

# Birmingham City Council

## Report to Cabinet

Date: 27<sup>th</sup> June 2023



**Subject:** KEY DECISION PLANNED PROCUREMENT  
ACTIVITIES (JULY 2023 – SEPTEMBER 2023)  
**Report of:** ASSISTANT DIRECTOR – PROCUREMENT  
**Relevant Cabinet Member:** Councillor Brigid Jones, Finance and Resources  
**Relevant O &S Chair(s):** Councillor Jack Deakin, Chair of Resources O & S  
**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: 011446/2023		
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential : 3. Information relating to the financial or business affairs of any particular person (including the council)		

### 1 Executive Summary

- 1.1 This report provides details of the planned procurement activity for the period July 2023 – September 2023 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 £177,897.50 (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 £189,330 to £177,897.50 (excluding VAT) and applies from 1st January 2022 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. The financial information for each item is detailed in Appendix 3 – Exempt Information.

## **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 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 July 2023 – September 2023
  - 2. Appendix 2 – Background Briefing Paper
  - 3. Appendix 3 – Exempt Information

## APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (JULY 2023 – SEPTEMBER 2023)

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
1	Strategy / Award	Estate Agency Services for the Perry Barr Regeneration Scheme (PBRs)	TBC	To support the marketing and disposal of up to 381 apartments (excluding the 49 apartments identified for first time buyers) within Plots 8 & 9 to the open market on a phased basis, there is a requirement for estate agency services.	Up to 2 years	Planning, Transport and Sustainability	Leader	Guy Olivant	Gloria Ighodaro / Charlie Short	31/07/2023
2	Approval to Tender Strategy	Flexible Purchasing System for the Provision of Open-Air Cinemas at Selected City Parks	TBC	Birmingham City Council is seeking to promote regeneration throughout the City and to promote not only the economic but also social and environmental wellbeing of its area. As part of this process there is provision for Open Air Cinemas at selected parks across the City. The Council is seeking to procure operators to provide open air cinema events to visitors to the parks to generate income. Licences will be granted to suitable operators on a concessionary basis for a fee.	5 years with the option to extend for a further 5 years	City Operations	Environment	Carl Tomlinson	Matt Hageney / Lucy Ford	31/07/2023
3	Strategy / Award	Electronic Bill Payment and Prepaid Cards	TBC	The following payment methods for Council Customers: - •Electronic bill payment allows citizens and businesses to make payments to the Council for Housing Rent, Council Tax and Sundry Debts at either the Post Office or retail outlets who offer the PayPoint network. •Direct Payment (DP) Prepaid Cards to enable citizens who receive care packages to pay providers for the services they choose. (This is for the Council and also Birmingham Children's Trust) •A pre-paid non-personalised card used for one-off payments including discretionary payments, emergency payments, crisis loans and social fund payments.	4 years	Council Management	Finance and Resources	Lee Bickerton	Fitzroy Pencil / Stuart Follows	07/08/2023
4	Strategy / Award	Provision of a Revenues Processing Service	TBC	There is an unprecedented amount of demand on the Revenues Service with the continual increased items of correspondence being received, mainly due to the impact of the cost-of-living crisis, impact from covid / fuel payments and not commencing the recovery process until the latter part of the year. This is not of the Council's making and leaves the service unable to deal with the increased demand and backlog of correspondence. The Council require a long-term partner who have resource that is suitably skilled and experienced and available to deliver the service on the tasks required as and when needed.	3 years	Council Management	Finance and Resources	Lee Bickerton	Jonathan Woodward / Nicholas Cammack	01/08/2023
5	Strategy / Award	Advisory Service for Investment Acquisitions and Disposals	TBC	Advisory services to support the Council with the acquisition of complex high value assets and disposal of a large number of assets from the Council's commercial investment property portfolio. This is to enable the Property Investment Strategy objectives to be met. The services to be provided where there is not capacity internally to undertake include: •Representing the Council's interests as the buyer and seller •Negotiation – terms of sales and acquisitions, liaising with purchaser and seller and their legal teams •Lease re-gear transactions •Provide market valuation advice	4 years	Place, Prosperity and Sustainability	Leader	Azhar Rafiq	Eden Ottley / Charlie Short	27/07/2023
6	Strategy / Award	City Housing Consultancy Support	TBC	The City Housing Transformation Programme, the Target Operating Model, the increased Capital Investment Programme and the review of Housing and Asset Management have identified 50 plus improvements and projects as part of the different initiatives listed above to transform City Housing and improve the Service.	1 year	City Housing	Housing and Communities	Andrew Healey	Bill Pickbourn / Lucy Ford	31/07/2023
7	Strategy / Award	Social Housing Decarbonisation Fund (SHDF) Programme Delivery	TBC	The provision of Social Housing Decarbonisation Fund Programme Delivery Services across 9 retrofit schemes in locations across the city.	1 year, 6 months	City Housing	Housing and Communities	Andrew Healey	Pearl Roberts / Dean Billingham	31/07/2023
8	Approval to Tender Strategy	Mortality Services	P0332-2023	Mortality Services incorporating the supply of: Lot 1 – Memorial benches Lot 2 – Memorial products Lot 3 – Inspection and making safe of memorials Lot 4 – Collection of deceased persons Lot 5 – Provision of funerals for deceased persons Lot 6 – Memorials (Mausoleums, vaulted grave, mini grave, and brick grave. Lot 7 – Monument masonry service Lot 8 – Funeral director service	4 years and for Lot 5 is 7 years	City Operations / Adults Social Care	Health and Social Care	Carl Tomlinson	Mike White / Bev Nash / Mark Croxford / Raja Chowdhury	01/08/2023

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
9	Strategy / Award	Basketball Court Refurbishment Works	TBC	<p>To refurbish the following basketball courts with court resurfacing and painting, upgrades to basketball backboards and hoops, fencing and lighting, and installation of seating and additional bins</p> <ul style="list-style-type: none"> <li>•Clifton Road Youth Centre</li> <li>•Kings Heath Park</li> <li>•Perry Common Recreation Ground</li> <li>•Nechells Wellbeing Centre</li> <li>•Chamberlain Gardens</li> <li>•Concord Centre</li> <li>•Musgrave Road Park</li> <li>•Gilbertstone Recreation Ground</li> <li>•Hamstead Playing Fields</li> <li>•George's Park</li> <li>•Tower Street Recreation Ground</li> <li>•Cotteridge Park</li> <li>•Woodview Park</li> <li>•Queen's Park</li> <li>•St Paul's Trust Children's Centre</li> <li>•Nechells Park Open Space (Mount Street)</li> <li>•Victoria Common</li> <li>•Shenley Fields</li> </ul>	1 year	City Operations	Health and Social Care	Carl Tomlinson	Helen Corrigan / Charlie Short	05/08/2023
10	Strategy / Award	Block Repository - IT Solution	TBC	<p>Following the 2017 Grenfell tower fire, Central Government identified the need for better accessibility of fire safety information for larger residential buildings. Following consultation, they are implementing a new set of requirements for major landlords to keep certain set of information on all buildings they manage. This information, or parts thereof, need to be accessible to various groups including the fire department, residents, and BCC teams. To facilitate this requirement, a functional IT solution must be in full operation by the end of October 2023.</p>	of 3 years with the option to extend for a further two 12 months extensions	City Housing	Digital, Culture, Heritage & Tourism	Andrew Healey	Jamie Harrison / Jake Smith	21/08/2023
11	Strategy / Award	Eclipse & CareFirst Social Care Service	TBC	<p>The Council currently contracts separately with OLM Systems Ltd for Eclipse &amp; Carefirst which are the core Social Care applications in use by the Council's Adults and the Birmingham Children's Trust (BCT).</p> <p>Carefirst (on premise) is the legacy solution with both Adults and BCT now using Eclipse (hosted) as their primary Social Care system, with the exception of the finance functionality which still resides on Carefirst. This system records details of all involvement with service users, generates payments to service providers and where appropriate invoices clients for services.</p>	3 years with option to extend for a further 2 years.	Digital and Customer Services	Health & Social Care & Digital, Culture, Heritage & Tourism	Lee Bickerton	Chris Holt / Jake Smith	21/08/2023

## **APPENDIX 2**

### **BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES** **CABINET – 27<sup>th</sup> June 2023**

<b>Title of Contract</b>	<b>Estate Agency Services for the Perry Barr Regeneration Scheme (PBRs)</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Ian MacLeod, Director, Planning, Transport and Sustainability <b>Client Officer:</b> Gloria Ighodaro, Project Director, PBRs <b>Procurement Officer:</b> Charlie Short, Procurement Manager
<b>Relevant Portfolio</b>	<b>Councillor John Cotton - Leader</b>
Briefly describe the service required	To support the marketing and disposal of up to 381 apartments (excluding the 49 apartments identified for first time buyers) within Plots 8 & 9 to the open market on a phased basis, there is a requirement for estate agency services.
What is the proposed procurement route?	A call off using the AEC Neutral Vendor Framework for Multi-Specialism Services in accordance with its protocol.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a one-off requirement.
Will any savings be generated?	No savings will be generated from this procurement process for a one-off project to support the sale of some of the Council's development property assets.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house for a service the Council does not have the capability to undertake.
How will this service assist with the Council's commitments to Route to Zero?	The works will be undertaken using online platforms and minimising paper usage. Car trips will be minimised, and the new public transport links maximised. Therefore, reducing carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	There is no direct impact on Everybody's Battle, Everybody's Business from the award of this contract.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the services are essential to support the public sale of the apartments and for the Council as developer to obtain commercial receipt from its investment.
What budget is the funding from for this service?	The cost of this service will be funded from the capital receipts to be generated from the disposal of the apartments, in accordance with the Full Business Case for the PBRs that was approved by Cabinet in July 2021.
Proposed start date and duration of the new contract	The proposed start date is August 2023 for a period of up to 24 months or until the apartments are sold.

<b>Title of Contract</b>	<b>Flexible Purchasing System for the Provision of Open-Air Cinemas at Selected City Parks</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Darren Share, Director Street Scene <b>Client Officer:</b> Matt Hageney - Partnership Manager Street Scene and Parks, City Operations Directorate <b>Procurement Officer:</b> Lucy Ford – Sub-Category Manager
<b>Relevant Portfolio</b>	<b>Councillor Majid Mahmood – Cabinet Member for Environment</b>
Briefly describe the service required	Birmingham City Council is seeking to promote regeneration throughout the City and to promote not only the economic but also social and environmental wellbeing of its area. As part of this process there is provision for Open Air Cinemas at selected parks across the City.  The Council is seeking to procure operators to provide open air cinema events to visitors to the parks to generate income. Licences will be granted to suitable operators on a concessionary basis for a fee.
What is the proposed procurement route?	The Council wishes to establish a Flexible Purchasing System (FPS). This is a requirement for a concession below the threshold for advertising under the Concession Contracts Regulations 2016. The procurement will be conducted broadly based on the general principles of a Dynamic Purchasing System (DPS).  The opportunity will be openly advertised on Contracts Finder, Find it in Birmingham and on the Council's e-tendering portal In-Tend.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing framework commenced on 1st August 2019 for 4 years and expires on 31st July 2023.
Will any savings be generated?	As a concession contract, the Council has the opportunity to generate a guaranteed annual revenue and a percentage of turnover from this provision. Revenue from open air cinema events will be ringfenced and reinvested into the park the event is held at. Any cashable savings generated will contribute to the service area income target which forms part of the 2023/24+ budget strategy.
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?	Tenderers will be required to demonstrate how their proposed solution will assist in reducing their carbon footprint in their submission to be evaluated as part of the tender process.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Events will be inclusive and accessible for all park visitors and communities to attend.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	No, there is not a statutory duty. However, this service is income generating and assists with attracting visitors to use the Council's parks and enhances the visitor experience of the parks.
What budget is the funding from for this service?	This is income-generating with the funds going into the individual parks' budget.
Proposed start date and duration of the new contract	The proposed start date is 1st August 2023 for a period of 5 years, with the option to extend for a further period of 5 years.



<b>Title of Contract</b>	<b>Electronic Bill Payment and Prepaid Cards</b>
<b>Contact Officers</b>	<p><b>Director / Assistant Director:</b> Fiona Greenway, Interim Finance Director &amp; Deputy Section 151 Officer.</p> <p><b>Client Officer(s):</b>  Chris MacAdams, Commissioning Manager, Adult Social Care.  Fitzroy Pencil, Accounts Receivable Manager, Council Management  Ian Baker, Benefit Service Team Manager, Council Management.</p> <p><b>Procurement Officer:</b> Stuart Follows, Assistant Category Manager</p>
<b>Relevant Portfolio</b>	<b>Councillor Brigid Jones - Cabinet Member for Finance</b>
Briefly describe the service required	<p>The following payment methods for Council Customers: -</p> <ul style="list-style-type: none"> <li>•Electronic bill payment allows citizens and businesses to make payments to the Council for Housing Rent, Council Tax and Sundry Debts at either the Post Office or retail outlets who offer the PayPoint network.</li> <li>•Direct Payment (DP) Prepaid Cards to enable citizens who receive care packages to pay providers for the services they choose. (This is for the Council and also Birmingham Children's Trust)</li> <li>•A pre-paid non-personalised card used for one-off payments including discretionary payments, emergency payments, crisis loans and social fund payments.</li> </ul>
What is the proposed procurement route?	A procurement process will be undertaken by way of the Crown Commercial Services G-Cloud 13, Lot 2-Cloud Software framework in accordance with its protocol.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current contract is with Allpay Limited and expires on 23 <sup>rd</sup> September 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house for the period of this contract
How will this service assist with the Council's commitments to Route to Zero?	Any specification will require the Council's commitments to Route to Zero to be considered, in particular to a reduction in zero emission for transport.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The cards enable citizens to exercise choice and control over how their services are delivered and paid and being able to do this is integral to enabling the people of Birmingham to challenge inequalities in society. It also assists vulnerable people who are in crisis and do not have the resources to buy food, fuel or essential items and payment of bills.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council does not have a statutory duty to provide this service. However, in order to maximise income to the Council, it must give citizens access to make easily accessible payments using a variety of methods.
What budget is the funding from for this service?	<p>This is funded from the below budgets:</p> <p>DP cards are funded by the adult's social care packages. BCT pay the supplier directly for their costs.</p> <p>Non-personalised card and electronic bill payments are funded by shared services and recharged to directorates.</p>
Proposed start date and duration of the new contract	The proposed start is 24 <sup>th</sup> September 2023 for a duration of 4 years.

<b>Title of Contract</b>	<b>Provision of a Revenues Processing Service</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Tim Savill – Assistant Director <b>Client Officer:</b> Jonathan Woodward, Head of Revenues <b>Procurement Officer:</b> Nicholas Cammack, Procurement Apprentice
<b>Relevant Portfolio</b>	<b>Councillor Brigid Jones - Cabinet Member for Finance</b>
Briefly describe the service required	There is an unprecedented amount of demand on the Revenues Service with the continual increased items of correspondence being received, mainly due to the impact of the cost-of-living crisis, impact from covid / fuel payments and not commencing the recovery process until the latter part of the year. This is not of the Council's making and leaves the service unable to deal with the increased demand and backlog of correspondence. The Council require a long-term partner who have resource that is suitably skilled and experienced and available to deliver the service on the tasks required as and when needed.
What is the proposed procurement route?	A procurement process will be undertaken through an existing Framework Agreement (Crown Commercial Services (CCS) G Cloud).
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There was a short-term contract in place for the provision of revenue and processing resources which commenced on 01/01/2023, however, this was based on a fixed budget, rather than time bound, until the budget expired. This budget has since lapsed due to pressure on existing internal resources within the Revenues Service to support a new compliant arrangement . The lapse in service has been noted as part of the Council's breach procedure. Advancing and formalising this arrangement as set out in the PPAR will ensure new compliant arrangements.
Will any savings be generated?	No cashable savings will be generated by this project. This is additional resource required to support the customer service delivery.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Encourage and build a skilled and diverse workforce to build a culture of equity and inclusion in everything we do.  New and innovative methods of revenues processing from a diverse workforce will enable the continuation of their growth in being highly efficient, thus enabling the increased workload to be dealt with effectively, as well as improving the service as a whole.
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 are not the skills or capability within the Council for this service for the period of this contract. The Revenues Service is already maximising current resources, which is not enough to keep up to date with the increased demand.
How will this service assist with the Council's commitments to Route to Zero?	Any specification will require the Council's commitments to Route to Zero to be considered, in particular to a reduction in zero emission for transport.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	Failure to provide this service would result in the Council not being able to discharge its statutory duties for the billing, collection and recovery of Council Tax and Business Rates for the city.
What budget is the funding from for this service?	This will be funded from the Revenues Department budget.
Proposed start date and duration of the new contract	The proposed start date is August 2023 for a period of 3 years.

<b>Title of Contract</b>	<b>Advisory Service for Investment Acquisitions and Disposals</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Kathryn James - Assistant Director, Investment and Valuation Eden Ottley, Property Strategy Delivery Manager <b>Procurement Officer:</b> Charlie Short, Procurement Manager
<b>Relevant Portfolio</b>	<b>Councillor John Cotton - Leader</b>
Briefly describe the service required	Advisory services to support the Council with the acquisition of complex high value assets and disposal of a large number of assets from the Council's commercial investment property portfolio. This is to enable the Property Investment Strategy objectives to be met. The services to be provided where there is not capacity internally to undertake include: <ul style="list-style-type: none"> <li>• Representing the Council's interests as the buyer and seller</li> <li>• Negotiation – terms of sales and acquisitions, liaising with purchaser and seller and their legal teams</li> <li>• Lease re-gear transactions</li> <li>• Provide market valuation advice</li> </ul>
What is the proposed procurement route?	A call off using the AEC Neutral Vendor Managed Service Provider Framework for Multi-Specialism Services in accordance with its protocol.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is no current contract in place as the previous contract for Investment and Acquisition Advice in relation to the delivery of the Property Investment Strategy expired on 31 March 2023. No acquisition services have been undertaken since this expiry and the new contract is for an amended specification to reflect the current needs. With regards to the disposals of minor interests these have been undertaken in-house or via auction.
Will any savings be generated?	No savings will be generated from this procurement process. However, all capital receipts from future disposals will fund future acquisition which will contribute to the savings set out in the 2023-25 MTFP in the form of nett income generation.
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 currently there is insufficient internal capacity and capability to acquire complex high value assets or dispose of the volume of assets required to meet the financial targets.
How will this service assist with the Council's commitments to Route to Zero?	The works will be undertaken using online platforms and minimising paper usage. Car trips will be minimised, and public transport links maximised. Therefore, reducing carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	There is no direct impact on Everybody's Battle, Everybody's Business from the award of this contract.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the services are essential to support the Council in acquiring or disposing of suitable assets to enable the delivery of the Property Investment Strategy objectives i.e. Improving the Nett income position of the commercial portfolio, supporting development and regeneration opportunities and contributing financially to the delivery of key services.
What budget is the funding from for this service?	The cost of acquiring assets will be funded from the capital receipts generated from the disposal of assets from the Investment Property Management commercial portfolio. This is in accordance with the successful adoption of the Property investment Strategy report by Cabinet in July 2019. The cost of disposing of assets will be met by the purchaser.
Proposed start date and duration of the new contract	The proposed start date is August 2023 for a period of up to 4 years.

<b>Title of Contract</b>	<b>City Housing Consultancy Support</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Paul Langford, Interim Strategic Director for City Housing <b>Client Officer:</b> Bill Pickbourn, Housing Transformation Programme Director <b>Procurement Officer:</b> Lucy Ford, Sub-Category Manager
<b>Relevant Portfolio</b>	<b>Councillor Jayne Francis - Cabinet Member for Housing and Homelessness</b>
Briefly describe the service required	<p>The City Housing Transformation Programme, the Target Operating Model, the increased Capital Investment Programme and the review of Housing and Asset Management have identified 50 plus improvements and projects as part of the different initiatives listed above to transform City Housing and improve the Service.</p> <p>Project teams have now been established, however, to meet the programme timescales, deliver the objectives and have the ability to respond to new requirements quickly, there is a need to have access to consultancy capacity which will often be required at short notice or to allow time for internal resources to be secured. City Housing, therefore, requires access to a mix of resources to deliver the different assignments over the next 12 months. Approval is requested to put a flexible arrangement in place, to enable resources to be drawn down as and when required in a planned and responsive manner, against approved business cases or project briefs.</p>
What is the proposed procurement route?	Procurement activity may include direct award or further competition through compliantly procured frameworks such as; the Eastern Shires Purchasing Organisation (ESPO) Consultancy Services Framework 664_21, the YPO 940 Managing Consultancy and Professional Services and others as identified and appropriate for what is required.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Previous consultancy arrangements have now expired and were one-off commissions to deliver specific tasks. The commissions are for specific consultancy relating to a number of activities as part of the City Housing TOM, Capital Investment programme and in relation to housing and asset management projects.
Will any savings be generated?	No cashable savings will be generated by this project.
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 this is a Consultancy Service that will be predominately carried out remotely, there is a net zero footprint for delivery of this service.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The key elements of these arrangements are to secure consultancy to provide support in delivering the Council's initiatives. In addition, this activity will provide the necessary support to officers and shared knowledge. The arrangements provide the Council with resilience as well as technical and specialist support.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to provide assurance that the Housing Service is designed as a best-in-class function.
What budget is the funding from for this service?	This is funded from HRA budget.
Proposed start date and duration of the new contract	The proposed start date is July / August 2023 for a period of up to 1 year.

<b>Title of Contract</b>	<b>Social Housing Decarbonisation Fund (SHDF) Programme Delivery</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Wayne Davies, Director Asset Management <b>Client Officer:</b> Pearl Roberts, Programme Manager <b>Procurement Officer:</b> Dean Billingham, Procurement Specialist – Strategic Projects (Interim)
<b>Relevant Portfolio</b>	<b>Councillor Jayne Francis - Cabinet Member for Housing and Homelessness</b>
Briefly describe the service required	<p>The Council has been awarded a Social Housing Decarbonisation Fund (SHDF) Wave 2 grant of £24.8m to help make 2,076 homes greener and more efficient over the next two years 2023-24 and 2024-25. The Council is contributing co-funding of £66.27m through the Housing Revenue Account (HRA).</p> <p>The retrofit works will be across 9 schemes and the actual works will be delivered by the Council's current Housing Repairs &amp; Maintenance (HRM) contractors (Equans and Fortem), however the portfolio of schemes are at different stages of development and each will require a tailored set of activities. Across all stages – the Council requires a dedicated programme management team who will support the development, shaping and set up of the SHDF delivery programme and detailed reporting and data required by the Department for Energy Security and Net Zero (DESNZ) for SHDF (in addition to other internal and external reporting) and provide skills and knowledge transfer to the Council's Capital Investment Team to facilitate continuity of Scheme leadership and delivery over the lifetime of the Scheme and the wider SHDF Programme.</p>
What is the proposed procurement route?	Procurement activity may include direct award or further competition through compliantly procured frameworks such as the Eastern Shires Purchasing Organisation (ESPO) Consultancy Services Framework 664_21, Yorkshire Purchasing Organisation (YPO), 940 Managing Consultancy and Professional Services Framework, Fusion21, Communities & Housing Investment Consortium (CHIC) and others as identified and appropriate for what is required.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
Will any savings be generated?	It is unlikely there will be direct savings associated with the SHDF Delivery Programme. The programme will contribute to the Council's Net Zero target to deliver carbon reduction for the city and will indirectly support economic growth, supply chain development, reduced energy demand and health and wellbeing benefits to residents.
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 are not the skills or sufficient capacity within the Council for this service.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	There is no direct impact on Everybody's Battle, Everybody's Business from the award of this contract.
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 to meet the Decent Homes Standard; a target minimum EPC 'C' rating for social homes by 2035.
What budget is the funding from for this service?	The cost will be met from the SHDF Admin & Auxiliary grant.
Proposed start date and duration of the new contract	The proposed start date of the contract will be August 2023 for a period of 1 year, 6 months.

<b>Title of Contract</b>	<b>Mortality Services</b>
<b>Contact Officers</b>	<b>Assistant Director:</b> Sajeela Naseer, Director of Regulation & Enforcement and John Z Williams, Director – Adult Social Care (Operational and Community Services) <b>Client Officer:</b> Mike White (Adults Social Care) / Bev Nash (City Operations) / Mark Croxford (Environmental Health) <b>Procurement Officer:</b> Raja Chowdhury, Sub Category Officer
<b>Relevant Portfolio</b>	<b>Councillor Mariam Khan - Cabinet Member for Health and Social Care</b>
Briefly describe the service required	Mortality Services incorporating the supply of: Lot 1 – Memorial benches Lot 2 – Memorial products Lot 3 – Inspection and making safe of memorials Lot 4 - Collection of deceased persons Lot 5 – Provision of funerals for deceased persons Lot 6 – Memorials (Mausoleums, vaulted grave, mini grave, and brick grave) Lot 7 – Monument masonry service Lot 8 – Funeral director service
What is the proposed procurement route?	An open tender exercise will be undertaken advertised on finditinbirmingham.com, Contracts Finder and Find A tender.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	<p>Existing contracts for lots 2/3/4/5 was under a framework agreement which expired on 31/01/2021. The contract for lot 1 expired on 31/01/2017, which have been continued to be purchased as and when needed due to low demand. The suppliers for lots 1-5 have continued to provide the services on the original terms. Lot 6 were ad-hoc purchases. Lot 7 and 8 are new requirements.</p> <p>In 2020 when re-tendering should have commenced this activity was deprioritised as key stakeholders were dealing with the COVID-19 pandemic. At that time the Council was operating under an emergency structure with all efforts focused on (i) ensuring support to vulnerable people in Birmingham (ii) delivering capacity in the bereavement process and (iii) To maintaining critical services to residents (iv) ensuring that the significantly increased demand for public health funerals could be managed effectively, efficiently and consistently over the period of the pandemic. These contracts have only recently been flagged up as there were not migrated to Oracle due to their expired status on SAP.</p>
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrates that the Council does not have the capacity, equipment and facilities required to deliver these in-house.
How will this service assist with the Council's commitments to Route to Zero?	As part of the tender process, Tenderers will be asked to put proposals for low carbon emissions. The specifications will include vehicles compliant with the Route to Zero commitment.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The service provisions under all lots will be made available to members of all communities the proposed service lends itself to the following objectives within Everybody's Battle; Everybody's Business: "Deliver responsive services and customer care that is accessible, inclusive to individual's needs and respects faith, beliefs and cultural differences."
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	Safety within a burial ground is governed by the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 & 1984 (Duty of Care) to ensure that, as far as reasonably practicable, their sites are maintained in a safe condition. Removal and relocation of deceased persons to the Coroner's office is

	governed by the Coroners and Justice Act 2009 (investigations of deaths) and section 15 (registration & certification of deaths) of the same Act. The Council has a statutory duty under the provisions of Section 46 (Burial and cremation) of the Public Health (Control of Disease) Act 1984 to undertake the disposal of deceased persons, either by cremation or burial.
What budget is the funding from for this service?	Lot 3 and 4 to be funded within existing service budgets with costs recovered through charging where applicable. Lots 1, 2, 5, 6,7 and 8 - costs are fully rechargeable to the relatives of the deceased families. For lot 5, if the relatives cannot be traced then the Funerals and Protection of Property Team hold the budget. Approximately 80% of the charges are recovered every year.
Proposed start date and duration of the new contract	The proposed start date is 1 January 2024 for a period of 4 years except for the lot 5, where the contract duration will be for 7 years.

<b>Title of Contract</b>	<b>Basketball Court Refurbishment Works</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Chris Jordan, Assistant Director, Neighbourhoods <b>Client Officer:</b> Helen Corrigan, Senior Sports Manager <b>Procurement Officer:</b> Charlie Short, Procurement Manager
<b>Relevant Portfolio</b>	<b>Councillor Mariam Khan – Cabinet Member for Health and Social Care</b>
Briefly describe the service required	To refurbish the following basketball courts with court resurfacing and painting, upgrades to basketball backboards and hoops, fencing and lighting, and installation of seating and additional bins <ul style="list-style-type: none"> <li>• Clifton Road Youth Centre</li> <li>• Kings Heath Park</li> <li>• Perry Common Recreation Ground</li> <li>• Nechells Wellbeing Centre</li> <li>• Chamberlain Gardens</li> <li>• Musgrave Road Park</li> <li>• Gilbertstone Recreation Ground</li> <li>• Hamstead Playing Fields</li> <li>• George's Park</li> <li>• Tower Street Recreation Ground</li> <li>• Cotteridge Park</li> <li>• Woodview Park</li> <li>• Queen's Park</li> <li>• St Paul's Trust Children's Centre</li> <li>• Nechells Park Open Space (Mount Street)</li> <li>• Victoria Common</li> <li>• Shenley Fields</li> </ul>
What is the proposed procurement route?	A further competition exercise will be undertaken using the Eastern Shires Purchasing Organisation's Outdoor Playground, Fitness and Sports Facilities Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a one-off requirement.
Will any savings be generated?	No savings will be generated from this procurement process for a one-off works project.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house for a construction project.
How will this service assist with the Council's commitments to Route to Zero?	The works will be undertaken using the most up-to-date sustainable materials.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The refurbishment of the basketball courts will be inclusive and available to all sections of the community.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the works support the Council's commitment to creating a sustainable legacy of hosting the Commonwealth Games and delivering sporting facilities and infrastructure that encourage all citizens to engage in sport and physical activity.
What budget is the funding from for this service?	The scheme is funded by the Council's Corporate CIL, Sport England and the Shared Prosperity Fund (administered through BCC).
Proposed start date and duration of the new contract	The proposed start date is October 2023 for a period of 1 year.



<b>Title of Contract</b>	<b>Block Repository - IT Solution</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Paul Langford, Interim Strategic Director City Housing <b>Client Officer:</b> Jamie Harrison, Senior Service Manager <b>Procurement Officer:</b> Jake Smith, Interim IT Category Manager
<b>Relevant Portfolio</b>	<b>Councillor Jayne Francis - Cabinet Member for Housing &amp; Homelessness</b> <b>Councillor Saima Suleman - Cabinet Member for Digital, Culture, Heritage &amp; Tourism</b>
Briefly describe the service required	Following the 2017 Grenfell tower fire, Central Government identified the need for better accessibility of fire safety information for larger residential buildings. Following consultation, they are implementing a new set of requirements for major landlords to keep certain set of information on all buildings they manage. This information, or parts thereof, need to be accessible to various groups including the fire department, residents, and BCC teams. To facilitate this requirement, a functional IT solution must be in full operation by the end of October 2023.
What is the proposed procurement route?	The proposed route to market will be undertaken by a further competition via a compliant, collaborative framework agreement. Following a further competition exercise, the award will be placed with the preferred bidder via the Eastern Shires Purchasing Organisation; ESPO Document Management Solutions (390_22) Lot 3 – Total Document Management Solutions framework agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement to deliver on actions required by major landlords, following the Grenfell Tower Inquiry.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	BCC technical teams have investigated solutions by incumbent suppliers with a view to adapting existing services. The conclusion was that without significant development investment, it would not be possible to do so. DTS Technical Design Authority is fully aware of this project and Mark Brazier has been appointed to represent the TDA.
How will this service assist with the Council's commitments to Route to Zero?	The contract renewals will be actioned in accordance with BCCs commitments to Route to Zero. A key specification requirement is the ability to scan, transfer and store physical documents as digital assets.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The required activities support tackling inequalities as per BCCs Equality Strategy and Action Plan documented here. The activities as a result of the system's implementation will ensure that residents of Birmingham's tower blocks have access to the information they need.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to satisfy recommended actions from the Grenfell Tower Inquiry Phase 1. A link is provided here: <a href="#">Progress against the Grenfell Tower Inquiry Phase 1 Recommendations, September 2021 (accessible version) - GOV.UK (www.gov.uk)</a> A majority of these relate to access to information about the construction of and materials used within existing buildings. This information is to be accessed by various parties including BCC, the Fire Service and the public. Access will be required by law, and the control, versioning and maintenance of these digital assets requires a sophisticated IT solution.
What budget is the funding from for this service?	The product is to be funded by the Directorate for Housing Strategy & Enabling.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> October 2023 for a period of 3 years with the option to extend for a further two 12 months extensions.

<b>Title of Contract</b>	<b>Eclipse &amp; CareFirst Social Care Service</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Cheryl Doran, CIO & Assistant Director of Digital and Customer Services <b>Client Officer:</b> Chris Holt, Technical Operations Manager <b>Procurement Officer:</b> Jake Smith – IT Category Manager
<b>Relevant Portfolio</b>	<b>Councillor Mariam Khan - Cabinet Member for Health &amp; Social Care</b> <b>Councillor Saima Suleman - Cabinet Member for Digital, Culture, Heritage &amp; Tourism</b>
Briefly describe the service required	<p>The Council currently contracts separately with OLM Systems Ltd for Eclipse &amp; Carefirst which are the core Social Care applications in use by the Council's Adults and the Birmingham Children's Trust (BCT).</p> <p>Carefirst (on premise) is the legacy solution with both Adults and BCT now using Eclipse (hosted) as their primary Social Care system, with the exception of the finance functionality which still resides on Carefirst. This system records details of all involvement with service users, generates payments to service providers and where appropriate invoices clients for services.</p> <p>This PPAR is to combine the separate requirements for Eclipse and CareFirst into a single contract and to ensure it meets the requirements, strategic direction and incorporates the necessary commercial protections. This is an intuitive collation of the two contracts.</p>
What is the proposed procurement route?	The proposed route to market is via the Crown Commercial Services Vertical Application Solutions Framework Agreement (RM6259) – Lot 2: Education, Community Health and Social Care Solutions.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are 2 separate contracts with OLM Systems, one for Eclipse and other for CareFirst. Both contracts expire 31 <sup>st</sup> October 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	The capacity and capability do not exist in BCC to build this application.
How will this service assist with the Council's commitments to Route to Zero?	This is a complete digital solution, removing paperwork, etc.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The required activities support tackling inequalities as per BCCs Equality Strategy and Action Plan documented <a href="#">here</a> . The activities i.e. providing services to children and adults in care are critical in underpinning 'Equality', 'Diversity', 'Equity', 'Inclusion' and 'Belonging'.
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 to provide this service.
What budget is the funding from for this service?	The annual subscription cost will be covered by the DTS third party budget – B1-AV0FA-4G05-E00-JZZZZZ-TZZZZ-JZZZ-JXXX The project costs are unlikely to be incurred but if additional work is required how this will be funded will be discussed with directorates.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> November 2023, for an anticipated initial period of 3 years, with an extension option for a further 2 years.