

BIRMINGHAM CITY COUNCIL

FINANCE AND RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 07 SEPTEMBER 2023 AT 14:00 HOURS
IN COMMITTEE ROOM 6, 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.

<u>5 - 14</u>	4	<u>MINUTES</u>	To confirm the minutes of the meeting held on 27 July 2023.
<u>15 - 18</u>	5	<u>ACTION TRACKER</u>	To note the action tracker.
<u>19 - 50</u>	6	<u>PLANNED PROCUREMENT ACTIVITIES REPORTS</u>	Steve Sandercock, Assistant Director, Procurement, in attendance.
<u>51 - 74</u>	7	<u>ORACLE STABILISATION UPDATE</u>	Craig Buckley, Oracle Programme Director, in attendance.
<u>75 - 76</u>	8	<u>MANAGING COUNCIL RISK INCLUDING THE STRATEGIC RISK REGISTER, BUDGET RISK AND SAVINGS RISKS</u>	Fiona Greenway, Interim Director of Finance (S151 Officer) and Sarah Dunlavy, Assistant Director, Audit and Risk Management, in attendance.
<u>77 - 96</u>	9	<u>UPDATE ON BUDGET RECOVERY PLAN AND MTFP AND SCRUTINY CONTRIBUTION TO BUDGET SAVINGS</u>	Fiona Greenway, Interim Director of Finance (S151 Officer) in attendance. Verbal update to be provided on Budget Recovery Plan and MTFP and Committee to consider agreed savings 2023/24
<u>97 - 98</u>	10	<u>JOB EVALUATION - PERMANENT PAY EQUITY</u>	Fiona Greenway, Interim Director of Finance (S151 Officer), Janie Berry, City Solicitor and Monitoring Officer, and Darren Hockaday, Acting Director of People and Corporate Services, in attendance.
<u>99 - 112</u>	11	<u>WORK PROGRAMME</u>	To agree the work programme.
	12	<u>REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)</u>	To consider any request for call in/councillor call for action/petitions (if received).
	13	<u>OTHER URGENT BUSINESS</u>	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 12 October 2023 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'.

16 **EXCLUSION OF THE PUBLIC**

If members wish to consider information under agenda item 17 it is recommended that members of the press and public be excluded from the meeting under Section 100A(4) of the Local Government Act 1972 on the grounds that:

It involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

P R I V A T E A G E N D A

17 **PLANNED PROCUREMENT ACTIVITIES EXEMPT APPENDIX 3**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

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

**1400 hours on Thursday 27 July 2023, Committee Room 6, Council House
Minutes**

Present:

Councillor Jack Deakin (Chair)

Councillors: Raqeeb Aziz and Paul Tilsley

Also Present:

Nadeem Afzal, Finance Manager, Financial Planning (Online)

Craig Buckley, Oracle Programme Director

Fiona Greenway, Interim Director of Finance (S151 Officer)

Mohammed Sajid, Interim Head of Financial Strategy

Steve Sandercock, Assistant Director, Procurement

Jayne Bowles, Scrutiny Officer

Amelia Wiltshire, Overview and Scrutiny Manager

1. NOTICE OF RECORDING/WEBCAST

The Chair advised that this meeting will 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 are confidential or exempt items.

2. APOLOGIES

Apologies were received from Councillors Alex Aitken, Meirion Jenkins and Ken Wood.

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 declared he is a member of the Birmingham Airport Board.

Cllr Aziz declared he is a member of Unite Union.

4. ELECTION OF DEPUTY CHAIR

Cllr Alex Aitken was elected as Deputy Chair for the purposes of substitution for the Chair if absent for the period ending with the Annual Meeting of the City Council in 2024.

5. MINUTES

(See document No. 1)

RESOLVED:

That the minutes of the meeting held on 29 June 2023 were agreed.

6. ACTION TRACKER

(See document No. 2)

The following updates were provided:

29 June 2023 – Developing the Finance and Resources Overview and Scrutiny Committee's Work Programme 2023/24 – Discussion on Equal Pay:

- List of the Council's Statutory functions/responsibilities – this request is currently with the City Solicitor and Monitoring Officer and will be chased. The Chair made an additional request for this to include the Council's interpretation of those responsibilities.
- The Council's Corporate Risk Register – the Chair requested that this be brought to Committee on a regular basis and for it to be a standing item on the agenda.
- Response from the Leader to the Committee's request to be consulted on the work on the Values Framework – it was agreed that the Chair would follow this up directly with the Leader.
- Response to the question about what triggered the Equal Pay announcement on 28 June – The Chair clarified that this request was to establish why the announcement had been made on that particular date and not earlier. Fiona Greenway informed the Committee that External Audit had asked about the figures in March and when Fiona came into post in April work was put in place with two modellers going through nearly four million lines of data. The indications were that the numbers coming through were significant and the Council was in a severe financial position and it had to be flagged to all councillors that there was an issue. Fiona was asked to provide the Committee with the exact date that she had been made aware of the issues around the equal pay liability.
- Response to the question about decisions made at Cabinet on 27 June – Confirmation had been received from the City Solicitor and Monitoring Officer that the decisions made at Cabinet on 27 June do stand, as do those decisions made at Cabinet on 25 July (subject to call-in). Members were told that as part of the spending controls, where permission has been given to spend but not yet started to contract or procure, there needs to be a re-assessment to ensure value for money.

30 March 2023 – Planned Procurement Activities Reports – The Chair confirmed that a response had now been received to Cllr Wood’s question regarding the provision of fleet and waste vehicle maintenance and this had been circulated to Members.

9 February 2023 – Financial Monitoring 2022/23 Quarter 3/Month 9 – A list of property assets and planned disposals to be provided to Committee – the list of property assets has been requested from the Property Services Team. Finance officers can provide an accounting list of assets but that would be book value. The list of planned disposals would have to come from Paul Kitson’s team and the Chair also referenced the report on the Disposal of Surplus Properties which is scheduled to go to Cabinet in September.

The Chair also referred to a recent email he had sent to Fiona Greenway and the Lord Mayor’s Office requesting a list of regalia owned by the Council and it was agreed this would be provided to the Committee and that artefacts could also be added to that. However, it was pointed out that if this was discussed in Committee any valuations included as part of that would need to be considered in private session. It was also noted that where regalia has been gifted to the City by benefactors, there may be certain obligations on the Council in relation to those gifts.

RESOLVED:

That the action tracker was noted.

7. PLANNED PROCUREMENT ACTIVITIES REPORTS

(See documents No. 3 and No. 4)

Steve Sandercock, Assistant Director, Procurement, was in attendance for this item.

The Chair advised that there was provision to go into private session if there were any matters to be raised on the exempt appendices.

Steve Sandercock introduced the reports which had been presented to Cabinet on 25 July and confirmed that all the planned procurement activities had been approved. There had been one question raised around the SAP licensing and whether the residual licence costs were planned and included in the original business case for Oracle and the response was that they had. No other queries or points of contention had been raised.

There were no questions from Members.

RESOLVED:

That the reports were noted.

8. MEDIUM TERM FINANCIAL PLAN UPDATE AND IMPLICATIONS OF EQUAL PAY

(See document No. 5)

Fiona Greenway, Interim Director of Finance (S151 Officer) and Mohammed Sajid, Interim Head of Financial Strategy, were in attendance for this item.

Nadeem Afzal, Finance Manager, Financial Planning, was in attendance online.

The Chair invited Fiona Greenway to introduce the report and in doing so the following points were highlighted:

- The Medium Term Financial Plan (MTFP) refresh is done every year and Quarter 1 has been combined into this report on a risk-based approach.
- The report updates for things like inflation and savings that are known to be red risks if not acted upon, etc.
- Assurance was given that whatever happens, there is a need to get to the same balanced budget that was set by Full Council in February. There is no proposal to change the bottom line of the budget and a way has to be found to close the £87m gap in-year.
- Everyone will be aware there have been changes in inflation and that has gone a lot higher than was forecast in February. A lot of councils have refreshed their MTFPs and highlighted issues in the last couple of weeks in both the finance and national press.
- The proposal is for a robust budget savings and recovery plan, with a framework for that going to September Cabinet and a revised savings and recovery plan with detail in it to October Cabinet in order to demonstrate that this is being taken seriously and actions are in place to balance the budget.
- External Audit will monitor the Council on a monthly basis.
- The 2024/25 budget setting timetable is set out in the report. This is a standard process but has been accelerated to come back with in-year savings and proposals sooner than would normally be the case.

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

- The Committee discussed the options available to balance the budget and it was acknowledged that the Council cannot continue to use reserves for this purpose.
- There is a need to look at how service saving plans are reviewed and Scrutiny can really help with that by drilling down into specific service areas.
- The Cabinet Member for Finance and Resources is undertaking "deep dives" around certain areas of spend to identify where services can be provided in a different way or stopped.
- In terms of Government discussions, a number of options are being looked at with the Department for Levelling Up, Housing and Communities.
- With regard to capitalisation, the Government took away that legislation in March 2020. The Council has no authority to capitalise revenue spend. It was also clarified that that legislation had allowed councils to capitalise equal pay through capital receipts only and not through borrowing.
- In response to a question regarding the possibility of capital assets being used to address the current situation with Oracle, the Committee were told that assets can only be used to fund capital expenditure so whilst that would include IT development it would not include IT fixing. The definition of what can and cannot be capitalised for IT can be provided to Committee.
- The Chair referenced the Demand/Complexity section in paragraph 5.3 of the report which outlined the four largest areas of cost pressures and made a formal request for every scrutiny committee to be provided with information on the savings identified for the directorates and departments relevant to their

remits and for Finance & Resources O&S to be provided with the information for all directorates and departments, for consideration.

- The methodology used to consider whether savings are low, medium or high risk was queried as although low and high risk are easier to understand, medium risk is more broad and vague. It was agreed a definition of medium risk would be provided.
- It was also suggested that the Committee might want to invite someone from the Programme Management Office to a future meeting to talk through the methodology used.
- It was accepted that when the budget is presented to Full Council all councillors should be aware of the risks contained in each of the savings options.
- There was a discussion around the use of the title “savings to be identified” and a view that when the budget is presented to Council savings should already have been identified.
- Where savings have to be made, they have not been prescriptive with departments because top-slicing does not work. Targets are given and there are discussions at Corporate Leadership Team where people come forward with ideas and options which will then need to go through political due process for consideration.
- It was recognised that there will need to be some short term one-off savings in-year to address the £87m gap and to ensure that this does not impact frontline services. In terms of transformational savings, there will be a need to look at every part of the budget base.
- The budget is an estimate and can and always will shift, but how it is corrected in-year is important.
- There are also ongoing discussions with Procurement to look for efficiencies and they are being robust about tightening up on the use of waivers, as it is not acceptable to have the number of waivers currently going through.
- It was explained that waivers are where the procurement and contract governance rules are waived compliantly, for example where instead of running a direct competition, a quote is obtained from a supplier.
- Where there are requests for waivers, they are checked to ensure there is justification and where they are pushed back, this is documented.
- There is an Internal Audit report being done on waivers and breaches and this might be something the Committee would want to explore as part of its future work programme.
- Reference was made to the new scheme of delegation in the MTFP. This has been strengthened for more Member involvement with an extra layer added for exceptional spend, eg for Director Delegations under £200k, under this regime Directors are asked to consult with Cabinet Members.
- The default position is no new spend occurs unless it is already contractually or legally committed, or needs to be undertaken to provide statutory services, or is a ring-fenced grant. Any other spend is exceptional and has to go to the Finance Governance Board. It is at that point the Values Framework comes in.
- Each directorate has put in place a Spend Control Board. There have been two Finance Governance Boards with another one taking place on 28 July and the first three exceptional spends, which were ring-fenced grants on Public Health, went through on 24 July. The process is documented and recorded and

Internal Audit have been asked to check what is in place and how it is working. They will produce a report which can be shared with the Committee and Audit Committee have also asked to see it.

- There was a request for the updated forecast to be broken down into directorates and departmental categories where appropriate, for example inflation, and it was agreed a breakdown by service area to see where inflation is applied can be provided.
- With regard to the staffing forecast, it was queried whether that takes into consideration the pay award and Members were told that for 2023/24 they have built in a 5% increase, 2.5% the year after and in future years the Bank of England forecast of 2%. Any increase above that will result in extra pressure.
- It was queried whether there was anything being done as a Council to reduce the amount of the business rates and council tax deficit.
- Members heard that of the £27m business rates deficit, around £15m is due to appeals. There had been over 2,000 appeals lodged in the last quarter of 2022/23 to get a reduction in business rates and it will be down to the Valuation Office to decide if those appeals stand and if so how much the rateable value will reduce. Where appeals have no ground or merit, then there will be nothing to refund and the appeal will be dismissed.
- As provision has been made for appeals that have been launched, any that are dismissed by the Valuation Office would improve the Council's position in 2024/25 as that provision would no longer be needed and the surplus would go into the General Fund.
- With regard to council tax, it was queried whether the problems with Oracle mean that the Council does not necessarily know how much it is owed. Members were told there have been problems with customisation of the bank reconciliation system where transactions have not been processed or have been processed but allocated to the wrong ledger. They have been working on fixes and have focussed on 2022/23 in terms of closing the accounts. There is still some work to do and they will then need to do the same for 2023/24 and on an ongoing basis.
- They are just completing the high level design on the future of cash management and are expecting to cease the use of customisation in due course and revert to 'vanilla' Oracle (uncustomised).
- Reserves were discussed and Fiona Greenway confirmed that it is down to her as the Section 151 Officer to recommend levels of reserves.
- The General Fund balance is about £38m, which is about 4.5% of the net budget. That should never be touched as it is rainy day money, for example to be used in the event of a natural disaster if there are no other reserves.
- There are Earmarked reserves, eg the PFI reserve which can only be used for Highways.
- Unearmarked reserves are ones which the Council has decided to establish, eg financial resilience reserve for the cost of living crisis or any changes in inflation and other demand pressures.
- There is a budget smoothing reserve for use where there is a problem with a high risk saving, however that just moves the problem on and there is a need to break that cycle.

- If unearmarked reserves were used to help fund the £87m gap that would cause a problem for setting the budget for next year as the Section 151 Officer would be in a position where she could not say reserves were adequate.
- This is why reserves cannot be used to balance the budget, the base budget has to be changed and the importance of councillors seeing the base position and not just the net position was stressed.
- In a situation where there is an underspend, that would move into the General Fund balance but the Council can make the decision to replenish other reserves.
- In response to a query regarding the signing off of the 2020/21 and 2021/22 accounts and any potential impact on the reserves position, the reason they have not been signed off is not due to the financial position but to do with more technical issues and a national issue around infrastructure assets or with pensions assets now.
- The work being carried out should not affect the reserves position at 2021/22. There is some work going on around the capitalisation of Oracle costs and if they are deemed to be revenue and not capital there would be a minor impact.
- It was noted that the outstanding audit should not affect the current financial position. However, it was further noted that the equal pay liability might have to be backdated and might need to be staggered. It should not affect the gravity of the situation the Council is in now but might change the figures for the previous three years.
- In terms of work around accountability and transparency, there is a whistleblowing investigation, a management review covering the Oracle position and other related matters so covers Equal Pay and Job Evaluation, and then the Governance Review being done independently which we have been asked to do by the Government. Each will inform the other and none should overlap. External Audit are also doing a piece of work around value for money on Oracle and will do a piece of work around Equal Pay as well.
- The Chair requested that those reports come to Scrutiny when concluded, in private session if necessary, and asked for the timeframes to be provided so that they can be included in the Committee's work programme.

RESOLVED:

- That the following information be provided to Committee:
 - The definition of what can and cannot be capitalised for IT.
 - 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.
 - The definition of medium risk savings.
 - A breakdown of the updated forecast by service area to show where inflation is applied.
- That the Internal Audit report on how the process for the Spend Control Boards and Finance Governance Board is working be shared with Committee when available.
- That 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 be provided to the Chair and that when they conclude the reports be brought to this Committee, to be held in private session if necessary.

- That the report was noted.

9. ORACLE STABILISATION UPDATE

(See document No. 6)

Craig Buckley, Oracle Programme Director, was in attendance for this item.

Craig provided a brief summary of the slides included in the agenda pack and highlighted the following points:

- He had been in post since May, about one year after the implementation had gone live.
- The focus has been on what was deemed the safe and compliant plan, a set of short term activities that needed to be done immediately to make sure the Council could support its statutory and legal duties, eg closing of the accounts, and support for People Services in terms of urgent changes and enhancements and Internal Audit in terms of the risk management cloud which is not yet live but aiming for implementation in September.
- They have also been supporting Procurement in terms of their priorities.
- The focus is now changing from immediate activities to what happens next. The high level design has commenced and will set out what is being done with the different elements of the system and progress will be reported in future meetings.
- The high level design should be agreed and signed off in late September and the intention is to take a report to Cabinet to confirm the direction and to re-confirm timing and funding.

During the discussion, and in response to queries raised by Members, the main points included:

- It was noted that there had been a report to Cabinet requesting extra funds but that a more detailed document was needed setting out the cost implications of putting this right. However, Members were told that in terms of working out the cost to completion, there is a need to clarify exactly where we want to get to.
- It was acknowledged that unfortunately implementation had not been “out of the box” and the problems had been due to the Council making a large number of customisations. The expectation in the high level design is to move much closer to ‘vanilla’ Oracle.
- It was pointed out that Oracle are providing additional advice and consultancy at no cost.
- The current position with schools was queried and Members heard that whilst the situation is improving there are still challenges and it is fair to say schools are not comfortable with the service they are receiving at the moment.
- A new date in October has been set to resolve the issues and this has been communicated to schools.

- With regard to the effectiveness of the Relationship Managers, feedback had been that communication was not good enough and they need to see how schools wish to proceed in terms of communication.
- The Council sells HR and finance services to schools and it was queried whether they will be offered a refund as essentially they have been unable to use those services. It was confirmed that a discount for both the current year and next year has been offered to help mitigate.
- The Oracle response governance arrangements were clarified and discussed and a concern was raised regarding Graeme Betts' time being taken away from the demands of his own role as Director of Adult Social Care. It was, however, made clear that the intention is that he chairs and reviews progress rather than taking control of certain items on a daily basis.
- The timeline included in the slides is still the timescale they are working to, although they would like to bring some of the optimisation activity forward,
- The Chair requested that once the management review is concluded the report be brought to this Committee, in private session if necessary, and also requested that key strategic risks be included in any future Oracle reports.
- The Chair apologised for the first agenda item over-running and not leaving sufficient time to go through the presentation in detail and said that for future meetings the order of the Oracle and Equal Pay/Budget Recovery items would be alternated.

RESOLVED:

- That key strategic risks would be included in future Oracle reports.
- That once the management review is concluded the report be brought to Committee, in private session if necessary (as also referred to in the previous item).
- That the report was noted.

10. WORK PROGRAMME

(See document No. 7)

The Chair confirmed that the Committee would be focussing on these two main issues although there is also a menu of options for future consideration.

Members were asked to look at the Forward Plan items included in the report and to email the Chair if there was anything they wished to be included in the work programme for a future meeting.

The Chair would like Disposal of Surplus Properties to be looked at by this Committee when it goes to Cabinet in September as it relates to the Budget Recovery and Equal Pay issues.

Job Evaluation will also need to come to this committee.

RESOLVED:

That the work programme was agreed.

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

None.

12. OTHER URGENT BUSINESS

None.

13. DATE OF THE NEXT MEETING

Noted.

14. AUTHORITY TO CHAIR AND OFFICERS

RESOLVED:

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

15. EXCLUSION OF THE PUBLIC

N/A

PRIVATE AGENDA

16. PLANNED PROCUREMENT ACTIVITIES REPORT EXEMPT APPENDIX 3

N/A

The meeting ended at 1558 hours.

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

Date	Agenda Item	Action	Update
27-Jul-23	Action Tracker	<p>The following additional requests were made:</p> <ol style="list-style-type: none"> 1. List of the Council's statutory functions/responsibilities (action from 29 June) – the Council's interpretation of those responsibilities to also be provided. 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. 3. Accounting list of assets to be provided. 4. List of regalia and artefacts to be provided. 	
	Medium Term Financial Plan Update and Implications of Equal Pay	<p>The following information to be provided:</p> <ol style="list-style-type: none"> 1. The definition of what can and cannot be capitalised for IT. 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. 3. The definition of medium risk savings. 4. A breakdown of the updated forecast by service area to show where inflation is applied. 	
		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.	
		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	

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

Date	Agenda Item	Action	Update
		to be provided to the Chair and that when they conclude the reports be brought to Committee.	
	Oracle Stabilisation Update	Key strategic risks to be included in future Oracle reports.	
		Once the management review is concluded, the report to be brought to Committee.	
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"> 1. List of the Council's Statutory functions / responsibilities. 2. The Council's Corporate Risk Register. 3. Response from the Leader to the Committee's request to be consulted on the work on Values Framework. 4. Response to the question about what triggered the Equal Pay announcement on 28 June. 5. Response to the question about decisions made at Cabinet on 27 June. 	4 & 5 – responses provided at 27 July Committee.
Outstanding Actions from Resources O&S Committee 2022/23			
30-Mar-23	Planned Procurement Activities Reports	Provisional of vehicles' (large fleet – recycling and refuse vehicles) maintenance, associated services and spare parts – Cllr Wood's question as to why maintenance had not been built in with the supply of the vehicles to be clarified with the Director, Street Scene.	COMPLETED - Response emailed to Members on 26 July.
09-Feb-23	Financial Monitoring 2022/23 Quarter 3/Month 9	A list of property assets and planned disposals to be provided to Committee.	Followed up – awaiting response.

Finance and Resources O&S Committee – September 2023

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

Date	Agenda Item	Action	Update
			Followed up after Committee meeting on 29 June and 27 July.

Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

Date 7th September 2023



Subject: KEY DECISION PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2023 – DECEMBER 2023) AND QUARTERLY AWARDS (APRIL – JUNE 2023)

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 October 2023 – December 2023 which are key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. 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 Appendix 3 – Exempt Information

Birmingham City Council

Report to Cabinet

Date: 5th September 2023



Subject: KEY DECISION PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2023 – DECEMBER 2023) AND QUARTERLY CONTRACT AWARDS (APRIL – JUNE 2023)

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

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: 011450/2023		
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 October 2023 – December 2023 which are key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. 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.
- 1.3 Appendix 5 informs Cabinet of the contract award decisions made under Chief Officers delegation during the period April 2023 – June 2023.

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.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period April 2023 – June 2023 as detailed in Appendix 5.

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 12th 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 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.
- 5.2 Approval has been sought from the relevant Spend Control Board prior to inclusion on the PPAR.

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 October 2023 – December 2023
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Exempt Information
- 4. Appendix 4 – Notification of Minor Amendments
- 5. Appendix 5 – Quarterly Awards Schedule (April 2023 – June 2023)
- 6. Appendix 6 - Awarded providers (Care Homes with and without nursing over 65yrs) – Lot 1

- 7. Appendix 7 - Awarded providers (Care Homes with and without nursing under 65yrs) – Lot 2
- 8. Appendix 8 - Awarded providers Supported Living – Lot 3

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2023 – DECEMBER 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	Integrated Neighbourhood Teams (INT) – Programme Support	TBC	<p>The Integrated Neighbourhood Teams programme is led by Birmingham Community Healthcare (BCHC) NHS Trust on behalf of the Integrated Care System (of which BCC is a partner). Delivery of the INT programme is a priority for the ICS Place Committee - chaired by the Strategic Director for Adult Social Care.</p> <p>The purpose of the programme is to design, test and then roll-out a new model for multi-disciplinary team working at a neighbourhood level in order to better manage demand for health and social care through improving connections between agencies, focusing on earlier intervention and prevention and targeting proactive work on high-frequency service users. The scope of the programme is the totality of citizen interactions with health and social care services in community settings.</p>	1 year, 6 months	Adults Social Care	Health and Social Care	Samantha Bloomfield	Michael Walsh / Mike Smith	13/10/2023
2	Strategy / Award - no change	Electronic Bill Payment and Prepaid Cards	TBC	<p>The following payment methods for Council Customers: -</p> <ul style="list-style-type: none"> •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	18/09/2023

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES
CABINET – 5th September 2023

Title of Contract	Integrated Neighbourhood Teams (INT) – Programme Support
Contact Officers	Director / Assistant Director: Professor Graeme Betts, Strategic Director Adult Social Care Client Officer: Mike Walsh, Head of Service - Commissioning Procurement Officer: Mike Smith, Head of Category - People
Relevant Portfolio	Councillor Mariam Khan - Cabinet Member for Health and Social Care
Briefly describe the service required	<p>The Integrated Neighbourhood Teams programme is led by Birmingham Community Healthcare (BCHC) NHS Trust on behalf of the Integrated Care System (of which BCC is a partner). Delivery of the INT programme is a priority for the ICS Place Committee - chaired by the Strategic Director for Adult Social Care.</p> <p>The purpose of the programme is to design, test and then roll-out a new model for multi-disciplinary team working at a neighbourhood level in order to better manage demand for health and social care through improving connections between agencies, focusing on earlier intervention and prevention and targeting proactive work on high-frequency service users. The scope of the programme is the totality of citizen interactions with health and social care services in community settings.</p> <p>An initial contract was let in February 2023 following a direct award through the Crown Procurement Service Management Consultancy Framework 3, lot 7. This contract was let in response to a need to put immediate capacity in place to support the work of 5 pilot integrated neighbourhood teams that had been set up.</p> <p>Good progress has been made during the existing contract period. It is apparent that additional support will be needed to build upon the work done in the initial phase to design and test an operating model for Integrated Neighbourhood Teams. BCC/NHS partners have committed resource to this priority within the 23/25 Better Care Fund (BCF) Plan. From this resource the BCF Commissioning Executive have approved, in principle, a proposal to secure additional external capacity for the programme via a competitive procurement process. Other priorities for the use of the allocated funding include back-fill funding for staffing capacity in partner organisations and funding for a shared digital solution for case management. The Executive also approved funding to extend the existing contract in order to complete initial design work on the future operating model.</p> <p>It is therefore proposed to procure more extensive programme support for 23/25. This will build upon the work done to date. In particular it will be used for:</p> <ul style="list-style-type: none"> • Project management for the INT programme • Roll-out the operating model across all neighbourhoods • Managing the change process across multi-agency teams • Managing stakeholder relationships • Ensuring reporting and accountability through to Integrated Care System Place governance arrangements • Measuring impact and tracking benefit realisation.
What is the proposed procurement route?	A procurement process will be undertaken by way of a National Framework in accordance with its protocol.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract is due to expire on 31 December 2023.

Will any savings be generated?	No direct savings will be generated from this procurement process. In the longer term it is anticipated that the benefits delivered through better integrated health and social care at a neighbourhood level will return system savings and cost avoidance as a result of better prevention activity, earlier intervention and “getting it right” first time. Modelling from the initial phases suggests a potential to reduce total system activity for the services in scope by 12%.
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 multi-partner transformation programme.
How will this service assist with the Council's commitments to Route to Zero?	Any commissioning specification will require the Council's commitments to Route to Zero to be considered.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Any commissioning specification will require the Council's commitments to Everybody's Battle; Everybody's Business to be considered. In particular the objectives of integrated working across health and social care are to address inequalities in health and well-being through improved access to support for marginalised places and communities.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The service is required in order to develop more effective integrated approaches to delivery of statutory health and social care services. An opportunity to deliver efficiencies has been evidenced through the initial phases of work.
Approval via Spend Control Board	Approval Reference ASCSCB005 – Funding from within a ring-fenced grant (Better Care Fund). This expenditure is part of the BCF 2023-2025 plan and has been agreed by the BCF Commissioning Executive.
What budget is the funding from for this service?	The scheme is funded from the joint BCC/Integrated Care Board (NHS) Transformation Fund held in the Better Care Fund. This is a shared LA/NHS budget for improving integration between health and social care.
Proposed start date and duration of the new contract	The proposed start date is 1 st November 2023 for a period of 1 year, 6 months.

APPENDIX 4 - Notification of Minor Amendments

This appendix provides the rationale for minor amendments to PPAR previously agreed by Cabinet on 27th June 2023 which highlights the changes made to the original and revised PPAR items below for reference.

Title of Contract	Electronic Bill Payment and Prepaid Cards
Contact Officers	Director / Assistant Director: Fiona Greenway, Interim Finance Director & Deputy Section 151 Officer. Client Officer(s): Chris MacAdams, Commissioning Manager, Adult Social Care. Fitzroy Pencil, Accounts Receivable Manager, Council Management Ian Baker, Benefit Service Team Manager, Council Management. Procurement Officer: Stuart Follows, Assistant Category Manager
Relevant Portfolio	Councillor Brigid Jones - Cabinet Member for Finance
Briefly describe the service required	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.
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 rd 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?	This is funded from the below budgets: DP cards are funded by the adult's social care packages. BCT pay the supplier directly for their costs. Non-personalised card and electronic bill payments are funded by shared services and recharged to directorates.
Proposed start date and duration of the new contract	The proposed start is 24 th September 2023 for a duration of 4 years.

Title of Contract	Electronic Bill Payment and Prepaid Cards
Contact Officers	Director / Assistant Director: Fiona Greenway, Interim Finance Director & Deputy Section 151 Officer. Client Officer(s): Chris MacAdams, Commissioning Manager, Adult Social Care. Fitzroy Pencil, Accounts Receivable Manager, Council Management Ian Baker, Benefit Service Team Manager, Council Management. Procurement Officer: Stuart Follows, Assistant Category Manager
Relevant Portfolio	Councillor Brigid Jones - Cabinet Member for Finance
Briefly describe the service required	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.
What is the proposed procurement route?	A procurement process will be undertaken by way of a National 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 rd 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.
Approval via Spend Control Board	The project falls under both the below allowable expenditure category criteria within the mandatory spend controls: <ul style="list-style-type: none"> • Urgent expenditure required to safeguard vulnerable citizens. • Expenditure necessary to achieve value for money and / or mitigate additional in year costs
What budget is the funding from for this service?	This is funded from the below budgets: DP cards are funded by the adult's social care packages. BCT pay the supplier directly for their costs. Non-personalised card and electronic bill payments are funded by shared services and recharged to directorates.
Proposed start date and duration of the new contract	The proposed start is 24 th September 2023 for a duration of 4 years.

APPENDIX 5 - QUARTERLY CONTRACT AWARD SCHEDULE (APRIL 2023 – JUNE 2023)

Type of Rep't	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Value of Contracts - Excluding Extensions	Value of Opti- to Extend	Chief Officer	Actual Go- Live date
Strategy / Award	Estate Agency Services for the Perry Barr Regeneration Scheme (PBR5)	P0877	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	Place, Prosperity and Sustainability	Leader	Guy Olivant	Andrew Cox / Charlie Short	The Birmingham 2022 – Update on the Perry Barr Regeneration Scheme FBC report approved via Cabinet dated 27/07/2021 and delegated the award to CO. Strategy / Award Report signed 13/04/2023.	Pinnacle FM Ltd	£1,817,115		Paul Kitson	17/04/2023
Delegated Award Report	Care Homes with and without Nursing Services and Care and Support (Supported Living)	P0996	The services are delivered in 3 distinct services based on the service users' requirements: • Lot 1 - Care Homes With and Without Nursing Over 65yrs • Lot 2 - Care Homes With and Without Nursing Under 65yrs • Lot 3 - Supported Living 18 years and over The Council has a range of statutory duties and powers under the Care Act 2014 to assess the needs of citizens for care and support and commission a range of services that meet these needs.	5 years with an option to extend for a further period 2 years	Adult Social Care	Health and Social Care	Samantha Bloomfield	Alison Malk / Marie Kennedy / Marjil Samra	Tender strategy for the provision of Regulated Adult Social Care Commissioning Strategy approved via Cabinet on 13/12/2022 and delegated the award to CO. Delegated Award Report signed 13/04/2023.	Please refer to Appendix 6, 7 and 8.	As a Flexible Contracting Arrangement there is no commitment to spend. The spend commitment will be made via individual packages of care.		Graeme Betts	24/04/2023
Strategy / Award	Washroom Services	P0386_2022	The Council requires the provision of the following services: •Waste collection and disposal services – sanitary, nappy, sharps, clinical waste •Roller towels •Hand dryers •Various Washroom equipment e.g., air fresheners, Dust/logo mats	2 years with option to extend for a further 2 years	Council Management	Finance and Resources	Lee Bickerton	Jose Vitoria	Presented to Cabinet for info 08/11/2022. Strategy / Award Report signed 17/04/2023.	Initial Washroom Hygiene	£1,100,000	£1,100,000	Steve Sandercock	01/05/2023
Strategy Award Report	Supply of Netmotion Licenses and the Associated Support and Maintenance Services		There is a requirement for Netmotion Licenses and the associated Support and Maintenance Services. The Netmotion Complete license includes high performance VPN, network performance optimisation, encryption and authentication, policy engine, content filtering, AI powered website classification, diagnostics and troubleshooting, real time dashboards, advanced system alerting, 24x7 telephone and email support, per device.	1 year	Digital and Technology Services	Digital, Culture, Heritage and Tourism	Lee Bickerton	Jake Smith	Presented to Cabinet for info 17/01/2023. Strategy / Award Report signed 17/04/2023.	Insight Direct (UK) Limited	£169,368	£338,736	Cheryl Doran	20/05/2023
Strategy Award Report	Provision of Microsoft Unified Support Contract	P1222	The provision of the Microsoft Unified Comprehensive Support Contract following a search exercise called off from the Crown Commercial Services (CCS) - G-Cloud 13 framework agreement	3 years	Digital and Customer Services	Digital, Culture, Heritage and Tourism	Lee Bickerton	Shazad Shafiq	Cabinet approved for Digital Strategy 2022-25 – Technology Roadmap on 08/11/2022 and delegated the award to CO. Strategy / Award Report signed 20/04/2023.	Microsoft Limited	£547,380		Cheryl Doran	21/04/2023
Strategy / Award	Provision of Rateable Value identification data to maximise Business Rate Retention and forecast business rates income	P0558_2023	For the provision of Rateable Value identification data to maximise Business Rate Retention and forecast business rates income.	3 years	Digital and Customer Services	Digital, Culture, Heritage and Tourism	Lee Bickerton	Jonathan Woodward / Stewart Lourdes / Andrea Webster	Presented to Cabinet for info 14/02/2023. Strategy / Award Report signed 25/04/2023.	Inform CPI Limited	£1,080,000	£360,000	Cheryl Doran	01/05/2023
Strategy / Award	Home Support Sensory Loss Framework Agreement	P0995	Home Support is provided for those citizens who are over 18 years with sensory loss to provide support needed for people to live in their own home.	4 years	Adults Social Care	Health and Social Care	Samantha Bloomfield	Alison Malk / Marie Kennedy / Marjil Samra	Tender strategy for the provision of Regulated Adult Social Care Commissioning Strategy approved via Cabinet on 13/12/2022 and delegated the award to CO. Delegated Award Report signed 05/05/2023.	1) 2M Health & Home Care Services Ltd 2) CSK Support 24 Limited 3) iCare Living Limited 4) New Outlook Housing Association	As a Framework Agreement there is no commitment to spend. The spend commitment will be made via individual packages of care.		Graeme Betts	01/06/2023
Strategy / Award	Professional Services to Support The HS2 Readiness Programme Outline Business Case (OBC) and Full Business Case (FBC)	P1209	Professional services to support the production of the HS2 Readiness Programme Outline Business Case (OBC) and Full Business Case (FBC) and to seek approval for the award of a contract following a further competition exercise using the Council's Transportation and Development Professional Services Framework Agreement - Lot 2A – (Multidisciplinary).	27 months	Place, Prosperity and Sustainability	Leader	Azhar Rafiq	Michael Watson / Charlie Short	Presented to Cabinet for info 14/02/2023. Strategy / Award Report signed 12/05/2023.	Jacobs UK Limited	£1,500,000		Paul Kitson	15/05/2023
Strategy / Award	Travel Management Services to include the continued provision of Temporary and Emergency Accommodation	P0461_2023	The provision of an online booking tool for all business travel requirements (rail, hotels, air travel etc) in line with the Council's travel policy. To include the continued provision of temporary & emergency accommodation when required for City Housing Services which is provided via the existing arrangement also. The advantage of combining both corporate travel & temporary & emergency accommodation is the single online booking tool, access to multiple travel products, consolidated invoicing, reporting functionality & the ability to see booking patterns etc. On the accommodation side the supplier will ensure that any minimum standards are met so properties not meeting these standards, as set by the Council these will be blocked & not visible to Council bookers.	4 years	Council Management / City Housing	Finance and Resources	Lee Bickerton / Carl Tomlinson	Andrea Webster	Presented to Cabinet for info 21/03/2023. Strategy / Award Report signed 26/05/2023.	TravelPerk UK IRL Ltd (formerly Click Travel)	Up to £10,000,000		Steve Sandercock	01/06/2023
Strategy / Award	Birmingham Municipal Housing Trust Development of Housing at Highfield Lane, Birmingham	P0897	The construction and development of 9 new homes at Highfield Lane, Quinton, Birmingham.	9 months	Place, Prosperity and Sustainability	Leader	Guy Olivant	Michael Watson / Kathryn Jones	Cabinet Report 'Birmingham Municipal Housing Trust (BMHT) Delivery Plan 2019-2029' which was approved on the 14/05/2019. Strategy / Award Report signed 23/05/2023.	Harper & Sons (Leominster) Limited	£2,071,011		Paul Kitson	01/06/2023

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Value of Contracts - Excluding Extensions	Value of Option to Extend	Chief Officer	Actual Go Live date
Strategy / Award	Remediation of Bordesley Park	P0531	The clearance, demolition and remediation at Bordesley Park.	1 year	Place, Prosperity and Sustainability	Leader	Altaz Rafiq	Nick Matthews / Charlie Short	Presented to Cabinet for info 08/11/2022. Strategy / Award Report signed 26/05/2023.	VHE Construction Plc	£801,409		Paul Kison	01/06/2023
Strategy / Award	Supply, Delivery, Installation and Removal of Furniture	P1199	Supply, Delivery, Installation and Removal of Furniture and to seek approval for the award of a contract following a further competition exercise using the Eastern Shires Purchasing Organisation (ESPO) 282_22 Office Furniture framework.	1 year	Digital and Customer Services	Deputy Leader	Lee Bickerton	Jose Vitoria	Presented to Cabinet for info 14/02/2023. Strategy / Award Report signed 26/05/2023.	Gresham Office Furniture Ltd	£600,000		Cheryl Doran	01/06/2023
Strategy / Award	Modular Units and Associated Works at Hamilton School	P1121	Hire of modular units and associated works at Hamilton School using the Crown Commercial Service Off Site Construction Solutions Framework Agreement and to seek approval to the award of the contract.	2 years	Children and Families	Children, Young People and Families	Clare Sandford	Zahid Mahmood / Charlie Short	Presented to Cabinet for info 21/03/2023. Strategy / Award Report signed 09/06/2023.	Portakabin Limited	£2,704,224		Sue Harrison	12/06/2023
Strategy / Award	Provision of Apprenticeship Training Services	P1001	The service is the provision of vocational training for apprentices employed by the Council and schools under the jurisdiction of the Council.	3 years	Council Management	Finance and Resources	Lee Bickerton	Louise Ward / Snehal Patel	Presented to Cabinet for info 08/11/2022. Strategy / Award Report signed 14/04/2023 and 19/06/2023.	Lot 1 –BAME Management , Operational Departmental Manager Happy Computers Ltd Lot 2 - General Team Leading and Management MBKB Lot 3 – HR Support and HR Consultant Partner Riverside Training	£3,500,000		Rebecca Hemsley	17/04/2023 26/06/2023
Delegated Award Report	Integration support services for sanctuary seekers	P0915	There is a requirement for refugee integration services for refugees and sanctuary seekers who arrive and are living in Birmingham via Government initiatives and policies and who are entitled to local authority support.	4 years	Adults Social Care	Health and Social Care	Samantha Bloomfield	Bethany Finch / Marie Kennedy / Manjit Samra	Tender Strategy for the provision Integration Support Services for Sanctuary Seekers approved via the Cabinet Members for Social Justice, Community, Safety and Equalities and Cabinet Member for Finance and Resources on 12/12/2022 and delegated the award to CO. Delegated Award Report signed 20/06/2023.	Lot 5 - Support, orientation and accommodation 1) Ashley Community & Housing Ltd (via ACH) 2) Central England Law Centre Ltd 3) Father Hudsons Society 4) Migrant Helpline (via Migrant Help) 5) Refugee Action 6) The British Red Cross 7) The Refugee Migrant Centre Ltd	As a Flexible Contracting Agreement there is no commitment to spend. The spend commitment is when a contract is called off the framework, these are funded externally via specific grant funding.		Graeme Betts	01/08/2023
Strategy / Award	Cashless Parking Payments	(P0170_2022)	A mobile phone service that allows customers to purchase parking time via their mobile phone device. The system offers customers the convenience of being able to purchase parking time via their mobile phone without the need to carry change or to physically go to a pay and display machine to purchase a parking ticket. Customers are also able to renew their parking session remotely, without the need to return to their vehicle (where there is no restriction of parking duration).	3 years	City Operations	Transport	Carl Tomlinson	Dave Wernman / Harpal Gill	Presented to Cabinet for info 17/01/2023. Strategy / Award report signed 21/06/2023.	RingGo Limited	£2,300,000		Craig Cooper	01/08/2023
Strategy / Award	Strategic Partner Programme Support, Early Intervention and Prevention Programme	P0916	To support delivery of the Early Intervention and Prevention programme.	1 year	Adult Social Care	Health and Social Care	Andrew Healey / Harinder Dool	Kalvinder Kohli / Andrea Webster	Cabinet approved the Early Intervention and Prevention – A High Level Target Operating Model (TOM) on 22 March 2022 and delegated the approval of any procurement strategies and subsequent contract award decisions. The Delegated Award Report to Strategic Director Adult Social Care - Procurement Strategy & Contract Award for Strategic Partner Programme Support, Early Intervention and Prevention Programme (P0916) dated 20th May 2022 signed 20/05/2022 which include two extension options, subject to further approval. Delegated Extension Report 1 Report to Strategic Director Adult Social Care - Contract Extension for Strategic Partner Programme Support, Early Intervention and Prevention Programme (P0916) dated 28th February 2023. Waiver/breach report Strategic Partner Programme Support, Early Intervention and Prevention Programme dated 15 May 2023 approving the overspend. Cabinet approved the Early Intervention and Prevention - Programme Business Case dated 25/04/2023 and delegated the approval of any procurement strategies and subsequent contract award decisions. Delegated Extension Report 2 to Report to: Strategic Director Adult Social Care dated 12th June and signed 22/06/2023.	Erret & Young LLP	£3,200,000		Graeme Betts	01/07/2023
Strategy / Award	Blue Badge Managed Service	P0642	There is a requirement for the administration for the issuing of blue badges to enable disabled people to retain their independence so they are able to park close to where they need to go by displaying a valid permit.	2 years	Adult Social Care	Health and Social Care	Samantha Bloomfield	Ianto Jones	Presented to Cabinet for info 17/01/2023. Strategy / Award report signed 28/06/2023.	NEC Software Solutions UK Ltd	£624,837.40		Graeme Betts	01/07/2023
Delegated Extension Award	NEC Housing, Revenues & Benefits		To streamline and automate the processing of council tax, business rates, housing benefits, and council tax discounts. Through the browser-based and cloud-ready software, the council can integrate it seamlessly with other systems, enhancing the customer experience for citizens.	2 years	Digital and Customer Services	Digital, Culture, Heritage and Tourism	Lee Bickerton	Chris Holt / Shazad Shafiq	Presented to Cabinet for info 13/10/2020. Strategy / Award Report signed 03/11/2020 and delegated the extension of CO. Delegated Extension Report signed 29/06/2023.	NEC	£3,477,048		Cheryl Doran	01/07/2023

**APPENDIX 6 - LOT 1 AWARDED PROVIDERS (CARE HOMES WITH
AND WITHOUT NURSING OVER 65YRS)**

No	Reference	Provider Name	Location Name
1	REG-104652	New Outlook Housing Association Limited	Tulip Gardens
2	REG-105726	New Outlook Housing Association Limited	Boldmere Drive
3	REG-105739	New Outlook Housing Association Limited	Silver Birch
4	REG-105743	New Outlook Housing Association Limited	Beech House
5	REG-106042	Pharos Care Limited	Sutton House
6	REG-106050	Pharos Care Limited	Highfield House
7	REG-106116	Pharos Care Limited	The Lodge
8	REG-104817	Birmingham Institute for the Deaf	Chesterberry
9	REG-105769	HC-One Limited	The Orchards
10	REG-105335	Lifeways Community Care Limited	The Royd
11	REG-101706	MACC Care Limited	Meadow Rose Nursing Home
12	REG-102190	Care First (Smethwick) Ltd	Ash Lodge Care Home with Nursing
13	REG-104535	Broadening Choices For Older People	Robert Harvey House
14	REG-104690	Royal Mencap Society	Arbor Way
15	REG-104831	Birmingham Jewish Community Care	Andrew Cohen House
16	REG-104841	Inspiring Care Ltd	Petersfield Care Home
17	REG-104974	Broadening Choices For Older People	Anita Stone Court
18	REG-105009	Servol Community Services	Janet Fay House
19	REG-105022	Hasbury Care Homes Ltd	Hasbury Care Home
20	REG-105037	Anchor Hanover Group	Holmpark
21	REG-105038	Anchor Hanover Group	Maple Dene
22	REG-105043	Anchor Hanover Group	Harden Hall
23	REG-105048	Anchor Hanover Group	Kerria Court
24	REG-105059	Trident Reach The People Charity	St Alban's
25	REG-105068	Mrs Karen Godwin	The Willows
26	REG-105076	Ms Itrat Batool & Mr Fiaz Ahmed	Strensham Hill Care Home
27	REG-105101	Careplex Limited	Tudor Rose Rest Home
28	REG-105132	Walmley Care Home Ltd	Marian House Nursing Home
29	REG-105138	Uplands Care Home Limited	Uplands Nursing Home
30	REG-105786	MACC Care Limited	Priestley Rose Nursing Home
31	REG-105207	Trident Reach The People Charity	Dimmingsdale Bank
32	REG-105210	Trident Reach The People Charity	Trescott Road
33	REG-105212	Trident Reach The People Charity	Vicarage Road (A)
34	REG-105218	Trident Reach The People Charity	Vicarage Road (B)
35	REG-105262	Birmingham Association For Mental Health(The)	Ludford Road Residential Care
36	REG-105269	Turning Point	Turning Point - Avondale
37	REG-105283	Karamaa Limited	The Gables
38	REG-105501	Hafod Care Organisation Limited	Hafod Nursing Home
39	REG-105292	D & L Care Homes Limited	Digby Manor Residential Care Home
40	REG-105319	Selly Park Healthcare Limited	Selly Park
41	REG-105362	Christadelphian Care Homes	Olivet
42	REG-105374	Royal Mencap Society	Westley Brook Close
43	REG-105377	Genesis Homes (Essex) Limited	Lindale Residential Care Home
44	REG-105383	Interhaze Limited	Cedarwood Care Centre
45	REG-105422	Edge View Homes Limited	Knoll House
46	REG-105449	Lindale Homes Limited	Elliott House
47	REG-105470	Bearwood Nursing Home Limited	Bearwood Nursing Home
48	REG-105471	Richmond Court Nursing Home Limited	Richmond Court Nursing Home
49	REG-105496	First Care Services Limited	The Limes Care Home
50	REG-105508	Bartholamew Lodge Nursing Home Limited	Bartholamew Lodge Nursing Home Limited
51	REG-105525	Richmond Court Nursing Home Limited	Caldene Rest Home
52	REG-105527	Alphonsus Services Limited	Charles House
53	REG-105629	Three Roses Homes Limited	Three Roses Home
54	REG-105649	Christadelphian Care Homes	Kingsleigh House

55	REG-105651	Apna House Limited	Apna House
56	REG-105684	P Parmar	Dudley Court Care Limited
57	REG-105685	Real Life Options	Real Life Options - Lawrence House
58	REG-105694	Valorum Care Limited	St Anthony's - Care Home with Nursing Physical Disabilities
59	REG-105704	Real Life Options	Real Life Options - Bevis
60	REG-105768	Harborne Lane Specialist Care Centre Ltd	Harborne Lane Nursing Home
61	REG-105851	Alphonsus Services Limited	Florrie Robbins House
62	REG-105913	HC-One No.1 Limited	Himley Mill Care Home
63	REG-105929	Cygnnet (OE) Limited	Hope House
64	REG-105963	Cygnnet (OE) Limited	Thornfield Grange
65	REG-105979	Moundsley Hall Limited	Buckingham House
66	REG-105981	Huskards Care Limited	Newday Nursing Home
67	REG-106002	Cygnnet (OE) Limited	Willow House
68	REG-106019	Moundsley Hall Limited	Kensington House
69	REG-106062	Moundsley Hall Limited	Blenheim House
70	REG-106072	Ignite Health And Home Care Services Ltd	Step-forward support services
71	REG-106089	Ignite Health And Home Care Services Ltd	Step Forward Support
72	REG-106109	Extel Limited	Primrose Hill Farm
73	REG-106111	Extel Limited	The Pines
74	REG-106122	Midland Care Homes Ltd	Grassmere Residential Care Home
75	REG-106124	Midland Care Homes Ltd	The Field View Residential Home
76	REG-106126	Woodcross Limited	Woodcross Healthcare Services
77	REG-106130	Nuvo Healthcare Limited	Primrose Place
78	REG-106147	Extel Limited	Haddon House
79	REG-105700	Hickam Healthcare Ltd	Messenger House
80	REG-105707	St. George's Care Ltd	St George's Home
81	REG-103135	The Sisters Hospitallers Of The Sacred Heart Of Jesus	Footherley Hall
82	REG-103950	Trust Quality Care Ltd	Rosemary Lodge Rest Home
83	REG-104464	Fountain Nursing and Care Home Limited	Fountain Nursing and Care Home Limited
84	REG-104802	Country Court Care Homes 2 Limited	Heartlands
85	REG-104950	Crystal Nursing Services Limited	The Leys Residential Home
86	REG-104955	Little Sisters of the Poor	St Joseph's Home - Birmingham
87	REG-104995	Anchor Hanover Group	Madeleine House
88	REG-105019	Anchor Hanover Group	Tandy Court
89	REG-105023	The Yardley Great Trust Group	Grey Gables Residential Home
90	REG-105028	Anchor Hanover Group	Warren Farm Lodge
91	REG-105041	Anchor Hanover Group	Bloomfield Court
92	REG-105046	The Yardley Great Trust Group	Greswold House
93	REG-105198	Stennards Leisure Retirement Home	Stennards Leisure Retirement Home (Mos)
94	REG-105235	Bupa Care Homes (CFHCare) Limited	Chilton Meadows Care Home
95	REG-105298	The Yardley Great Trust Group	Yardley Grange Nursing Home
96	REG-105367	Stennards Leisure Retirement Home	Stennards Leisure Retirement Home (Frankly Beeches)
97	REG-105490	Silver Birch Care Home Ltd	Silver Birch Care Home
98	REG-105505	Stennards Leisure Retirement Home	Stennards Leisure Retirement Home (KN)
99	REG-105754	Miss S G Howard	Victoria Lodge Care Home
100	REG-105757	HC-One Limited	Hodge Hill Grange
101	REG-105782	HC-One No.1 Limited	Perry Locks Care Home
102	REG-105837	MACC Care Limited	Church Rose Nursing Home
103	REG-105870	Liberty Healthcare Solutions Limited	Park Farm Lodge
104	REG-105903	HC-One Limited	Dovedale Court
105	REG-105905	HC-One Limited	Lyndon Hall Nursing Home
106	REG-105909	HC-One Limited	Roxburgh House (West Midlands)
107	REG-105910	HC-One Limited	Alexander Court (Sheffield)
108	REG-105911	HC-One Limited	Dingle Meadow

109	REG-105923	Sanctuary Care Limited	Bartley Green Lodge Residential Care Home
110	REG-105932	Sanctuary Care Limited	Briarscroft Residential Care Home
111	REG-105934	Sanctuary Care Limited	Castlecroft Residential Care Home
112	REG-105937	Sanctuary Care Limited	Redhill Court Residential Care Home
113	REG-105999	Sanctuary Care Property (1) Limited	Brambles Residential Care Home
114	REG-106021	Sanctuary Care Property (1) Limited	Heathlands Residential Care Home
115	REG-106160	Homecroft (Four Oaks) Limited	Wyndley Grange Nursing Home
116	REG-105526	Orchard House (Midlands) Limited	Orchard House Nursing Home

APPENDIX 7 - LOT 2 AWARDED PROVIDERS (CARE HOMES WITH AND WITHOUT NURSING UNDER 65YRS)

No	Reference	Provider Name	Location Name
1	REG-104652	New Outlook Housing Association Limited	Tulip Gardens
2	REG-105726	New Outlook Housing Association Limited	Boldmere Drive
3	REG-105739	New Outlook Housing Association Limited	Silver Birch
4	REG-105743	New Outlook Housing Association Limited	Beech House
5	REG-106042	Pharos Care Limited	Sutton House
6	REG-106050	Pharos Care Limited	Highfield House
7	REG-106116	Pharos Care Limited	The Lodge
8	REG-104817	Birmingham Institute for the Deaf	Chesterberry
9	REG-105769	HC-One Limited	The Orchards
10	REG-105335	Lifeways Community Care Limited	The Royd
11	REG-101706	MACC Care Limited	Meadow Rose Nursing Home
12	REG-102190	Care First (Smethwick) Ltd	Ash Lodge Care Home with Nursing
13	REG-104535	Broadening Choices For Older People	Robert Harvey House
14	REG-104690	Royal Mencap Society	Arbor Way
15	REG-104831	Birmingham Jewish Community Care	Andrew Cohen House
16	REG-104841	Inspiring Care Ltd	Petersfield Care Home
17	REG-104974	Broadening Choices For Older People	Anita Stone Court
18	REG-105009	Servol Community Services	Janet Fay House
19	REG-105022	Hasbury Care Homes Ltd	Hasbury Care Home
20	REG-105037	Anchor Hanover Group	Holmpark
21	REG-105038	Anchor Hanover Group	Maple Dene
22	REG-105043	Anchor Hanover Group	Harden Hall
23	REG-105048	Anchor Hanover Group	Kerria Court
24	REG-105059	Trident Reach The People Charity	St Alban's
25	REG-105068	Mrs Karen Godwin	The Willows
26	REG-105076	Ms Itrat Batool & Mr Fiaz Ahmed	Strensham Hill Care Home
27	REG-105101	Careplex Limited	Tudor Rose Rest Home
28	REG-105132	Walmley Care Home Ltd	Marian House Nursing Home
29	REG-105138	Uplands Care Home Limited	Uplands Nursing Home
30	REG-105786	MACC Care Limited	Priestley Rose Nursing Home
31	REG-105207	Trident Reach The People Charity	Dimmingsdale Bank
32	REG-105210	Trident Reach The People Charity	Trescott Road
33	REG-105212	Trident Reach The People Charity	Vicarage Road (A)
34	REG-105218	Trident Reach The People Charity	Vicarage Road (B)
35	REG-105262	Birmingham Association For Mental Health(The)	Ludford Road Residential Care
36	REG-105269	Turning Point	Turning Point - Avondale
37	REG-105283	Karamaa Limited	The Gables
38	REG-105501	Hafod Care Organisation Limited	Hafod Nursing Home
39	REG-105292	D & L Care Homes Limited	Digby Manor Residential Care Home
40	REG-105319	Selly Park Healthcare Limited	Selly Park
41	REG-105362	Christadelphian Care Homes	Olivet
42	REG-105374	Royal Mencap Society	Westley Brook Close
43	REG-105377	Genesis Homes (Essex) Limited	Lindale Residential Care Home
44	REG-105383	Interhaze Limited	Cedarwood Care Centre
45	REG-105422	Edge View Homes Limited	Knoll House
46	REG-105449	Lindale Homes Limited	Elliott House
47	REG-105470	Bearwood Nursing Home Limited	Bearwood Nursing Home
48	REG-105471	Richmond Court Nursing Home Limited	Richmond Court Nursing Home
49	REG-105496	First Care Services Limited	The Limes Care Home
50	REG-105508	Bartholamew Lodge Nursing Home Limited	Bartholamew Lodge Nursing Home Limited
51	REG-105525	Richmond Court Nursing Home Limited	Caldene Rest Home
52	REG-105527	Alphonsus Services Limited	Charles House
53	REG-105629	Three Roses Homes Limited	Three Roses Home
54	REG-105649	Christadelphian Care Homes	Kingsleigh House

55	REG-105651	Apna House Limited	Apna House
56	REG-105684	P Parmar	Dudley Court Care Limited
57	REG-105685	Real Life Options	Real Life Options - Lawrence House
58	REG-105694	Valorum Care Limited	St Anthony's - Care Home with Nursing Physical Disabilities
59	REG-105704	Real Life Options	Real Life Options - Bevis
60	REG-105768	Harborne Lane Specialist Care Centre Ltd	Harborne Lane Nursing Home
61	REG-105851	Alphonsus Services Limited	Florrie Robbins House
62	REG-105913	HC-One No.1 Limited	Himley Mill Care Home
63	REG-105929	Cygnet (OE) Limited	Hope House
64	REG-105963	Cygnet (OE) Limited	Thornfield Grange
65	REG-105979	Moundsley Hall Limited	Buckingham House
66	REG-105981	Huskards Care Limited	Newday Nursing Home
67	REG-106002	Cygnet (OE) Limited	Willow House
68	REG-106019	Moundsley Hall Limited	Kensington House
69	REG-106062	Moundsley Hall Limited	Blenheim House
70	REG-106072	Ignite Health And Home Care Services Ltd	Step-forward support services
71	REG-106089	Ignite Health And Home Care Services Ltd	Step Forward Support
72	REG-106109	Extel Limited	Primrose Hill Farm
73	REG-106111	Extel Limited	The Pines
74	REG-106122	Midland Care Homes Ltd	Grassmere Residential Care Home
75	REG-106124	Midland Care Homes Ltd	The Field View Residential Home
76	REG-106126	Woodcross Limited	Woodcross Healthcare Services
77	REG-106130	Nuvo Healthcare Limited	Primrose Place
78	REG-106147	Extel Limited	Haddon House
79	REG-105700	Hickam Healthcare Ltd	Messenger House
80	REG-106038	Pharos Care Limited	Katherine House
81	REG-104741	CareTech Community Services Limited	CareTech Community Services Limited - 19 Wheelwright Road
82	REG-104823	CareTech Community Services Limited	Faycroft
83	REG-104837	CareTech Community Services Limited	CareTech Community Services Limited - 68 West Park Road
84	REG-104845	CareTech Community Services Limited	The Crescent
85	REG-104850	CareTech Community Services Limited	Caretech Community Services Ltd - Danzey Green
86	REG-105189	Bupa Care Homes (BNH) Limited	Amberley Court Care Home
87	REG-105366	CareTech Community Services Limited	Caretech Community Services Ltd - Yorkminster Drive
88	REG-105652	Lifeways Community Care Limited	Beeton Grange
89	REG-103005	Longmoor Care Limited	Walmley House
90	REG-104645	Mrs Rachel Claire Innes Fairbairn	Woodmancote Manor
91	REG-104647	Precious Homes Limited	Swan Court
92	REG-104686	Precious Homes Limited	Vermont House
93	REG-104700	Precious Homes Limited	Ulysses House
94	REG-104721	Lisieux Trust Limited	Francis House
95	REG-104794	Lisieux Trust Limited	Lisieux House
96	REG-104879	Delam Care Limited	The Hollies
97	REG-104880	Lonsdale Midlands Limited	Lonsdale Midlands Ltd - Bushwood Road
98	REG-104881	Lonsdale Midlands Limited	Lonsdale Midlands Ltd - Walmley Road
99	REG-104883	Lonsdale Midlands Limited	Lonsdale Midlands Ltd - Yardley Fields
100	REG-104885	Lonsdale Midlands Limited	Lonsdale Midlands Ltd - New Street North
101	REG-104886	Lonsdale Midlands Limited	Lonsdale Midlands Limited - 290 Newton Road
102	REG-104889	Lonsdale Midlands Limited	Lonsdale Midlands Limited - 164 Walker Road
103	REG-104890	Lonsdale Midlands Limited	Lonsdale Midlands Limited - 118-120 Dudley Street

104	REG-104904	Lonsdale Midlands Limited	Lonsdale Midlands Ltd - Windward Way
105	REG-104999	Mrs Marcella Marie Higgins	Care Home for Special Needs
106	REG-105002	Jaffray Care Society	Rivendell and Lorien (Marsh Lane)
107	REG-105165	Miss Itrat Batool	Forest Grange Care Home
108	REG-105244	Delam Care Limited	Mimosa
109	REG-105247	Delam Care Limited	Shamu
110	REG-105258	Delam Care Limited	Poplars
111	REG-105276	St Peter's Hall Limited	St Peters Hall
112	REG-105297	Delam Care Limited	The Cedars
113	REG-105302	Delam Care Limited	New Lodge
114	REG-105331	Galaxy Management Solutions Limited	Morning Stars
115	REG-105369	Cygnnet Care Services Limited	Broughton House and College
116	REG-106142	Parkcare Homes (No.2) Limited	Autumn Leaf House
117	REG-105520	Marblefield Limited	Sycamore House
118	REG-105569	Newland Hurst Limited	Newland Hurst
119	REG-105689	Home from Home Care Limited	Kirk House
120	REG-105143	Longmoor Care Limited	Abbeyfield House
121	REG-105794	Cygnnet Learning Disabilities Midlands Limited	Conifers
122	REG-105849	Community Living and Support Services Limited	Community Living & Support Services Limited
123	REG-105863	Cygnnet (OE) Limited	Toller Road
124	REG-106023	Midway Care Ltd	Elmdon House
125	REG-106030	Midway Care Ltd	Merecroft
126	REG-106031	Midway Care Ltd	Cole Bank Road
127	REG-106034	Midway Care Ltd	Bell Lane

APPENDIX 8 – LOT 3 AWARDED PROVIDERS
(SUPPORTED LIVING 18 YEARS AND OVER)

No	Reference	Provider Name	Location Name
1	REG-102909	All For You Home Care Limited	All For You Home Care Limited
2	REG-104517	Choice Health Care Limited	Choice Health Care - Birmingham
3	REG-104585	Freedom and Lifestyle Limited	Freedom and Lifestyle Limited (t/a Midlands Community Homecare)
4	REG-104668	Precious Homes Limited	Elderberry Mews and Mulberry Court
5	REG-104687	Hebe Healthcare Limited	Hebe Healthcare Limited
6	REG-104693	New Outlook Housing Association Limited	Home Heroes
7	REG-104695	Divine Intervention Home Care Limited	Divine Intervention Home Care Limited
8	REG-104698	Precious Homes Limited	Precious Homes Birmingham
9	REG-104725	Dimensions (UK) Limited	Dimensions Midlands Domiciliary Care Office
10	REG-104728	Comfort Homes and Care Limited	Comfort Homes and Care Ltd
11	REG-104749	Next Step Support Limited	Next Step Support Limited
12	REG-105770	Brightside Carers Limited	Brightside Carers Ltd
13	REG-104769	Rehability UK Community Ltd	The Firs
14	REG-104799	G P Homecare Limited	Radis Community Care (Droitwich Supported Living)
15	REG-104808	Lisieux Trust Limited	Supported Living
16	REG-104853	CareTech Community Services Limited	St Michaels Support & Care
17	REG-104896	River of Care Ltd	River Of Care Ltd
18	REG-104898	iCare Living Limited	iCare Living Limited
19	REG-104905	Lonsdale Midlands Limited	Lonsdale Midlands DCA
20	REG-104906	Kay Healthcare Limited	Kay Healthcare Limited
21	REG-104907	PBL Care Limited	PBL Care Limited
22	REG-104943	Consummate Care (UK) Ltd	Consummate Care (UK) Ltd
23	REG-104981	Care & Grace Ltd	Care & Grace
24	REG-104996	Coveberry Limited	Oakwood House
25	REG-104997	Essential Futures Limited	Essential Futures Limited
26	REG-105008	Jaffray Care Society	Jaffray Domicillary Care Services
27	REG-105087	Lifeways Community Care Limited	Lifeways Community Care Limited (Walsall)
28	REG-105102	Birmingham Rathbone Society	Birmingham Rathbone
29	REG-105106	JLKare and Support Limited	JLKare and Support Limited
30	REG-105115	Your Care Services Brain Injury Specialists Limited	Your Care Services Brain Injury Specialists Limited
31	REG-105151	SoLO Life Opportunities	Social Life Opportunities (SoLo)
32	REG-105163	Epic Care Services Limited	Epic Care Services Limited
33	REG-105177	Angel's & Saint's Homecare Services Limited	Head Office
34	REG-105195	Select Lifestyles Limited	Select Lifestyles Limited
35	REG-105204	Sandant Care Limited	Sandant Care
36	REG-105214	Actual Care Services Ltd	Actual Care Services Ltd
37	REG-105230	Queensway Homes Ltd	Queensway Homes Ltd
38	REG-105231	Priority Plus Limited	Priority Plus Ltd
39	REG-105241	Esmero Care Services Limited	Esmero Care Services Limited
40	REG-105255	Acorns to Mighty Oaks Ltd	AMO Care
41	REG-105268	Turning Point	Turning Point - Staffordshire Learning Disabilities Supported Living
42	REG-105311	Hadet Solutions Limited	Watling Court Orbital Plaza
43	REG-105325	Desired Care 4 U Limited	Desired Care 4 U Limited
44	REG-105376	Creative Support Limited	Creative Support - Stockport Supported Living Service
45	REG-105387	Delight Essential Services UK Limited	Dolphin Healthcare Services
46	REG-105406	Hasbury Home Care Services Ltd	Hasbury Home Care Services Limited
47	REG-105407	Royal Mencap Society	Warwickshire Supported Living
48	REG-105417	Care Avenues Limited	Care Avenues Limited
49	REG-105128	Otang Care Limited	Otang Care Limited
50	REG-105437	NDH Care Ltd	NDH Care Ltd

51	REG-105439	Your Support Services Limited	Your Support
52	REG-105445	Royal Mencap Society	Mencap Central Notts Services
53	REG-105610	Future Home Care Ltd	Future Home Care Ltd Birmingham
54	REG-105643	Exclusive Allied Services Limited	Exclusive Care Services
55	REG-105648	Activo Care Limited	Activo Care
56	REG-105667	Obatos Care Services Limited	Obatos Care Services Limited
57	REG-105668	St@y Home Limited	Supreme Home Care Redditch and Bromsgrove
58	REG-105675	Longhurst Group Limited	Domiciliary Care Service - Birmingham
59	REG-105691	Real Life Options	Real Life Options - West Midlands Supported Living and Outreach Services
60	REG-104757	Iconic Care Limited	Iconic Care Limited
61	REG-105710	Willow Tree Support Limited	Willow Tree Support
62	REG-105711	The Flame Lily Healthcare Ltd	House of the Flame Lily
63	REG-105755	2M Health & Home Care Services Ltd	2M Health & Home Care Services Ltd - Birmingham
64	REG-105795	FitzRoy Support	FitzRoy Supported Living - Hodge Hill
65	REG-105822	Calvic Enterprises Limited	Calvic Enterprises Ltd
66	REG-105823	CareTech Community Services Limited	One Step South Domiciliary Care Agency
67	REG-105842	Orion Care Services	Orion Care Services
68	REG-105846	Starlight Support Services	Starlight Support Services Ltd
69	REG-105850	Winusman Care Ltd	Enabling Lives - Birmingham
70	REG-105873	Elite Care Homes Ltd	Elite Care and Support Services
71	REG-105890	Delivering Care Direct Ltd	Delivering Care Direct
72	REG-105921	Karva Care Services Limited	Karva Care Services Limited
73	REG-105922	Cygnet (OE) Limited	Supported Living Staffordshire
74	REG-105930	Creative Support Limited	Creative Support - Birmingham & Bromsgrove Personalised Services
75	REG-105995	Upward Care Limited	The Bromford
76	REG-106018	Midian Solutions Limited	Midian Care
77	REG-106020	Archangel Enterprises Limited	Archangel Home Care - Staffordshire Branch
78	REG-106057	Midway Care Ltd	Midway Care Midway Support Services
79	REG-106079	Community Living and Support Services Limited	Community Living and Support Services Ltd
80	REG-106127	Luma Homecare Ltd	Luma Homecare
81	REG-106136	Arthur Morrison Ltd	AM Care Services

Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

Date 7th September 2023



Subject: NON-KEY DECISION PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2023 – DECEMBER 2023) AND QUARTERLY AWARDS (APRIL – JUNE 2023)

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 October 2023 – December 2023 which are not key decisions made under Chief Officer's delegation and all contract award decisions made under Chief Officer's delegation during the previous quarter. 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 None

Birmingham City Council

Report to Cabinet

Date: 5th September 2023



Subject: NON-KEY DECISION PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2023 – DECEMBER 2023) AND QUARTERLY CONTRACT AWARDS (APRIL 2023 – JUNE 2023)

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

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, add Forward Plan Reference:		
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 October 2023 – December 2023 which are not key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. 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 £500,000, unless TUPE applies to current Council staff.

- 1.3 Appendix 3 informs Cabinet of the contract award decisions made under Chief Officers delegation during the period April 2023 – June 2023.

2 Recommendations

- 2.1 To approve the planned procurement activities as set out in Appendix 1 and 2 and approve Chief Officer delegations, set out in the Constitution for the subsequent decisions around procurement strategy.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period April 2023 – June 2023 as detailed in Appendix 3.

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 12th 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 £500,000 for non-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 £500,000 (excluding VAT) for non-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 £500,000 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.

4 Options considered and Recommended Proposal

- 4.1 The options considered are:

- To note the planned procurement activities for all the projects listed in Appendix 1 and the 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.
- 5.2 Approval has been sought from the relevant Spend Control Board prior to inclusion on the PPAR.

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 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 (October 2023 – December 2023)
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Quarterly Awards Schedule (April 2023 – June 2023)

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2023 – DECEMBER 2023)

There are no items for this month.

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES **CABINET – 5th September 2023**

There are no non-key decision items for this month

APPENDIX 3 - QUARTERLY CONTRACT AWARD SCHEDULE (APRIL 2023 – JUNE 2023)

Type of Rep	Title of Procurement	Ref	Brief Description	Contract Durat	Directorate	Portfolio Finance and Resources	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Value of Contracts - Excluding Extensions	Value of Opti to Extend	Chief Officer	Actual Gd Live date
Delegated Extension Award	Putting prevention first: Commissioning and Procurement Strategies for Information Advice and Guidance (IAG) Contracts		These services support: • Improved health and prevention outcomes for citizens. • Improved experience of support for vulnerable and older adults including family members/carers through active engagement in their own care support needs. • Better and earlier identification of care needs via engagement with non-statutory organisations. • Cost avoidance due to reduction in the need for high end cost provision by ASC.	9 months	Adult Social Care	Health and Social Care	Samantha Bloomfield	Emil Prysa	Cabinet approved the report for Putting Prevention First: Investing in Communities in May 2019 and delegated the extension to CO. Delegated Extension Award Report approved 13/04/2023.	1) Focus Birmingham 2) BID Services 3) Disability Resource Centre	£112,367 £111,862 £106,496 Total contract value £330,525		Graeme Betts	17/04/2023
Delegated Award Report	Smoking Cessation Digital App	P1120	The requirement: • 8 peer support network for smokers wanting to quit • pharmacological & behavioural support • face-to-face consultations through Video Calling • 24/7 remote brief intervention resource that Pharmacies, GP Practices, Maternity Services can use alongside the core smoking cessation service	2 years with an option to extend for a further 2 years.	Public Health	Health and Social Care	Lee Bickerton	Juliet Grainger Sandra Asiedu	Presented to Cabinet for info 27/07/2022. Approval to tender strategy signed 05/12/2022 and delegated the award to CO. Delegated Award Report signed 13/04/2023.	Solutions 4 Health UK	£115,000	£115,000	Justin Varney	01/06/2023
Strategy Award Report	Provision of Centrex and Traditional Telephony Line services		Provision of Centrex and Traditional telephony line services under the Crown Commercial Services Framework Agreement for Network Services (RM3808) Lot 3 Traditional Telephony Services.	1 year	Digital and Customer Services	Digital, Culture, Heritage and Tourism	Lee Bickerton	Jamie Parrie	Presented to Cabinet for info 17/01/2023. Strategy / Award Report signed 25/04/2023.	Virgin Media Business Limited	£235,000		Cheryl Doran	01/05/2023
Strategy / Award	UI Path Delivery Partner		Robotic Process Automation (RPA) enables a business process to be configured and scripted to emulate human actions (such as keystrokes/ extraction of data etc) to drive efficiency in the business and allow staff to focus on more value-adding activities.	4 years	Digital and Customer Services	Digital, Culture, Heritage and Tourism	Lee Bickerton	Gary Hurdman Jamie Parrie	Presented to Cabinet for info 14/02/2023. Strategy / Award Report signed 25/04/2023.	Virgin Media Business Limited	£235,000		Cheryl Doran	01/05/2023
Strategy / Award	Consultancy to support the implementation & programme management of new corporate landord service model		Following discussions with CLT in January 2023, a review of the existing Corporate Landord approach was completed in March 2023. From this a revised approach and Delivery Plan was developed. External expertise and capacity are now required to lead on the initial implementation of the new model to provide overall programme management services and implementation / subject matter expertise support for the Corporate Landord programme which will create a single corporate custodian of all Birmingham City Council's operational property assets, transitioning the portfolio into a shared strategic resource which is fully aligned to, and supportive of, the Council's overarching objectives. The Corporate Landord model will play a key role as an enabler to the wider place-based approach and will support other key priority programmes such as Early Intervention and Prevention.	6 months with option to extend for up to 6 months	Place, Prosperity and Sustainability	Leader	Azhar Rafiq	David Coulson Andrea Webster	Presented to Cabinet for info 16/05/2023. Strategy / Award Report signed 28/06/2023.	Ernst & Young LLP	£487,500		Paul Kitson	30/06/2023
Strategy / Award	Infrastructure Works - Lozells Places for People		Infrastructure Works for Active Travel Fund Tranche 2 (ATF2) Package 2 - Lozells Places for People following a further competition exercise using the Black Country Framework Contract for Minor Works 2021 - 2024 to Parade Civil Engineering Ltd in accordance with its protocol.	4 months	Place, Prosperity and Sustainability	Leader	Azhar Rafiq	Alex Cumyn Charlie Short	Active Travel Fund Tranche 2 named project within the Transportation and Highways Capital Programme 2023/24 to 2028/29 - Annual Programme Update report approved at Cabinet on 21/03/2023. Strategy / Award Report signed 09/06/2023.	Parade Civil Engineering Limited	£257,648		Paul Kitson	12/06/2023

Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

Date 07/09/23



Subject: Oracle Stabilisation Update

Report of: Updates on Stabilisation of the Oracle Finance & HR Management System

Report author: Meena Kishinani
Interim Director of Transformation
Craig Buckley
Oracle Programme Director

1 Purpose

- 1.1 The Finance and Resources Overview and Scrutiny Committee was provided with an Oracle Programme update on 28th July 2023. This session provided a discussion on the background to the issues with the BCC Oracle system and ongoing work to address the challenges, recognise the lessons learned and the progress in supporting the production of the End of Year accounts.
- 1.2 The Committee requested that the work on Oracle to be made a standing item on the agenda and requested a further update from the Oracle Programme team on 7th September 2023. This update will cover further progress made to date along with details of key risks, governance and financial position.
- 1.3 The presentation to the Committee on 7th September will include:
 - 1.3.1 An update on progress in delivering the 'Safe and Compliant' plan.
 - 1.3.2 An update on the Optimisation High Level Design activities which are underway.
 - 1.3.3 An update on governance and recommended changes in programme structures to support delivery.
 - 1.3.4 Key strategic risks from within the Oracle RAID log. The programme has set up a clear approach to RAID (risk and issue management), which feeds into programme reporting and decision making through the plans and risk/issue log.
 - 1.3.5 An update on the Oracle financial position.

1.3.6 An update on the Management Review. This activity is being performed outside of the Oracle Programme, but we will arrange for an update to be prepared for the Committee.

2 Recommendations

2.1 There are no recommendations in this report

3 Any Finance Implications

3.1 There are no finance implications in this report

4 Any Legal Implications

4.1 There are no legal implications in this report

5 Any Equalities Implications

Not applicable

6 Appendices

6.1 Presentation to follow

Oracle Programme update

7 September 2023



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PAGE 1

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1. Summary of progress to-date & focus for next period



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PAGE 2

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Progress To Date

... Since the First Gold meeting on 19 April we have held 222 sessions (20 Gold, 19 Silver, 19 Bronze, 93 Daily Stand Up and 71 Daily Grip meetings) to resolve problems and drive progress.....



Overall Progress

The programme is stable, we have a strong grip and continued progress is being made on the journey to safe and compliant across all functional areas.

We have been able to deal effectively with problems as they have arisen, allowing us to shift our focus onto optimising our Oracle solution in the long term whilst still completing the remaining 'safe and compliant' activities.

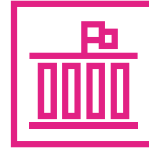


Progress by Function

Finance - unallocated cash for 22/23 is now resolved, with Finance teams working on the out-turn. Focus is now also on clearing the 23/24 cashbooks and steady progress is being made.

People Services - A number of people service enhancement reports have been completed including equal pay, Gender Ethnicity pay gap report, BCT, DBS etc. These improve delivery and reduce risk.

Internal Audit: Risk Management Cloud module went live 1st Sept 2023 (ahead of plan).



Governance

Our crisis response governance based on Gold and Silver Command have worked well and were good for escalating and making decisions, delivering at pace and moving us to a more stable position.

We are currently discussing a transition to a programme board structure to accelerate progress whilst still maintaining the current member reporting and scrutiny arrangements.

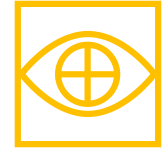
This will help accelerate progress.



People Impact

We have deployed support arrangements to help our teams cope with the work being performed, and have established regular Programme Director's blogs to keep our teams informed.

We have developed a SharePoint site as one of our ways to offer more effective ways of communicating with all our staff to ensure we all feel confident in what we are delivering.



Vision

We have confirmed our vision and guiding principles for future design.

The high level design for our end state is well under way.

Oracle Consulting are working with us to make the most of 'out of the box' Oracle avoiding costly customisations.

We've put in place mechanisms for holding us strictly to account in following our principles.

Focus for the next period

01

Production of our first draft of the High-Level Design for the future of the Oracle solution.

02

Continued progress against plan for reaching 'Safe and Compliant', for example by automating DBS and Right to Remain checks.

03

Continued work on the outturn for October Cabinet and to hand over the 22/23 accounts for external audit and publishing.

04

Supporting Schools looking in their first financial close supported by Oracle by finalising reconciliations and out-turn in October 23.

05

Making short term improvements to BRS where this offers value for money and speeding the transition to an optimised replacement.

06

Transition out of 'crisis mode' into a more stable programme position to achieve the objectives we set out for our staff and citizens.

2. Proposed governance change

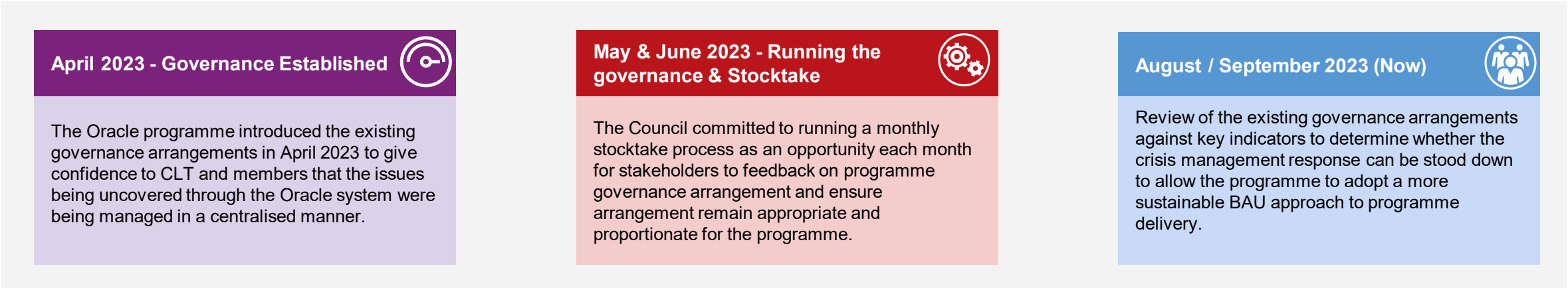


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Reviewing the Governance Arrangements of the Oracle Programme

- The Oracle Programme introduced significant governance arrangements in April 2023 to:
 - 1) Give CLT and Members **confidence and assurance** that the Oracle issues are being taken seriously and being managed effectively.
 - 2) Develop and deliver a plan to ensure that the council is able to deliver its **statutory, legal, contractual and policy obligations** in the short-term.
 - 3) Develop and deliver **a plan to ‘fix’ Oracle** in the medium to long-term and mitigate risks.
- Prior to the Programme being established, there was **no real acknowledgement** that there were **major issues with Oracle** and remedial work was being done in siloes. The focus was on short-term fixes to address the immediate issues with no work being done on the longer-term solution. The “May stocktake” resulted in some lower-level improvements but no major changes.

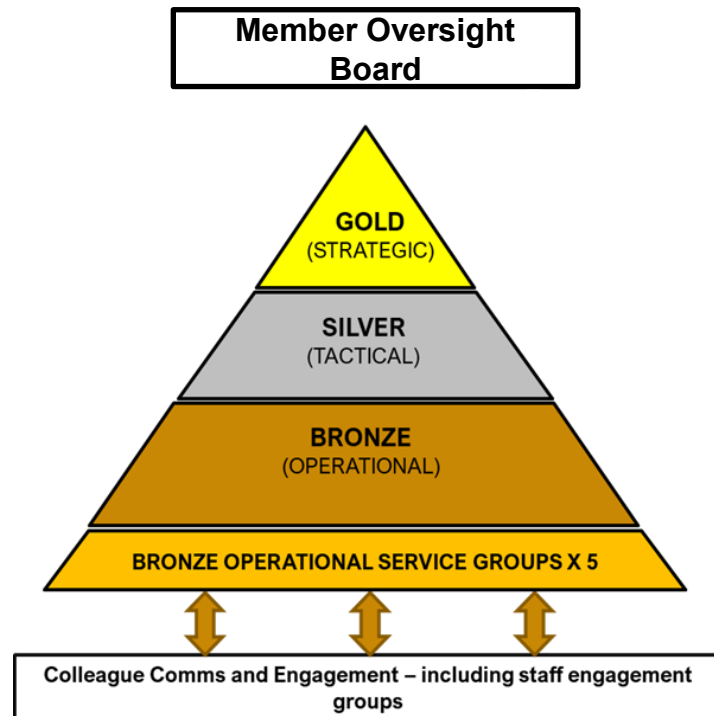
A summary of the programme activities from its inception are illustrated below:



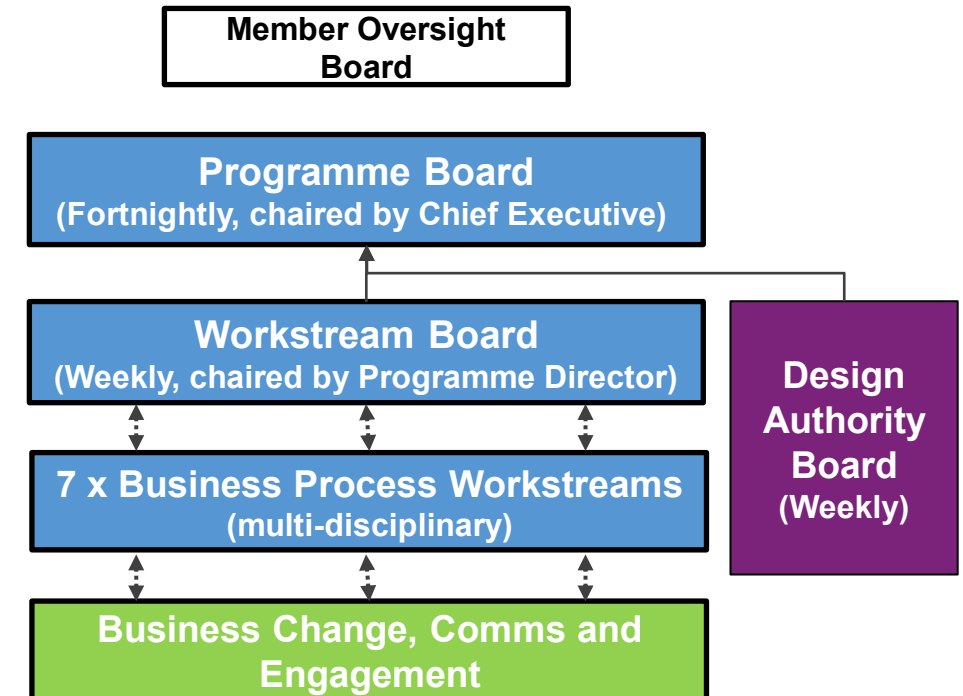
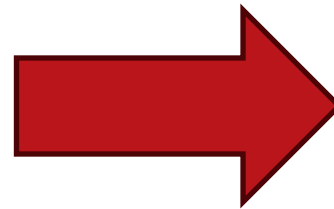
Current vs Proposed programme governance arrangements

Proposed transition from the initial 'crisis response' to a standard programme governance arrangement.

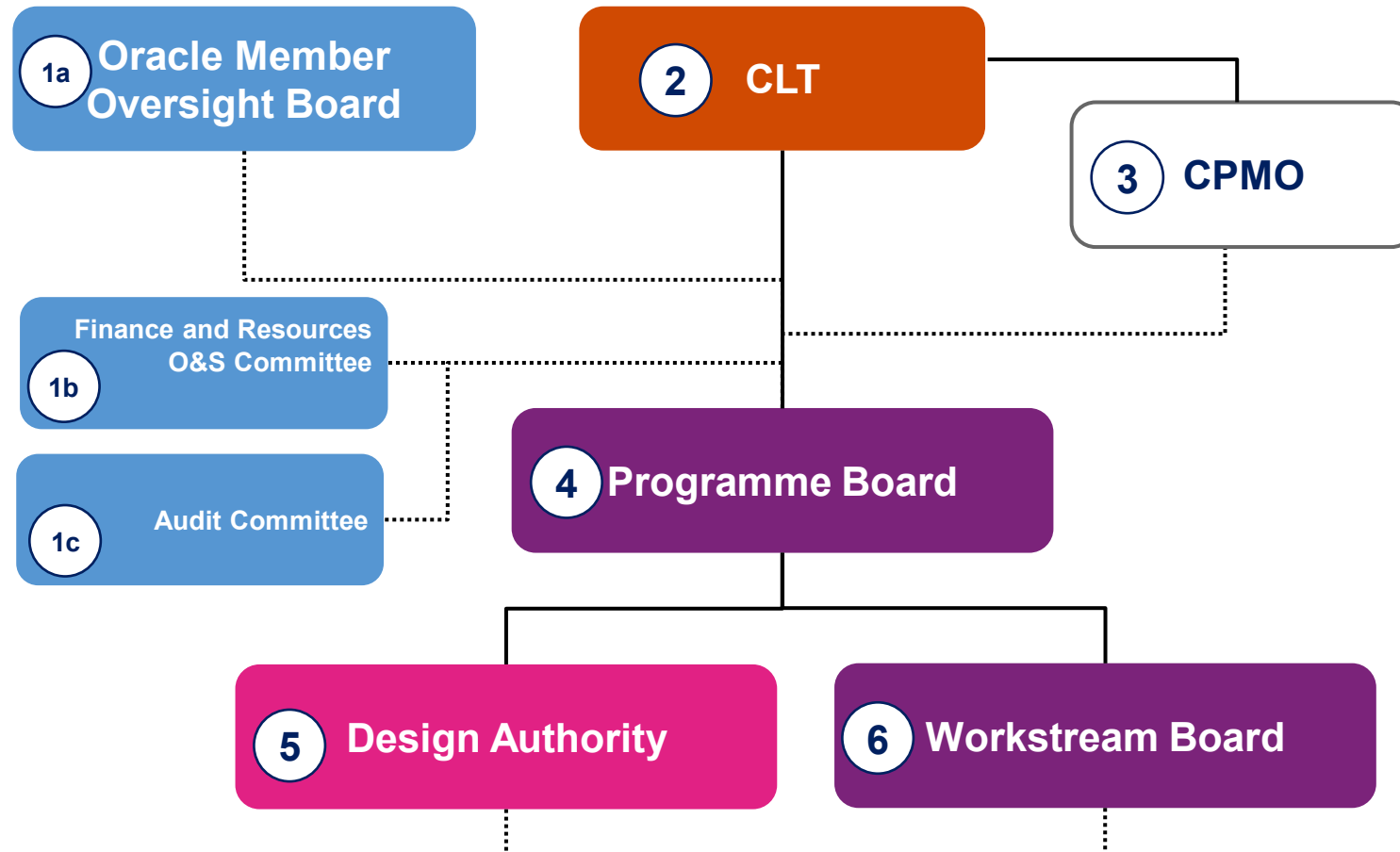
Current Governance arrangements



Proposed Governance arrangements



Governance: proposed structure



3: Optimisation



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Oracle Programme

Vision Statement

Enabling the delivery of great, user-focused and innovative services that make a positive difference to people's lives

Mission Statement

We will make full use of Oracle and our digital capabilities to simplify our processes in people, finance, purchasing and payments

HLD Outputs: House Analogy



SAP - at the start

SAP was a bespoke dream house built to our specifications.



SAP - in the end

Over time, the house started to show its age, we could not afford the upkeep as things started to break.



Oracle - what we bought

We decided to move into a pair of off-plan semi-detached houses..

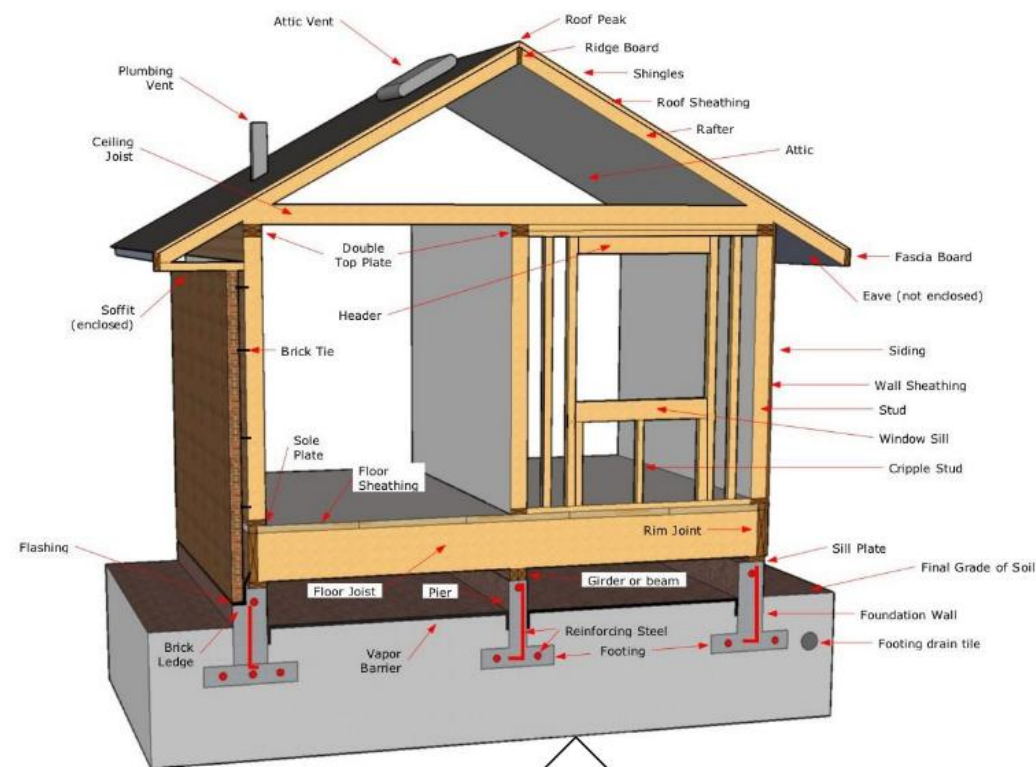


Oracle - what we did

We tried to change the layout to resemble our old house which has major impacts on living in it.

Building 'the house'

- When we set off to build Oracle last time, some of the fundamental decisions we made on the foundations, design and extensions of the house were not the right ones for our organisation.
- The safe and compliant / stabilisation work is trying to make essential repairs so we can continue to live in the house.
- However, the structure of the house (Oracle) needs some fundamental attention in order to rectify things, we require a solid foundation to ensure stability, longevity and a basis to improve and innovate our services.
- During the 12-week high level design phase we will be designing these secure foundations and structure.
- We need to make sure that the approach is right – e.g. adding more rooms to our unstable house may make things worse.



**Enterprise Structure
Chart of Accounts
Security**

High Level Design: Decisions and Guiding Principles

We will:

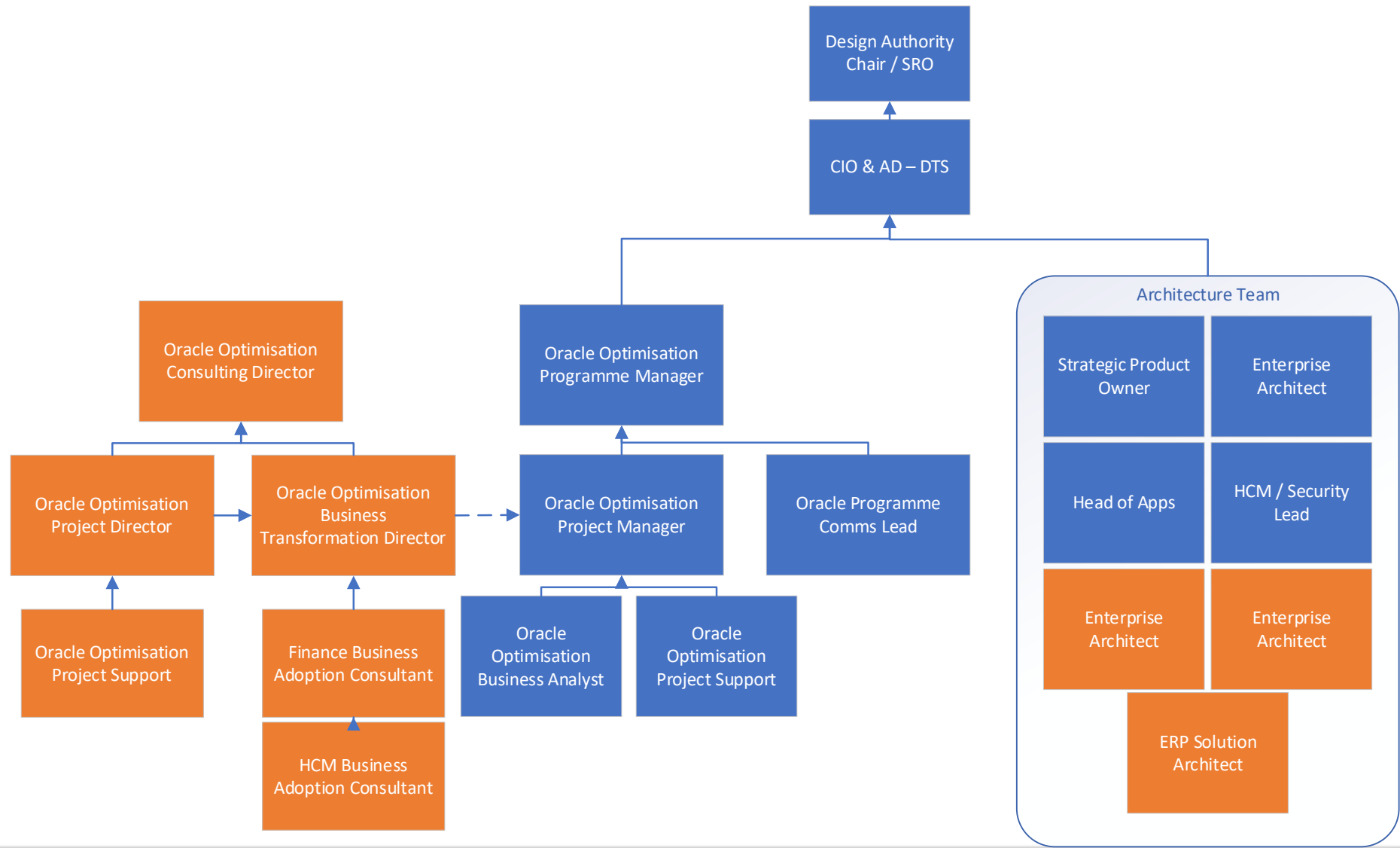
1. adopt rather than adapt the Oracle solution, with the appropriate configuration of product, process and workflows to align with our needs.
2. change and align our business processes with the capabilities of current and future Oracle functionality.
3. ensure the current environment is in an acceptable state to enable the Council to fulfil its existing short and medium-term compliance and regulatory requirements.
4. understand current processes and needs to provide insight for informing our business change gap and defining implementation priorities.
5. plan technical change carefully to minimise impact on users of the system, making use of separate environments where it makes sense to do so.

High Level Design - Key Deliverables

Strategic objectives and mission Vision and mission statements	Principles Set of guidelines that shape and support decision-making	Programme success criteria 'SMART' outcomes, outputs and workflows	Programme scope definition In-scope processes, change and implementation activities
Programme Approach Alignment, methodology, coordination and collaboration	Change Management Strategy Definition of High-level Approach and Change Framework	Organisational Readiness criteria Checklist of essential prerequisites and conditions	Enterprise Structure incl COA Definition of foundational organisational structure
Security and Access Control Definition of High-level Approach and Strategic Direction	Data Migration and Integration Definition of High-level Approach and Strategic Direction	Reporting and Analytics Definition of High-level Approach and Strategic Direction	Governance and Oversight Definition of High-level Governance Framework

TIMELINE AND NEXT STEPS: During the high level design phase (completion end of September) – the team works through the key deliverables above. The work provides the detail required to pull together a costed proposal for low level design and implementation which will go through the Council's governance during October and November.

Oracle Optimisation High Level Design – Programme Team



4: Finances



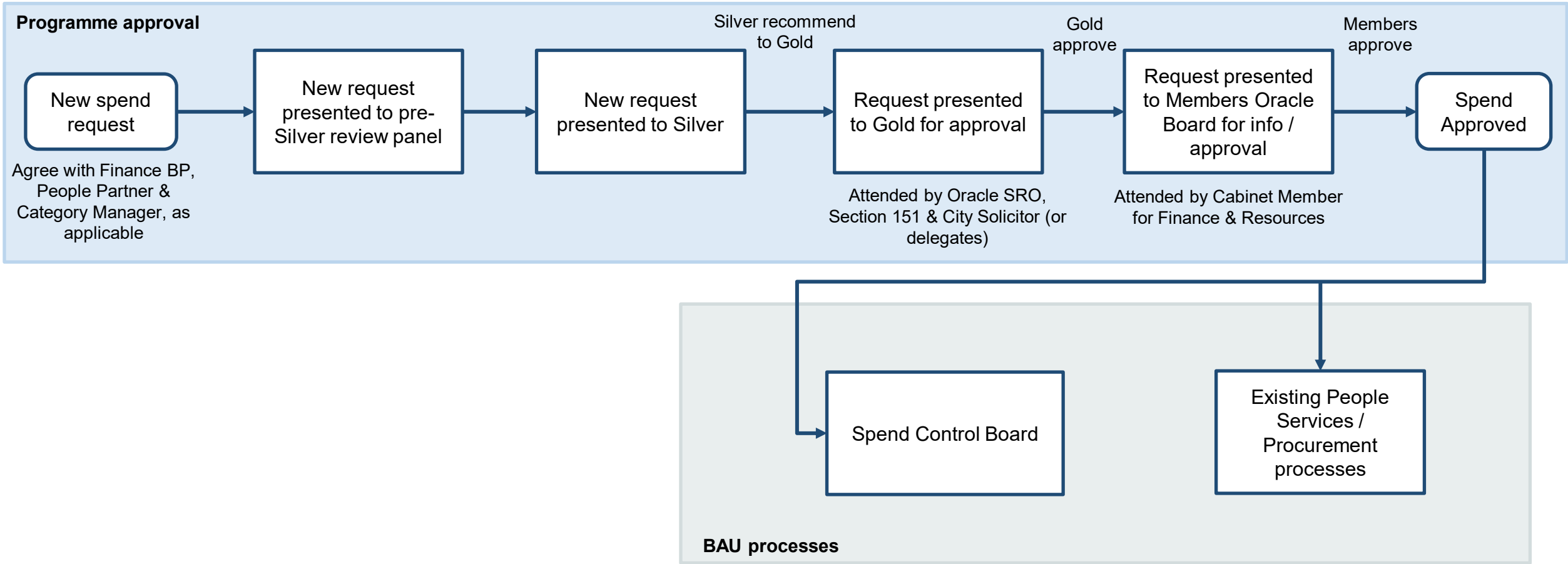
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Programme funding – approved by Cabinet, June 2023

Description	Cost (£m)		
	Pre-23/24	23/24	TOTAL
Previously approved budget (March 21)	£39.97		£39.97
Forecast spend (s&c + solution design)	£11.44	£29.24	£40.68
Contingency (@20% of 23/24)		£5.85	£5.85
TOTAL	£51.41	£35.08	£86.49
New funding for which approval is sought (row 2 + 3)			£46.53

Source: Cabinet Report Oracle Implementation, June 2023, Section 8.5 Financial Implications

Oracle FY2324 programme spend approval process



5. Key Strategic Risks & Issues



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Key strategic risks

1. Risk that the (new) Oracle programme will not deliver the 'vanilla' Oracle vision.
2. Risk that the programme does not get sufficient senior Finance input, given the Assistant Director, Financial Strategy is leaving in September.
3. Risk that due to the current FY23/24 backlog, there is a risk to the FY23/24 outturn position being finalise by the statutory deadline of 30 June 2024.
4. Risk that the School Workforce Census report cannot be produced in time for the statutory deadlines (snapshot by 03/11/23, for upload to DfE before 25/12/23).

Questions?



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Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

Date: 7 September 2023



Subject: Managing Council Risk including Strategic Risk Register, Budget Risks and Savings Risks

Report of: Fiona Greenway, Interim Director of Finance & Section 151 Officer

Report author: Sarah Dunlavy, Assistant Director, Audit & Risk Management

1 Purpose

- 1.1 To outline the various risk registers available for the Committee to utilise.

2 Background

- 2.1 The Council has a Risk Management Framework which sets out how risk is managed across the organisation.
- 2.2 The Strategic Risk Register contains the key risks faced by the Council. By definition these risks will be of a cross cutting nature, have an impact on the delivery of one or more Council priorities and / or have a potentially significant financial impact if they were to crystallise. Strategic Risks are considered monthly by the Council Leadership team and are reported quarterly to Audit Committee. The latest report (July 2023) can be found at: [CMIS > Meetings](#)
- 2.3 Strategic Risks do not automatically have financial consequences and are not costed.
- 2.4 Directorates maintain operational risk registers and these are likely to be underpinned by divisional and business unit risk registers depending on the size and structure of the directorate. Individual projects will maintain risk logs. Generally, these are working documents and not published.
- 2.5 Budget savings are risk assessed for deliverability. Progress is tracked by the Financial Sustainability Programme Board and reported to Cabinet. The July Cabinet was informed that £33.2m of savings are at high risk (i.e., assessed as unlikely to deliver) in 2023/24. [Document.ashx \(cmis.uk.com\)](#)

2.6 Budget risks are assessed each year and the latest register is contained in Appendix C of the Financial Plan 2023. [Financial Plan \(cmis.uk.com\)](https://cmis.uk.com)

3 Recommendations

3.1 That the Committee note the sources of information for considering risk.

4 Any Finance Implications

4.1 There are no direct financial implications of this report.

5 Any Legal Implications

5.1 There are no legal implications of this report.

6 Any Equalities Implications

6.1 There are no direct equalities implications of this report.

7 Appendices

7.1 None

Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

Date 7 September 2023



Subject: Update on Budget Recovery Plan and MTFP and Scrutiny Contribution to Budget Savings and Recovery Plan

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

Report author: Christian Scade, Head of Scrutiny and Committee Services
christian.scade@birmingham.gov.uk
07517 550013

1 Purpose

- 1.1 To update the Committee on the Medium-Term Financial Plan (MTFP), and for the Committee to consider the implications for the Committee's work programme.

2 Recommendations

The Committee:

- 2.1 Receives and notes a verbal update from Fiona Greenway, Interim Director of Finance (S151Offier) on the Budget Recovery Plan and Medium-Term Financial Plan
- 2.2 Considers the issues that are relevant to the Committee's terms of reference (outlined in the [Council's Constitution, Part B, section 11.5](#)) as set out in appendices 1 and 2 and agree any recommendations to Cabinet.

3 Any Finance Implications

- 3.1 The financial implications of the Medium-Term Financial Plan are set out in the July Cabinet Report that was considered at the Finance and Resources OSC on 27 July. A link to this report is provided as a background paper.

4 Any Legal Implications

- 4.1 The legal implications of the Medium-Term Financial Plan are set out in the July Cabinet Report that was considered at the Finance and Resources OSC on 27 July. A link to this report is provided as a background paper.

5 Any Equalities Implications

- 5.1 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.
- 5.2 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.
- 5.3 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; Whether any positive opportunities to advance equality of opportunity and/or good relations between people are being realised.
- 5.4 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.
- 5.5 Section 10.6 in appendix 1 also provides specific information on equalities implications for the Medium-Term Financial Plan.

6 Appendices

- 6.1 Appendix 1: Slides from Co-ordinating Overview and Scrutiny Committee training session delivered by Fifield Training Ltd, 26 July 2023.
- 6.2 Appendix 2: Agreed Savings 2023-24, Q1.

7 Background Papers

- 7.1 Cabinet Report 25 July: Medium Term Financial Plan (MTFP) Refresh – Update to Cabinet at Quarter 1 of the 2023/24 Financial Year [Document.ashx \(cmis.uk.com\)](https://cmis.uk.com)

FINANCE SCRUTINY WORKSHOP

Birmingham City Council
26th July 2023

Ian Fifield

Objectives



- To ensure that everyone understands the nature and depth of the financial challenge faced by the Council
- To plan Scrutiny's approach and contribution to the Council's overall approach in meeting the challenge
- To develop a timetable and action plan for Scrutiny, especially over the autumn period

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Total Net Expenditure (as per 2023/24 Financial Plan)	925,078	1,018,314	1,035,612	1,049,934	1,083,206
Total Resources (as per 2023/24 Financial Plan)	(925,078)	(1,018,314)	(1,035,612)	(1,049,934)	(1,079,093)
Budget gap as (as per 2023/24 Financial Plan)	-	-	-	-	4,113
Expenditure					
Budget Pressures					
Staffing	3,844	3,973	4,070	4,170	4,273
Demand/Complexity Growth	55,586	37,736	44,027	42,240	39,840
Statutory Requirement	-	-	-	-	-
Borrowing costs, investment etc	-	-	-	-	-
Budget Pressures Subtotal	59,430	41,709	48,097	46,410	44,113
Corporately Managed Budgets	(4,240)	(4,097)	(3,935)	(4,154)	(5,461)
Pay Inflation	-	-	(2,532)	(5,178)	(7,943)
Contract Inflation	1,042	27,346	51,904	55,348	58,666
Other Inflation	19,875	28,352	35,367	42,593	50,063
Fees and Charges Inflation	-	(357)	(365)	(372)	(378)
Inflation Sub-total	20,917	55,341	84,374	92,391	100,408
Savings					
High Risk Savings	35,141	56,274	75,374	75,374	75,374
Savings Subtotal	35,141	56,274	75,374	75,374	75,374
Total Net Expenditure Movements	111,248	149,227	203,910	210,021	214,434
Resources					
Business Rates	-	14,100	(27,677)	(40,165)	(41,052)
Council Tax	-	2,019	-	-	-
Other Grants Excl DSG & ABG	-	-	-	-	-
Top Up Grant	-	-	-	-	-
Other income	5,044	2,589	2,589	2,589	2,589
Net Payment to/(from) Reserves	(28,907)	(3,096)	(1,687)	-	-
Total Resources Movement	(23,863)	15,612	(26,775)	(37,576)	(38,463)
MTPF Budget Gap at July 2023	87,385	164,838	177,135	172,445	180,084

Additional issues

- 2023/24 agreed budget savings - £33.479m out of £64.619m are “high risk” (i.e. unlikely to be delivered)
- Equal pay - £650 - £760m not currently included in the MTFS
- Oracle implementation – impact on reserves

My thoughts.....

- Both capital and revenue budgets require fundamental review to generate savings
- Work to be done on the deliverability of savings
- Much work is underway – including a “star chamber” process
- The end point is a scrutiny review of the Budget Savings and Recovery Plan for the 24/25 budget – November/December 2023

But....

- Should Scrutiny just wait for the results of the review and scrutinize the saving list?
- How can Scrutiny engage with the star chamber process?

How can Scrutiny be proactive and add value to this process, avoiding duplication?

Workshop

Generating Scrutiny Questions

“The important and most difficult job is never to find the right answers, it is to find the right questions” (Peter Drucker)

The Challenge

What questions can scrutiny ask and explore in order to make a positive contribution to the savings identification process?

Questions and Key Lines of Enquiry Discussed at the Workshop

- All scrutiny committees need to review their work programme and identify what can be delayed to give space to this work.
- Information required on:
 - What and who the “star chamber process” is, including what they will be reviewing to ensure there is no duplication.
- Are there any previous scrutiny recommendations that suggested ways that savings / efficiency could be achieved that have not yet been implemented? Can these be taken forward?

Cont'd

- Officers to be asked for the current list of agreed savings to be broken down per committee so that scrutiny committees can;
 - Undertake a reality check of how / when / how much can now be delivered.
 - Understand why these savings were put forward and agreed as part of the budget process but are now considered high and medium risk.
 - Ensure that all further savings proposals can be implemented on time and that they deliver the savings identified.
- Resources scrutiny committee to:
 - Review the various assumptions in the MTFP
 - Request other scrutiny committees review the assumptions made in lines such as “demand and complex growth”

Cont'd

- Potential more detailed reviews:
 - Duplication between departments.
 - Income generation possibilities e.g. commercial rental income
 - Invest to save possibilities in the capital programme
- Timescale
 - Much work needs to be completed over the next few weeks to ensure that recommendations are formally discussed and approved in the September scrutiny meetings
 - Scrutiny review of the Budget Savings & Recovery Plan need to be timetabled for later in the autumn (November/December)

23/24 Savings Q1 Position by O&S Committee**Summary**

<u>Savings by OSC Portfolio</u>	Delivered	Low Risk	Medium Risk	High Risk	TOTAL
Co-ordinating OSC				(14,851)	(14,851)
Economy and Skills OSC		(133)	(816)	(9,595)	(10,544)
Education, Children and Young People OSC			(4,465)	(6,000)	(10,465)
Finance and Resources OSC		(1,269)	(8,799)	1,457	(8,611)
Health and Adult Social Care OSC		(700)	(9,008)	2,000	(7,708)
Homes OSC		(502)	(592)	(5,500)	(6,594)
Neighbourhoods OSC		(19)	(4,837)	(990)	(5,846)
Sustainability and Transport OSC					
TOTAL		(2,623)	(28,517)	(33,479)	(64,619)

List of Savings Projects

Directorate	O&S Committee	Savings Description	2023/24 (Saving) £'000
Adult Social Care	Health and Adult Social Care OSC	Adults Transformation Programme.	(3,700)
Adult Social Care	Health and Adult Social Care OSC	Adult Packages of Care (Reversal of previous year one-off savings)	1,000
Adult Social Care	Health and Adult Social Care OSC	Income Collection (Reversal of previous year one-off savings)	1,000
Adult Social Care	Health and Adult Social Care OSC	3% Turnover factor (Vacancy management)	(2,850)
Adult Social Care	Health and Adult Social Care OSC	Special Impact team (SIT) complex case review accelerated and expanded to cover high cost packages	(500)
Adult Social Care	Health and Adult Social Care OSC	Case load packages Review	(200)
Adult Social Care	Health and Adult Social Care OSC	Looking at ways to enhance ICS/CCG partnership to harness pooled resources more efficiently eg BCF Inflation	(1,000)
BCT	Education, Children and Young People	Children's Trust - Family and Friends Cars	(2,000)
BCT	Education, Children and Young People	Children's Trust - Stronger Families Programme	(3,000)
BCT	Education, Children and Young People	Children's Trust - Tackling Domestic Abuse to Support Families	(1,000)
Children & Families	Education, Children and Young People	Schools Balances	(328)
Children & Families	Education, Children and Young People	Education and Skill Early Retirement	(210)

Children & Families	Education, Children and Young People	3% Turnover factor (Vacancy management)	(1,921)
City Housing	Homes OSC	Reducing / Eradicating B&B Accommodation	(5,500)
City Housing	Homes OSC	3% Turnover factor (Vacancy management)	(502)
City Ops	Sustainability and Transport OSC	Street Work Permits	(100)
City Ops	Neighbourhoods OSC	Removal of Universal Superloos	(19)
City Ops	Co-ordinating OSC	Capitalise Salaries of Alexander Stadium Build (Reversal of previous year one-off savings)	40
City Ops	Co-ordinating OSC	Revenue Benefit from Capitalising the Cost of Indoor Track at Arena (Reversal of previous year one-off savings)	150
City Ops	Neighbourhoods OSC	3% Turnover factor (Vacancy management)	(3,307)
Corporate Items	Co-ordinating OSC	Localities / Public Hub (Savings from implementation of EIP Model)	(2,500)
Corporate Items	Co-ordinating OSC	BCC Target Operating Model Design Principles - Voluntary Workforce Savings Programme	(2,000)
Corporate Items	Co-ordinating OSC	B/F_BCC Target Operating Model Design Principles - Voluntary Workforce Savings Programme	(2,000)
Corporate Items	Finance and Resources OSC	Maximise the Use of Grant Funding – Identifying opportunities to use grant funding to fund existing GF spend releasing GF budgets for savings.	(1,000)
Corporate Items	Finance and Resources OSC	B/F_Maximise the Use of Grant Funding - Identifying opportunities to use grant funding to fund existing GF spend releasing GF budgets for savings.	(1,000)
Corporate Items	Finance and Resources OSC	Improvements in Debt Management – Review Debt Management Process with a view to improving collection and reducing bad debt.	(900)
Corporate Items	Finance and Resources OSC	B/F_Improvements in Debt Management – Review Debt Management Process with a view to improving collection and reducing bad debt.	(1,000)
Corporate Items	Co-ordinating OSC	Traded Services – Review of traded services with a view to greater commercialisation and reduced GF subsidy)	(1,500)
Corporate Items	Co-ordinating OSC	B/F_Traded Services - Review of traded services with a view to greater commercialisation and reduced GF subsidy)	(1,600)
Corporate Items	Finance and Resources OSC	Repayment of Borrowing Following Asset Disposal Resulting in Reduced Debt Management Costs (Reversal of one-off savings from previous years)	4,500
Corporate Items	Finance and Resources OSC	Release Highways policy contingency for one year – Accounting Adjustment (Reversal of one-off savings from previous years)	800
Corporate Items	Economy and Skills OSC	B/F_Corporate Landlord (Efficiencies in Asset Management through Consolidation and Rationalisation of Council Assets/ Buildings)	(500)
Corporate Items	Co-ordinating OSC	Automation – Use of Robotic Process Automation Technology to automate manual processes and reduce manual handling, leading to efficiencies in process and savings on time/resource required to deliver services.	(1,000)
Corporate Items	Co-ordinating OSC	B/F_Automation - Use of Robotic Process Automation Technology to automate manual processes and reduce manual handling, leading to efficiencies in process and savings on time/resource required to deliver services.	(850)
Corporate Items	Co-ordinating OSC	Reducing Workforce (Centres of Excellence) – Consolidation of similar roles and teams to reduce duplication of effort and achieve efficiency in resource/process	(1,791)

Corporate Items	Co-ordinating OSC	Automation (Voice Automation) – Use of voice automation technology to reduce volume of manual call handling, leading efficiencies and better customer services.	(1,000)
Corporate Items	Finance and Resources OSC	Automation (Oracle Optimisation) – Use of new oracle system to generate process efficiencies	(500)
Council Management	Finance and Resources OSC	Digital advertising on key assets to generate additional income	(200)
Council Management	Finance and Resources OSC	Operational Hub Programme – rationalisation of assets.	(161)
Council Management	Finance and Resources OSC	Application platform modernisation.	(11)
Council Management	Finance and Resources OSC	3% Turnover factor (Vacancy management)	(4,265)
Council Management	Finance and Resources OSC	Review all BCC leased properties and reduce cost of lease payments for assets	(460)
Council Management	Finance and Resources OSC	System Efficiencies	(600)
Council Management	Neighbourhoods OSC	Customer Services – Bereavement. Improvements in service design to deliver efficiencies	(460)
Council Management	Neighbourhoods OSC	B/F_Customer Services - Bereavement. Improvements in service design to deliver efficiencies	(250)
Council Management	Neighbourhoods OSC	Customer Services - Garden Waste. Introduce autorenewal and other process improvements to maximise levels of annual subscriptions.	(40)
Council Management	Neighbourhoods OSC	B/F_Customer Services - Garden Waste. Introduce autorenewal and other process improvements to maximise levels of annual subscriptions.	(40)
Council Management	Neighbourhoods OSC	Customer Services - Markets	(50)
Council Management	Neighbourhoods OSC	B/F_Customer Services - Markets	(50)
Council Management	Neighbourhoods OSC	Customer Services - Pest Control	(50)
Council Management	Neighbourhoods OSC	B/F_Customer Services - Pest Control	(50)
Council Management	Finance and Resources OSC	Development & Commercial - Digital advertising income and offer up of growth	(60)
Council Management	Finance and Resources OSC	Procurement - 2020/21 Expenditure Budget covered by funding	(106)
Council Management	Finance and Resources OSC	Audit - increase trading opportunities with Police, Housing Associations and Acivico	(60)
Council Management	Finance and Resources OSC	Finance - refinancing legacy systems	(700)
Council Management	Finance and Resources OSC	Personal Assistant Allocation - review use of Personal Assistant Support	(200)
Council Management	Finance and Resources OSC	Business Support Efficiencies	(50)

Council Management	Finance and Resources OSC	Customer Services Efficiencies	(50)
Council Management	Finance and Resources OSC	Review Human Resources Target Operating Model - reduce posts that are vacant	(170)
Council Management	Finance and Resources OSC	Human Resources reduce growth request in Medium Term Financial Plan (MTFP)	(113)
Place, Prosperity & Sustainability	Economy and Skills OSC	B/F_CAB Premises - excluding Council House. Reduced costs associated with Council Admin Buildings	(1,314)
Place, Prosperity & Sustainability	Economy and Skills OSC	CAB Premises - excluding Council House. Reduced costs associated with Council Admin Buildings	(2,431)
Place, Prosperity & Sustainability	Economy and Skills OSC	CAB Premises - Council House Commercialisation Income generation through improved commercial offer including banqueting and events.	(50)
Place, Prosperity & Sustainability	Economy and Skills OSC	Commercial Property - Lease Event Opportunities Review of commercial property leases – includes rent reviews and extension options	(600)
Place, Prosperity & Sustainability	Economy and Skills OSC	Commercial Property - Active Investment Additional income through investment in Public Works Loan Board (PWLb) compliant commercial property	(2,250)
Place, Prosperity & Sustainability	Economy and Skills OSC	Commercial Property - Blended Approach Investment and Lease Events Additional income generated through a combination of lease reviews and investment	(2,500)
Place, Prosperity & Sustainability	Sustainability and Transport OSC	Street Work Permits - moved directorate	100
Place, Prosperity & Sustainability	Economy and Skills OSC	3% Turnover factor (Vacancy management)	(666)
Place, Prosperity & Sustainability	Economy and Skills OSC	Review all £5-10k leases – with a view to optimising lease income.	(150)
Strategic Equals & Partnership	Finance and Resources OSC	3% Turnover factor (Vacancy management)	(116)
Strategic Equals & Partnership	Finance and Resources OSC	Efficiencies amongst non-staffing budgets	(116)
Corporate Items	Co-ordinating OSC	B/F_New Ways of Working_Fieldworker. Rolling out field worker module to allow staff working in the field to update host systems directly rather than returning to office to update	(800)
Adult Social Care	Health and Adult Social Care OSC	Fees & Charges 5%	(1,458)
Children & Families	Education, Children and Young People	Fees & Charges 5%	(2,006)
Council Management	Finance and Resources OSC	Fees & Charges 5%	(2,073)
City Ops	Neighbourhoods OSC	Fees & Charges 5%	(1,530)
City Housing	Homes OSC	Fees & Charges 5%	(592)
Place, Prosperity & Sustainability	Economy and Skills OSC	Fees & Charges 5%	(83)
		Total	(64,619)

Caveats:

- Many targets fit into multiple O&S portfolio, such as Fees & Charges, vacancy factor, thus for simplicity we have allocated to the O&S Committee where most of the target is more likely to fall.
- Some services also fall into more than one O&S portfolio – we have allocated the full target for these to the committee of higher alignment rather than split amounts.
- The total savings that need to be delivered in the 23/24 financial year may increase. Finance is currently working to close the 22/23 financial year accounts – this includes final assessment of savings delivery for the last financial year. Any further undelivered savings in 22/23 will need to be brought forward and found in 23/24 thereby increasing the overall target for 23/24.

Criteria for determining the RAG status of savings

Assessment Criteria	Delivered	Low Risk	Medium Risk	High Risk
Savings RAG	Saving or income realised and evidence provided that costs have been reduced or income increased.	Saving or income detail documented and robust plan in place to deliver agreed targets, showing when and who is responsible. - and / or - Saving / income will be delivered within agreed timeframes.	Saving or income lacks some clarity and / or not detailed at an adequately granular level, or at risk, but agreed plan in place to resolve and being actively managed. - and / or - Some risk of not delivering saving within agreed timeframe, leading to cost of slippage.	Limited confidence in agreed saving / income being delivered - and / or - Saving / income unclear and / or not specified at adequate granular level. - and / or - Inadequate plan / no plan agreed. - and / or - <i>Saving not yet agreed by Directorate / Service Manager</i> - and / or - Major risk of not delivering saving / income within agreed timeframe, leading to cost of slippage.
Headcount Example	Officer has departed, budget has been reduced and posts have been deleted from the approved establishment.	Timescales and the specific posts to be vacated / deleted have been agreed.	Budget Manager has confirmed that posts (to agreed value and timing) will be vacated and deleted from budget.	Headcount saving proposed, but no clarity RE timescales/ posts.

Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

Date 7 September 2023



Subject: Job Evaluation

Report of: Darren Hockaday, Acting Director for People and Corporate Services

Report author: Darren Hockaday

1 Purpose

1.1 To receive a verbal update.

2 Recommendations

2.1 To note the verbal update.

3 Any Finance Implications

3.1 -

4 Any Legal Implications

4.1 -

5 Any Equalities Implications

5.1 -

6 Appendices

6.1 -

Birmingham City Council

Finance and Resources Overview and Scrutiny Committee

7 September 2023



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
 07395 884487

1 Purpose

- 1.1 This report sets out the proposed work programme for the Finance and Resources Overview and Scrutiny Committee for 2023-24, based on the Committee's meeting in June 2023. Appendix 1 outlines the topics identified, aims and objectives and the preferred method of scrutiny to achieve these objectives.
- 1.2 The report also refers to other topics, which the Committee has identified, for future consideration, and this will be continuously updated during the year.

2 Recommendations

- 2.1 That the Committee:
 - Notes the information set out in Appendix 1 and identifies if any further topics need to be added to the menu of topics for the Committee to explore over the coming year.
 - Agrees, subject to further input from the Chair and Deputy Chair, the issues that the Committee will consider during October – November 2023, the proposed aims and objectives and the preferred method of scrutiny.
 - Identifies, subject to further input from the Chair and Deputy Chair, the issues that the Committee will consider in December 2023, the proposed aims and objectives and the preferred method of scrutiny.
 - 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 the topics the Committee will consider over the next few months, and also outlines future items for consideration.
- 4.2 The Committee may decide to add further items to the work programme during the course of the year. When considering this, the Committee is advised to consider where it can best add value through scrutiny, and how it can prioritise topics for consideration based on the Scrutiny Framework referred to in 3.5.
- 4.3 The Council's latest [Forward Plan](#) 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
011139/2023	Highway Maintenance and Management PFI Contract – Commercial Arrangements	05 Sep 23
011347/2023	Acivico Further Contract Extension	05 Sep 23
011240/2023	Grant Funding from Government – Standing Item	05 Sep 23

011633/2023	Cost of Living Emergency Programme – Phase 2	05 Sep 23
011450/2023	Key Decision – Planned Procurement Activities (October 2023 – December 2023) and Quarterly Contract Award Schedule (April 2023 – June 2023)	05 Sep 23
009483/2022	Disposal of Surplus Properties	05 Sep 23
011740/2023	Provisional Financial Outturn 2022/23	17 Oct 23
010948/2023	Effective Commissioning of Debt	17 Oct 23
011741/2023	Medium Term Financial Plan (MTFP) Refresh Update at Quarter 2 of the 2023/24 Financial Year	17 Oct 23
011524/2023	The Supply of Print & Print Management Services	14 Nov 23
011734/2023	Financial Monitoring Report 2023/24 Quarter 2	12 Dec 23
009663/2022	Promotion of Council Owned Land within Bromsgrove	12 Dec 23
011738/2024	Council Tax Tax-base for 2024/25	16 Jan 24
011739/2024	Business Rates Income 2024/25	16 Jan 24
011735/2024	Financial Monitoring Report 2023/24 Month 8	13 Feb 24
011742/2024	Draft Financial Plan 2024-2028	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

- 4.4 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.
- 4.5 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 – September.

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		Outcome: 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	Outcome: 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)		Outcome: 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		

September 23	Planned Procurement Activities Report	To consider the Planned Procurement Activities (to be considered at Cabinet on 5 th 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		
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.
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)		

		The Committee to make any recommendations.	Deadline for reports: 29 August			
September 23	Oracle Stabilisation Update	<p>To provide the Committee with an update, to include:</p> <ul style="list-style-type: none"> • Update on 'Safe and Compliant' • Update on Optimisation High Level Design • Oracle financial position • Key strategic risks from within the Oracle RAID log • Update on Oracle Management Review – including anticipated completion date. <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>		
September 23	Job Evaluation – Permanent Pay Equity	<p>To consider the report on Permanent Pay Equity presented to Cabinet on 25 July.</p> <p>To provide the Committee with an update on activity since that date.</p>	<p>Committee meeting - single item</p> <p>7 September 2023</p>	<p>Deborah Cadman Chief Executive and Head of Paid Service</p> <p>Janie Berry, City Solicitor and Monitoring Officer</p>		

		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	Fiona Greenway, Interim Director of Finance (S151 Officer) Darren Hockaday, Interim Director of People and Corporate Services		
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*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
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	Role for O&S in looking at specific aspects of the data and monitoring progress including:	TBC	Possible key questions: How do we acquire new talent? How do we ensure we're attractive to potential new

	<ul style="list-style-type: none"> • Work force planning in relation to age profile of staff. • Disability disclosure and. reasonable adjustments • Governance of Everyone's Battle, Everyone's Business (EBEB) and what impact this has made. 		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?
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			

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)

