janie Berry, City Solicitor and Monitoring Officer  Fiona Greenway, Interim Director of Finance (S151 Officer)		
Sept 23	Managing Council Risk including Strategic Risk Register, Budget Risks and Savings Risks	Item deferred from 7 September meeting.  Update members on risk management to inform Committee work programme	Committee meeting - single item  29 September 2023  Council House Committee Room 3 &4  Deadline for reports: 20 Sept	Fiona Greenway, Interim Director of Finance (S151 Officer)  Sarah Dunlavy, Assistant Director, Audit & Risk Management		<b>Outcome:</b> Committee updated on risk management processes
October 23			12 October 2023  Council House Committee Room 6			October Finance and Resources OSC cancelled due to Extra-ordinary Meetings of City Council on 12 October 23.
November 23	Planned Procurement Activities (standing item)	To consider the Planned Procurement Activities report and scrutinise the governance and spend of Council contracts.	Committee meeting  16 November 2023	Steve Sandercock, Assistant Director, Procurement		<b>Outcome:</b> The Committee noted forthcoming planned procurement activities.

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		The Committee to make any recommendations.	Council House Committee Room 6  Deadline for reports: 1 November			
November 23	Scrutiny of Delivery of 2023/24 Budget Savings and Update on the Council's Response to s144 Notice and Financial Recovery Plan	To consider the implications of Equal Pay and the Medium-Term Financial Plan for the Committee's work programme including agreed savings for 2023/24.	Committee meeting  16 November 2023  Council House Committee Room 6  Deadline for reports: 1 November			The Finance and Resources OSC will consider 2023/24 in year savings across all council services.  <b>Outcome:</b> The Committee reviewed the delivery of savings across the Council as at Quarter 2.
November 23	Job Evaluation and Pay Equity System	To update on the Pay Equity System agreed with the 3 trade unions and timescales for implementation to meet the deadline of End March 2025.	Committee meeting  16 November 2023  Council House Committee Room 6  Deadline for reports: 1 November	Deborah Cadman, Chief Executive  Katy Fox, Director of People Services		<b>Outcome:</b> Update on implementation of the Pay Equity System. Next update requested for January 24.

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November 23	Oracle Update (standing item)	<p>To update members on the implementation of Stabilisation of Oracle including strategic risks reported to September OSC meeting.</p> <p>To provide a detailed breakdown of what money is being spent and a definition of customisation – what it is and what it looks like.</p> <p>To update on timescales for Optimisation.</p>	<p>Committee meeting</p> <p>16 November 2023</p> <p>Council House Committee Room 6</p> <p>Deadline for reports: 1 November</p>	<p>Meena Kishinani, Interim Director of Transformation</p> <p>Craig Buckley, Oracle Programme Director</p>		<p>The Health and Adult Social Care OSC has recommended that the Finance and Resources OSC seeks assurance regarding the systems on place to ensure that the Council is invoicing and receiving payments.</p> <p><b>Outcome:</b> Update on Oracle Stabilisation. Next update requested for January 24.</p> <p>Response to be provided on invoicing and receipt of payments.</p>
November	Budget Scrutiny Task and Finish Group	Terms of Reference to be considered as part of Finance and Resources OSC Work Programme Report 16 November 23.	Task and Finish Group meeting: 20 November	Fiona Greenway, Interim Director of Finance (S151 Officer)		Terms of Reference agreed
December	Budget Scrutiny Task and Finish Group	Consider savings proposals	Task and Finish Group meeting: 4 December	Fiona Greenway, Interim Director of Finance (S151 Officer)		
December	Budget Scrutiny Task and Finish Group	Consider savings proposals	Task and Finish Group meeting: 6 December	Fiona Greenway, Interim Director of		

				Finance (S151 Officer)		
December	Budget Scrutiny Task and Finish Group	Consider savings proposals	Task and Finish Group meeting: 7 December	Fiona Greenway, Interim Director of Finance (S151 Officer)		
December 23	Financial Position Update	To update members on the Council's current financial position.	Committee meeting 14 December 2023  Council House Committee Room 6  Deadline for reports: 29 November 23	Fiona Greenway, Interim Director of Finance (S151 Officer)		<b>Outcome:</b> Members received an update on the Council's financial position
December	Budget Scrutiny Task and Finish Group	Consider savings proposals	Task and Finish Group meeting: 14 December	Fiona Greenway, Interim Director of Finance (S151 Officer)		
January 24	Budget Scrutiny Task and Finish Group 8 January	Consider savings proposals and update on budget development	Task and Finish Group meeting: 8 January	Fiona Greenway, Interim Director of Finance (S151 Officer)		
January 24	Budget Scrutiny Task and Finish Group 10 January	Consider savings proposals and agree recommendations to be	Task and Finish Group meeting: 10 January	Fiona Greenway, Interim Director of		

		reported to the Finance and Resources OSC 24 January		Finance (S151 Officer)		
January 24	Planned Procurement Activities (standing item)	To consider the Planned Procurement Activities report and scrutinise the governance and spend of Council contracts. The Committee to make any recommendations.	Committee meeting – single item  24 January 2023  Council House Committee Room 6  Deadline for reports: 9 January	Steve Sandercock, Assistant Director, Procurement		
January 24	Consider Report and Recommendations and Committees from Budget Scrutiny Task and Finish Group	Agree recommendations and comments to be reported to Cabinet to inform 2024/25 budget	Committee meeting – single item  24 January 2023  Council House Committee Room 6  Deadline for reports: 9 January	Fiona Greenway, Interim Director of Finance (S151 Officer)		
January 24	Oracle Update Item Deferred	To update members on progress, to include Key Strategic Risks, Finance and Optimisation timescales.	Committee meeting – single item  24 January 2023	Meena Kishinani, Interim Director of Transformation		The previous update was presented to Committee in November 23.

		The Committee has also requested an update on the impact of the Oracle issues on schools.	Council House Committee Room 6  Deadline for reports: 9 January	Craig Buckley, Oracle Programme Director		
January 24	Job Evaluation and Pay Equity System Update	To receive an update on activities and timescales to meet the April 2025 deadline for the implementation of the Pay Equity System.	Committee meeting – single item  24 January 2023  Council House Committee Room 6 Deadline for reports: 9 January	Katy Fox, Director of People Services		The previous update was presented to Committee in November 23.
February 24	Review work programme in response to Governance Stabilisation Plan	To review the Committee's work programme to respond to Recommendation 5 of the Governance Review Stabilisation Action Plan	Informal Meeting  8 February 2023  Council House Committee Room 6			Governance Review Report available from: <a href="https://document.ashx(cmis.uk.com)">Document.ashx (cmis.uk.com)</a>

\*Outcome: This will be populated once the item/topic has been completed. It will identify the added value and impact.

## Menu of Issues for Consideration

The following items had been identified as potential topics for future consideration. This approach enables the Overview and Scrutiny Committee to remain flexible and respond in a timely manner to emerging issues.

This is a live work programme work programme. New items may be added, or items removed during the course of the year. Proposed aims and objectives as well as scrutiny methodology may also be subject to change.

Item/ Topic	Proposed Aims and Objectives	Proposed Scrutiny Method	Additional Information
End of Year Outturn	To inform the Committee of the end of year outturn and Committee to agree any comments / recommendations.	Committee meeting – single item	
Q2 Financial Monitoring	To inform the Committee of the Q2 financial monitoring and the Committee to agree any comments / recommendations.	Committee meeting – single item	
Monitoring recommendations of the Procurement Governance Scrutiny Report	To receive an update on the new Procurement and Contract Governance rules	Committee meeting - single item	
Progress Report on Implementation: Council-owned Assets	To track progress on implementation of the recommendations R01 and R02.	Committee meeting - single item	Recommendations R03-R06 were signed off as completed in November 2022.
Diversity and Inclusion Dashboard	<p>Role for O&amp;S in looking at specific aspects of the data and monitoring progress including:</p> <ul style="list-style-type: none"> <li>• Work force planning in relation to age profile of staff.</li> <li>• Disability disclosure and. reasonable adjustments</li> <li>• Governance of Everyone's Battle, Everyone's Business (EBEB) and what impact this has made.</li> </ul>	TBC	Possible key questions: How do we acquire new talent? How do we ensure we're attractive to potential new employees? Are we open, accessible, inclusive and do our job descriptions and requirements reflect the needs of the business, but also the reality of life and experience of work for applicants? When is it appropriate to use consultants and how are these decisions made?

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Working from Home	To understand the impact on productivity and workforce costs.	TBC	This may be looked at flexibly. Important to note that this item isn't about stopping working from home, but looking at where it is appropriate and whether it works for the needs of the council and its residents.
Visits to inform the work of the Committee			
Council Assets	Scrutiny of Asset Strategy as part of Financial Recovery Plan		
Treasury Management	Scrutiny of the Council's Treasury Management		
Impact of Spend Control Board	Understand the savings made through the implementation of spend controls		This work has been incorporated into the Budget Scrutiny Task and Finish Group
Mutually Agreed Resignation Scheme (MARS)	Understand the savings identified through the MARS scheme and potential service implications.		MARS scheme is not being taken forward.
Strategic Risk Register	To understand the management of risk across the organisation.	Committee meeting single item	The Strategic Risk Register, Budget Risks and Savings Risks were previously considered at Committee in September 23.
External auditors' review, CfGS wider governance review and management review	To be briefed on the findings and recommendations of the various reviews being undertaken.	TBC	

### Scrutiny Method Options:

Committee meeting - single item

Committee meeting - single theme

Task and Finish Group (outline number of meetings)

On location

Other - (describe)

## Corporate Priorities, Performance and Outcomes

### Corporate Priorities 2022 – 26:

- |  |   |
|--|---|
| 1 Support inclusive economic growth                          | 11 Increase affordable, safe, green housing                       |
| 2 Tackle unemployment  | 12 Tackle homelessness  |
| 3 Attract inward investment and infrastructure               | 13 Tackle health inequalities                                     |
| 4 Maximise the benefits of the Commonwealth Games            | 14 Encourage and enable physical activity and healthy living      |
| 5 Tackle poverty and inequalities                            | 15 Champion mental health   |
| 6 Empower citizens and enable citizen voice                  | 16 Improve outcomes for adults with disabilities and older people |
| 7 Promote and champion diversity, civic pride and culture    | 17 Improve street cleanliness                                     |
| 8 Support and enable all children and young people to thrive | 18 Improve air quality  |
| 9 Make the city safer  | 19 Continue on the Route to Zero                                  |
| 10 Protect and safeguard vulnerable citizens                 | 20 Be a City of Nature  |
|  | 21 Delivering a Bold Best in Class Council                        |

Information on the Corporate Priorities, Performance and City Outcomes was reported to Finance and Resources OSC in June 23: [Document.ashx \(cmis.uk.com\)](https://cmis.uk.com)